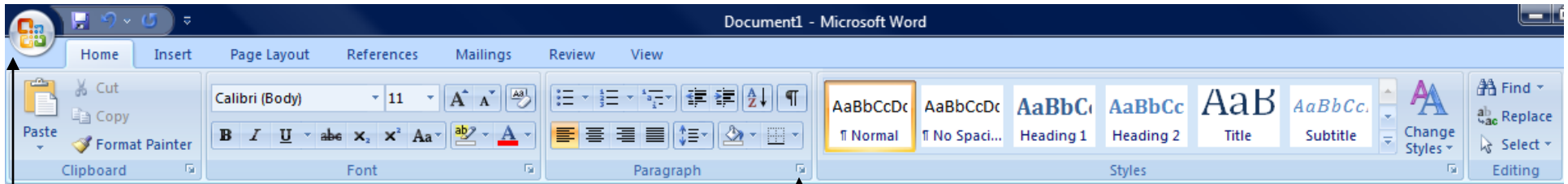


Microsoft Office 2007 Toolbars Guide.

This is a view of the **Home tab** on the Word 2007 ribbon. The ribbon replaces the menu options that existed in older versions of Word. The icons are the same as they used to be, but many are in new locations. This guide will help you understand the new placement of options and allow you to better navigate.

This small area above Home is the Quick Access bar, which contains Save, Undo and Redo by default. It can be customized to have any other buttons you'd like. I'll cover that later.



Cut, Copy, Paste.

Font formatting section.

The styles option lets you format text with preset designs.

The small arrows in the corner of each section opens a screen with more related options.

The editing section is where to find the Select All option.

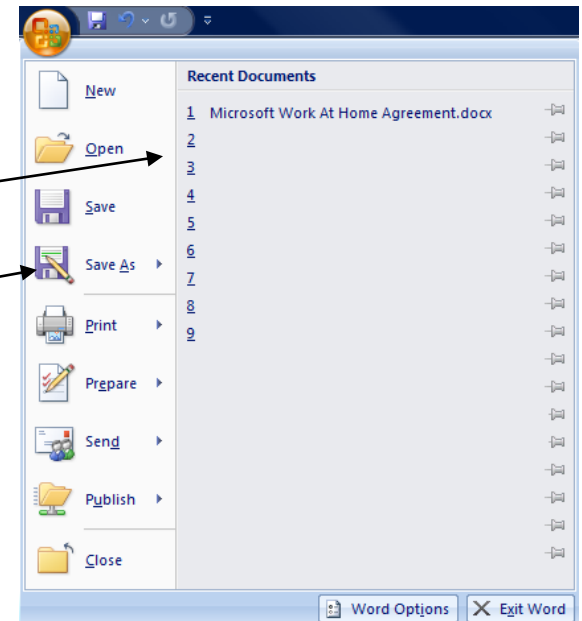
So where is File? How do you save or print? The options that were under File in older versions are now available under the Office Button, the large round icon in the top left corner.

Recently used documents are shown on the right.

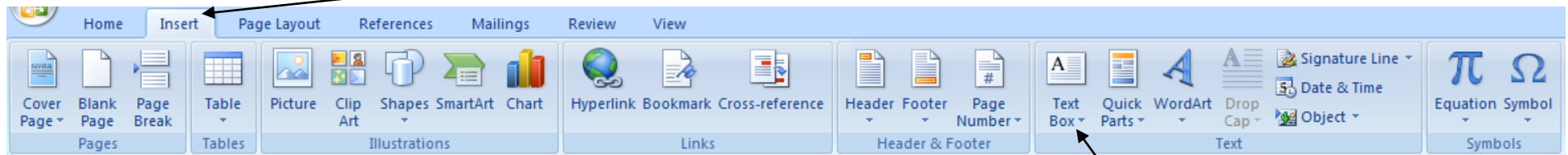
Save As lets you save files in the older word format as well as a PDF file. (see "Make a PDF using Office 2007" help sheet)

ZOOMING

You can change the zoom from the View tab, or by using the slider in the bottom right.



