

Microsoft Office 2007

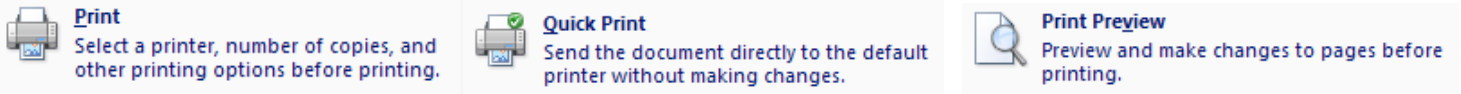
With Office 2007, Microsoft has a new look. You can still do everything that was in the old programs, plus more. Microsoft no longer has menus. Instead, they put like tasks together in groups called **ribbons** (more below). Each program has unique ribbons, and some ribbons are common to all. Microsoft also introduced the **Office Button**.



Click on this button to see additional file or program options.

If you need to do more than just print your document, click on the Office Button and hover over **Print**.


This brings up 3 choices:



The difference between **Save** and **Save As**: Use **Save** to save changes to a file. Use **Save As** if you need to change the name of an existing file, or to save changes into a new file, but also keep the old one.

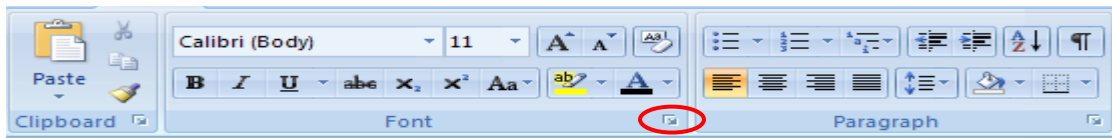


The **Format** button allows you to make all formatting changes to your text at once.

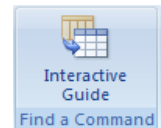
Highlight the text  you want to change, then click on the button. Change your font, the font size, and anything else, then click OK.

All programs have these ribbons:

Home Ribbon: It contains the tasks most often used in that program, arranged in groups. For example, the Home Ribbon in Word has groups for the clipboard, font, paragraph, styles and editing (only part of it is shown here.). When you see a tiny down arrow in a group, like the one circled below, you can click on that arrow and see many more choices of things to do.



Get Started: Use this if you can't figure out how to do something you knew how to do before. Click on the ribbon, then on **Interactive Guide**. A new window opens. Click on **Start the Guide** (middle of the page) and follow the directions to find the command in the old menus and then see how to do it in the new program.



Insert: This ribbon lets you insert pictures, clip art, text boxes, tables, etc., plus other items unique to each program. In addition, this is where you add or change headers and footers.

Review: Use this ribbon for, among other things, checking your spelling.

View: Use this to change the way you look at your file. For example, Word lets you see two pages side by side on the screen. In PowerPoint, go here to view your whole slide show.

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