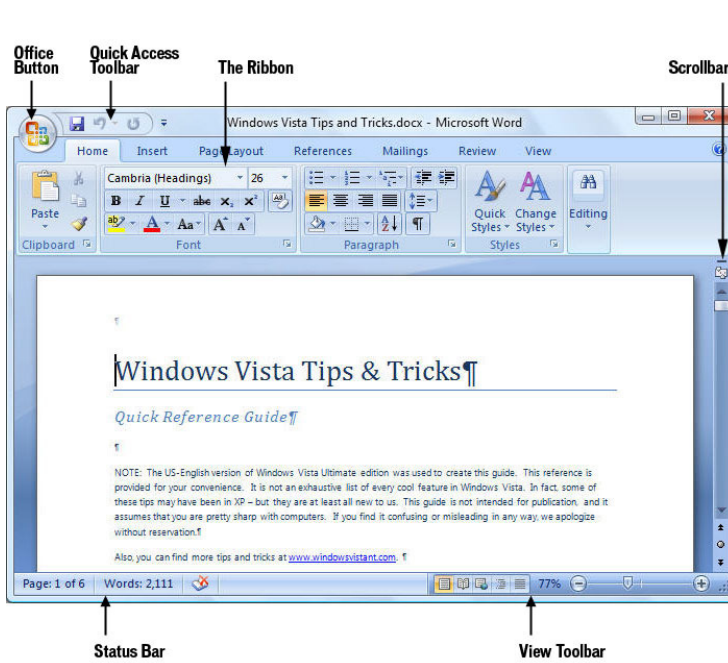
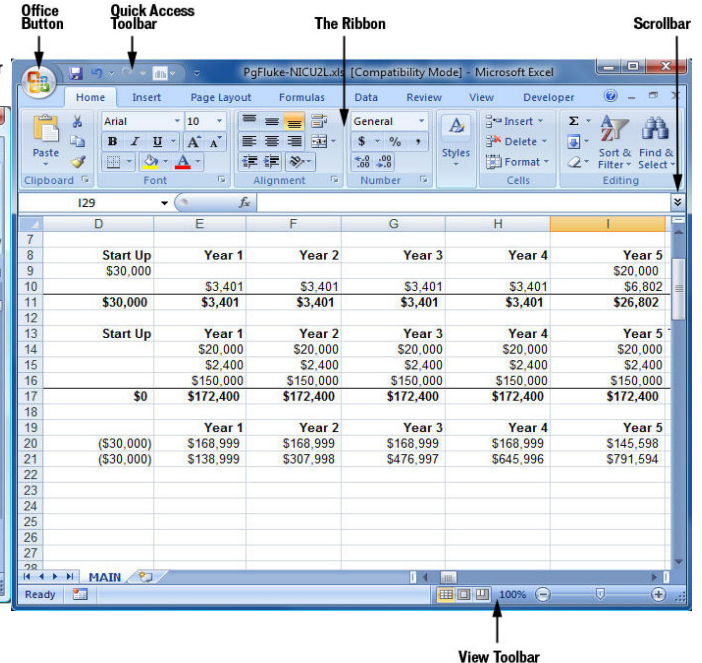