The **Insert tab**: Click on the word “Insert” next to Home to change the menu to show these buttons.



Page section options .

Add images, lines, charts and shapes .

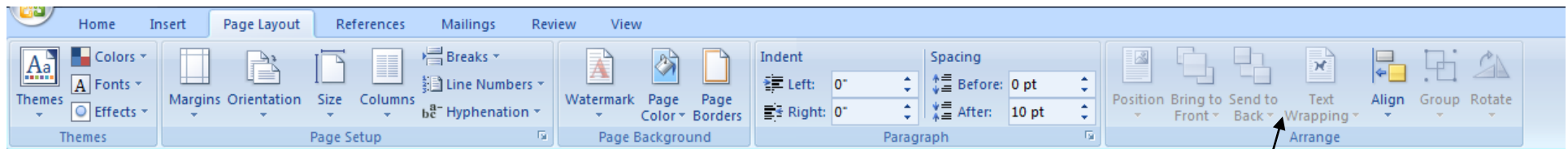
Bookmarks and cross references can help keep you organized.

Choose a header or footer template, or pick the Edit option at the bottom of the list to make your own.

Choose a template from the Text Box menu, or pick the Draw option at the bottom of the list to make your own.

Easily add symbols that can't be typed.

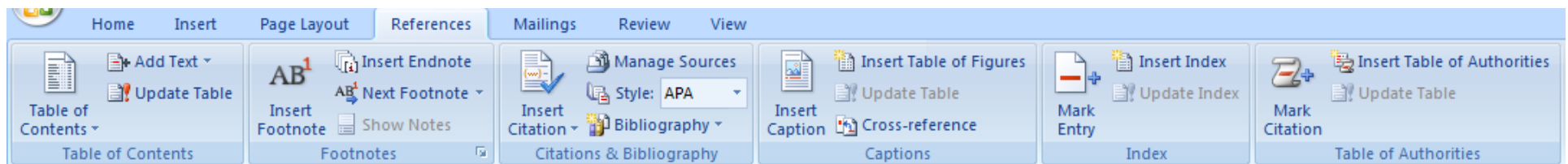
The **Page Layout tab**:



Change page margins, size, etc.

Text wrapping options for images or text boxes.

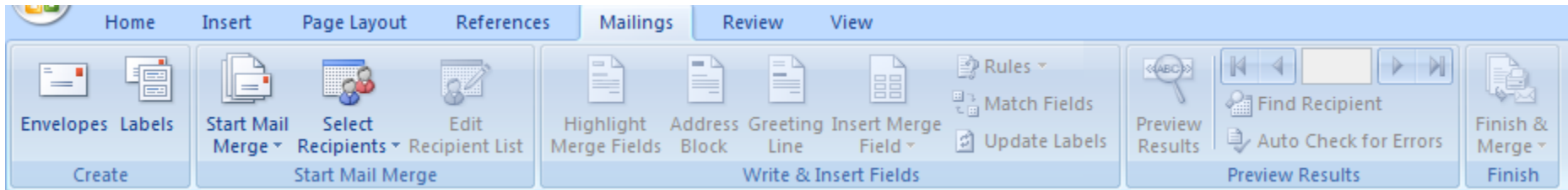
The **References tab**:



The references tab is new and allows you to setup and manage references. Separate Instructions on using this particular feature will come soon.

Also note the Table of Contents feature. This isn't new, but seems to work a little differently than before. Additional instructions available soon.

The Mailings tab:

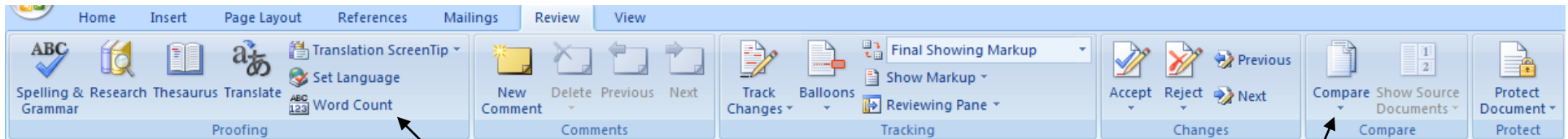


Envelopes and Labels options are opened from here.

