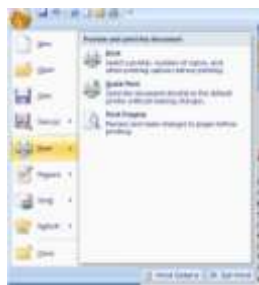
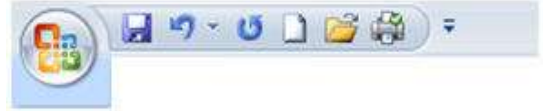
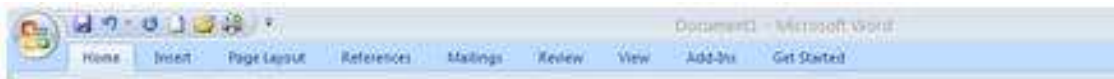


The Ribbon

- The ribbon is setup with the Quick Access Toolbar, Tabs, Groups/Command Sets, Contextual Tools and Dialog Launchers.
- The **Quick Access Toolbar** appears in the upper left of the window and contains the Microsoft Office button (which opens the File menu), the Save, Undo and Redo icons.
- The Quick Access Toolbar can be customized with the tools you use most frequently.
- The Microsoft Office button replaces the “File” menu. On the left panel are the major file tasks and on the right are the choices related to that task.



- **Tabs** are separated into activity areas.
 - Word: Home, Insert, Page Layout, References, Mailings, Review, View
 - Excel: Home, Insert, Page Layout, Formulas, Data, Review, View
 - PowerPoint: Home, Insert, Design, Animation, Slide Show, Review, View



- Under each Tab are **Groups** or **Command Sets** which are commands related to each tab.



- **Contextual Tools** appear when you select a specific object in your document. For example, when you create a table in Word, the Table Tools appears above the ribbon with two tabs, Design and Layout for editing the table.
- The small arrow at the bottom right of a command set/group is a **Dialog Launcher** and indicates that you can open a dialog box with the commands. This looks like the dialog boxes from previous versions.
- Office 2007 offers Galleries as part of the new design. Galleries display ready-made styles and templates that you can apply to your document by just clicking.
- The Live Preview feature allows you to see how a style will look by just pointing at the selection. When you find the selection you want just click to apply.
- View tools appear in the lower right corner of the document window or on the View tab.

Quick Reference for Groups in Word, Excel and PowerPoint

Word	Excel	PowerPoint
Home Clipboard Font Paragraph Styles Editing	Home Clipboard Font Alignment Number Styles Cells Editing	Home Clipboard Slides Font Paragraph Drawing Editing
Insert Pages Tables Illustrations Links Header & Footer Text Symbols	Insert Tables Illustrations Charts Links Text	Insert Tables Illustrations Links Text Media Clips
Page Lay Themes Page Setup Page Background Paragraph Arrange	Page Lay Themes Page Setup Scale to Fit Sheet Options Arrange	Design Page Setup Themes Background
Referenc Table of Contents Footnotes Citations & Bibliography Captions Index Table of Authorities	Formulas Function Library Defined Names Formulas Auditing Calculation	Animatio Preview Results Animations Transitions to this Slide
Mailings Create Start Mail Merge Write & Insert Fields Preview Results Finish	Data Get External Data Connections Sort & Filter Data Tools Outline	Slide Sho Start Slide Show Setup Monitors
Review Proofing Comments Tracking Changes Compare Protect	Review Proofing Comments Changes	Review Proofing Comments
View Document Views Show/Hide Zoom Window Macros	View Workbook Views Show/Hide Zoom Window Macros	View Presentation Views Show/Hide Zoom Color/Grayscale Window Macros