Getting to know Office 2007

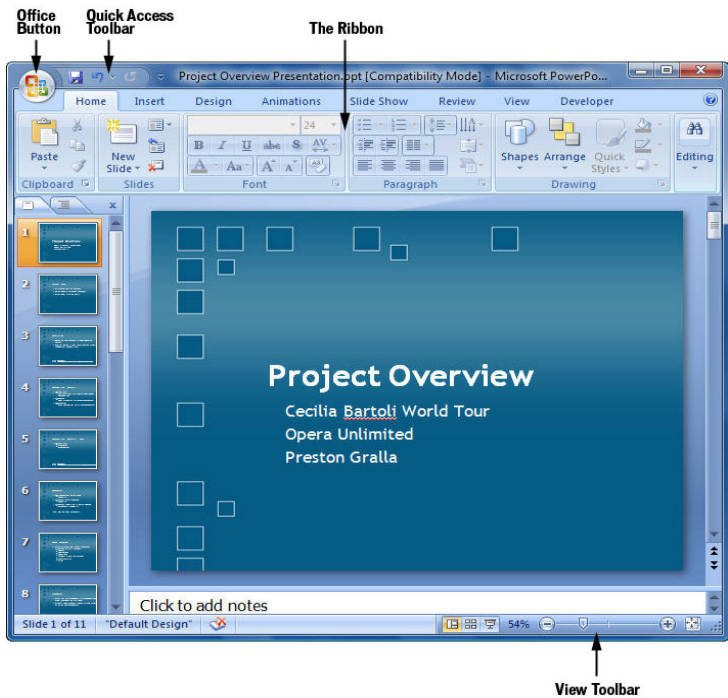
The new Office Interface



The new Word Interface



The new Excel Interface



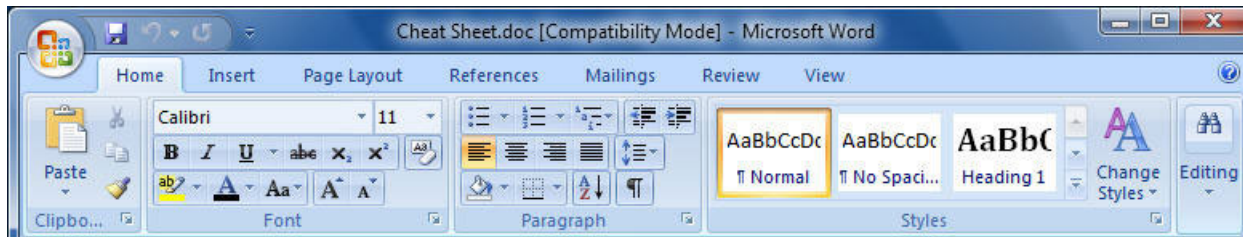
The new PowerPoint Interface



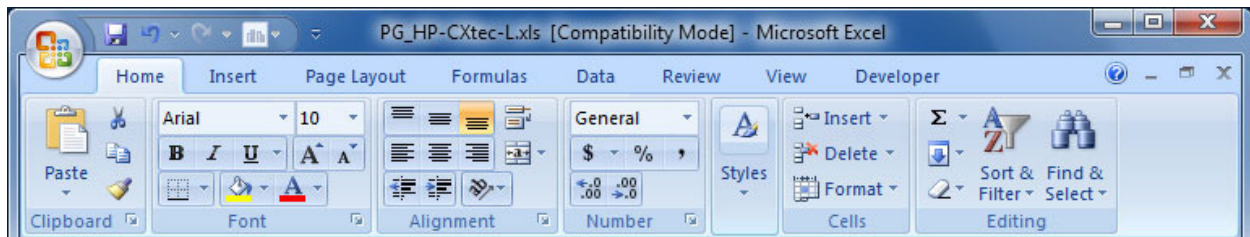
The Microsoft Office Button. The big button on the upper left-hand corner of the screen replaces the old File menu from previous versions of Office. You'll find familiar features for opening files, saving files, printing files and so on, but there's a lot more here as well.



The Quick Access Toolbar. Just to the right of the Office Button is the Quick Access toolbar, with buttons for using Office's most common features, including Save, Undo, Redo, Print Preview and more -- but you can add and remove buttons for any functions you please.



The Word 2007 Ribbon

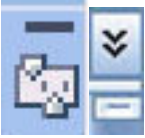


The Excel 2007 Ribbon

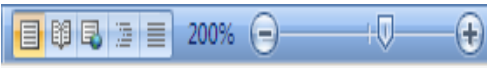


The PowerPoint 2007 Ribbon

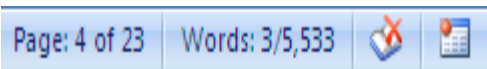
The Ribbon. The Ribbon is the main way you'll work with Office. Instead of old-style menus, in which menus have submenus, submenus have sub-submenus and so on, the Ribbon groups buttons for common tasks together in tabs on a graphical interface. So, for example, when you click the Insert tab, a Ribbon appears with buttons for items that you can insert into a document, such as clip art, a hyperlink, a picture or a table.



The Scrollbar. This is largely unchanged from previous versions of Office; use it to scroll up and down. There are a couple of minor changes -- In Word, at the top, there's a small button that looks like a minus sign that lets you split your screen in two, and just below that, there's a small icon that displays or hides a ruler when you click it. In Excel, at the top, there's a double arrow that when clicked upon, expands the area at the top of the worksheet that displays the contents of the current cell. Just below the double arrow is a tiny button that looks like a minus sign that lets you split your screen in two.



The View Toolbar. The View toolbar lets you choose between various page views depending on what Office application you are in. There's also a nice addition -- a slider that lets you zoom in or out on your document.

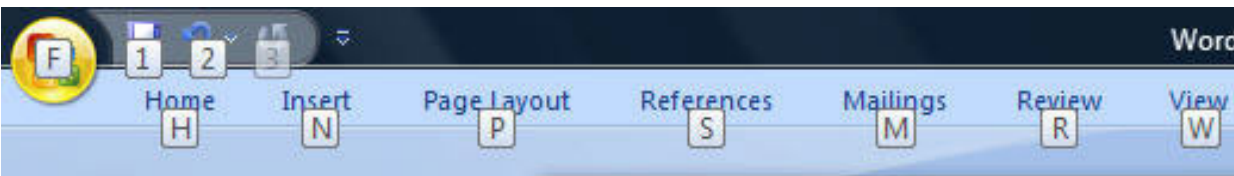


The Status Bar (Word 2007). This is in the same place as in earlier Word versions and has the same function -- to display information such as the number of pages in your document. It has one nice little extra: It displays the word count of your document as well. If you highlight an area of text, it will display the number of words in the highlighted area.

Tips for Working with Office 2007

Add Commands to the Quick Access Toolbar. Probably the most helpful customization for Word 2007 is to add buttons to the Quick Access toolbar. The simplest way to do this is by clicking the small Down arrow to the right of the Quick Access toolbar and selecting a new button to add. A better method is to click the Office Button, choose Options and then Customize.

Use Keyboard Shortcuts. If you're a fan of Office keyboard shortcuts, take heart -- the same ones work in 2007. So keep using them. You can also use a clever set of keyboard shortcuts for working with the Ribbon. Press the Alt key and a tiny letter or number icon appears on the menu for each tab -- for example, the letter H for the Home tab. (See the image below.) Now press that letter on your keyboard, and you'll display that tab or menu item. When the tab appears, there will be letters and numbers for most options on the tab as well.



Getting Additional Help. Use the F1 key on your keyboard to call up the Help feature in Office 2007.