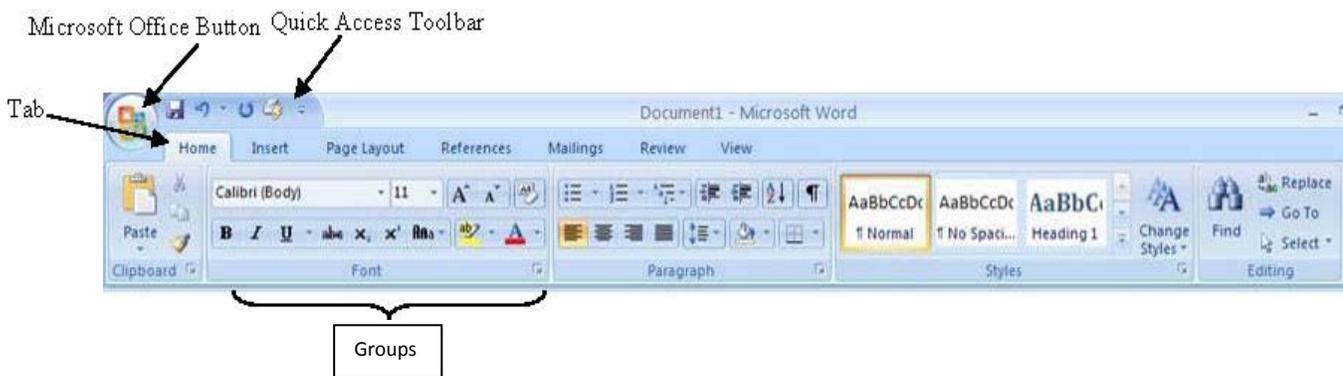# Microsoft Office 2007
Tips and Tricks

The Ribbon

The menus and toolbars in some programs have been replaced with the Ribbon, a panel that runs along the top of each application window.


> ➢ The Ribbon is divided into a series of tabs. In Word, for example, you will see tabs for Home (the default tab view), Insert, Page Layout, References, Mailings, Review, and View. There are also tabs that only appear when needed. So, for example, if you insert a table in Word, you'll get a new Table tab, or if you insert a picture, you will see a Picture tab.

> ➢ Commands are organized in logical groups, which are collected together under the tabs. The groups on each tab are organized to help you complete a task.

> ➢ The Ribbon can be found in Office Access 2007, Office Excel 2007, Office PowerPoint 2007, Office Word 2007 and Office Outlook 2007.

Button

 Replaces the **File Menu.** When you click the Microsoft Office Button, you see the same basic commands available in earlier releases of Microsoft Office to open, save, and print your file.
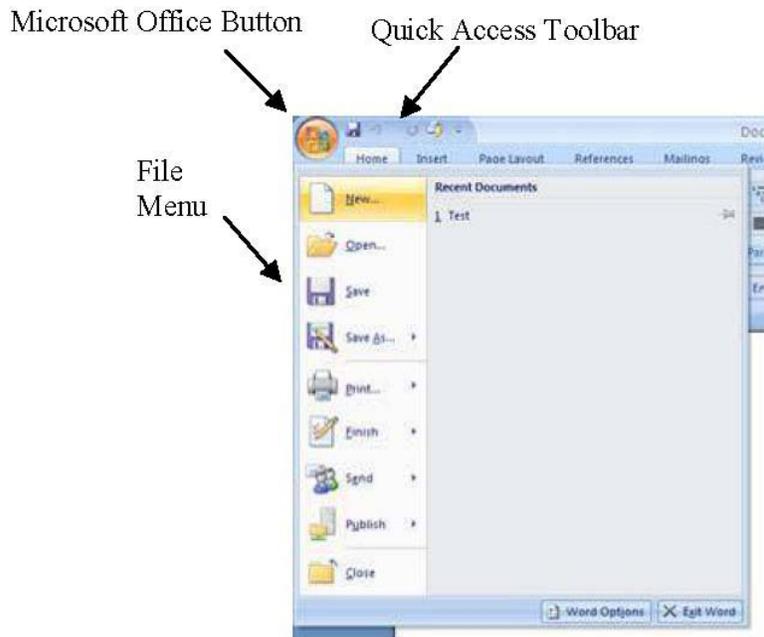
Quick Access Toolbar

Tools or commands that are not as readily available as you would like can be easily accessed by adding them to the quick access toolbar. To add a button right click on a feature in a tab, then click ADD TO QUICK ACCESS TOOLBAR. You may remove a button the same way, by right clicking and choosing REMOVE FROM QUICK ACCESS TOOLBAR.   (See additional handout for detailed information)

Saving a File

Office 2007 saves files in a slightly different format, as compared to previous Office versions. To ensure you can access your 2007 files in other versions of Office, you must click on SAVE AS from the File menu. Choose [Office Program] 97-2003 [File Type] from the SAVE A COPY OF THE [FILE TYPE] list. Name the file and click SAVE.

For example from Word, you would choose Word 97-2003 Document from the SAVE A COPY OF THE DOCUMENT list.

Note: file extensions in Word 2003 will end in .doc   Word 2007 will end in .docx

THE RIBBON

Microsoft Office Button

Quick Access Toolbar

Save   Undo   Redo   Font Name   Increase/Decrease Font Size   Numbering

Font Size   Clear Formatting   Multilevel List   Increase Indent   Show/Hide

Cut   Bullets   Decrease Indent   Sort

Copy

Bold   Italics   Underline   Strikethrough   Change Case   Font Color   Center   Justify   Shading

Paste   Text Highlight Color   Align Left   Align Right   Line Spacing   Borders

Format   Subscript

Superscript

Microsoft Office Button

File Menu