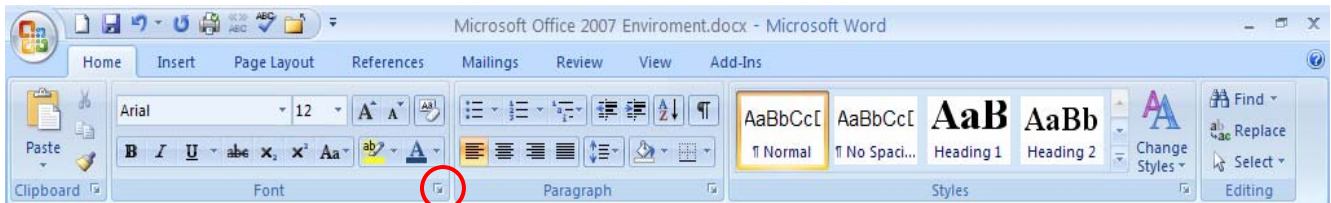


Microsoft Office 2007

The Office 2007 Environment

The Ribbon

The new interface in the Office System is the *Ribbon*. Old menus have been re-organized to make controls hopefully easier to use. However, there will be a learning curve. Many options now appear when you need them and not before. An example would be that when selecting a picture in your document, the picture tools pop up. But in general, all the commands you had before are still there just under different headings. The *Ribbon* is organized into groups of commands on different *Tabs* as below.

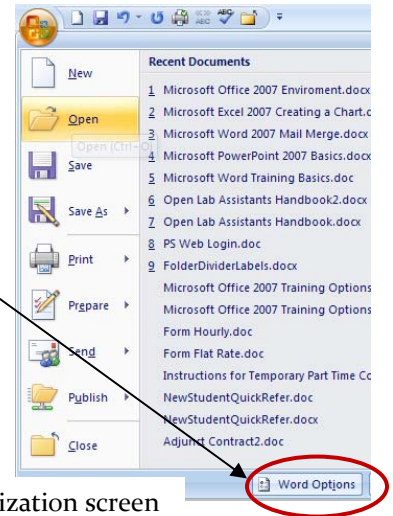


More features under each section can be reached by the small arrows in the lower right corners. Notice the many arrows available for further options.

The Office Button



The *Office Button* is comparable to the old **File menu** on the 2003 toolbar. Here you will find familiar commands such as New, Open, Save, Print, and also the *Options* for your application.

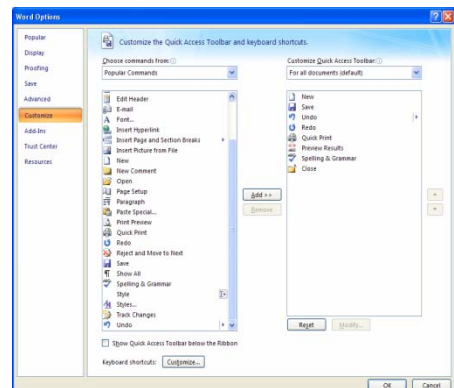


Quick Access Toolbar



Click Here to access the customization screen
Then choose > **More Commands**.

Office does provide the ability to create quick access commands on a personalized toolbar. These toolbars are specific to each application. So you will have a different one for Word, Excel, etc.. This an important tool to help you make the transition to the new Office environment!

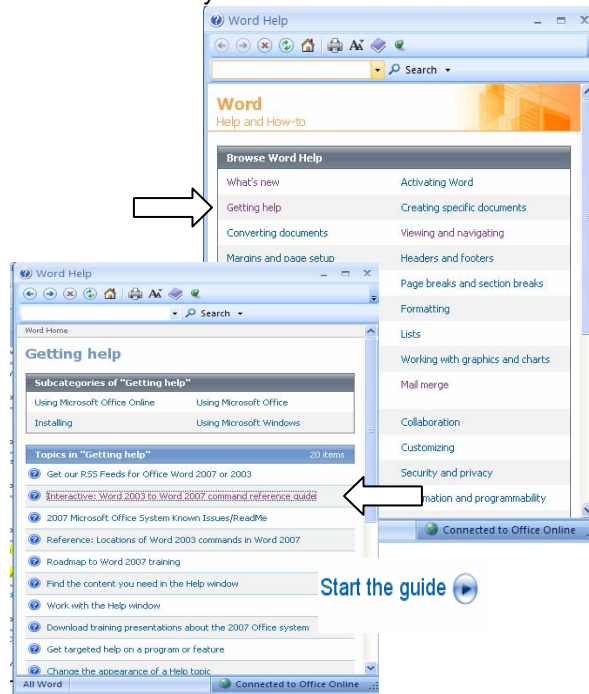


Help

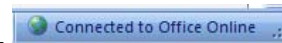


The new help feature is in the far right corner on the Ribbon and it offers a new interactive help that will let walk you through making the transition to Office 2007 from 2003. In the Interactive Help you can look up old 2003 commands in their previous location and it will show you where the new 2007 commands are located! WOW!

1. Go to Help
2. Choose "Getting Help"
3. Choose "Interactive Word 2003 to Word 2007 command reference guide"
4. Click on "Start the guide"



Note: Make Sure you are set to Online in the lower left hand corner.




Help should always be your first line of defense!
It will answer many questions!

You can also use **F1** to access Help.

Training

Many training tutorials can be seen at Microsoft site: <http://office.microsoft.com/en-us/training>

Please reference the following tutorial for this topic:

 [Up to speed with the 2007 Office system](#)

Length: 30 min

(Listed under any application choice)