Use the Step-By-Step Mail Merge wizard to make a merge from Excel data.

Edit, preview, and complete the mail merge.

The Review tab:



Spell check, language, translation, and grammar options.

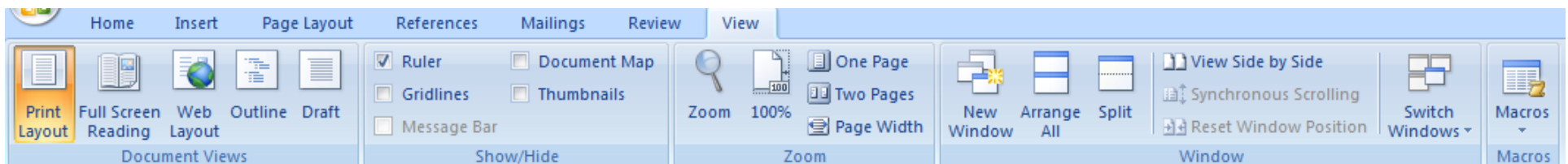
Word Count options.

Track changes options. This is used to show changes made to documents, particularly useful when working in a group on a single document. **Remember to accept the changes before publishing the document, or everyone will be able to see the previous revisions!**

Compare and combine functions let you look at differences in different files.

Password protect to prevent editing.

The View tab:



The icons here are mostly self-explanatory and simply change how your document display.

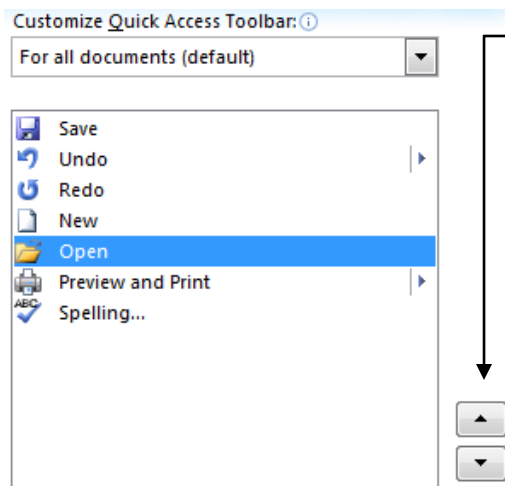
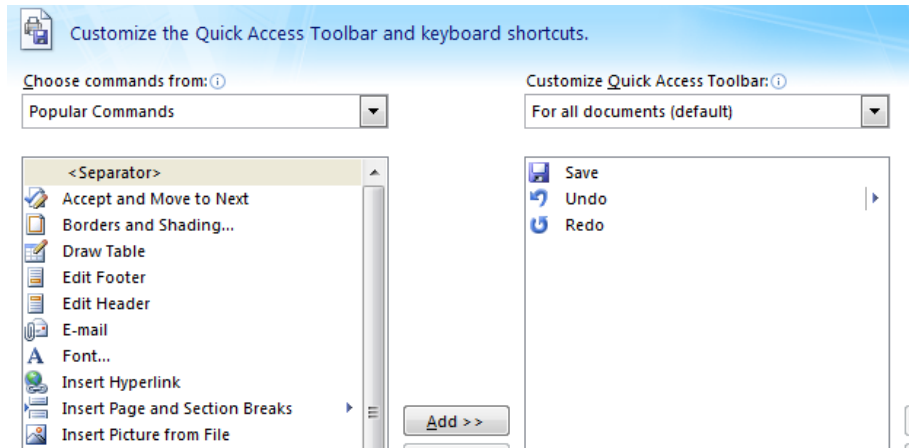
This is where macro options are hiding.

Customizing the Quick Access Toolbar:

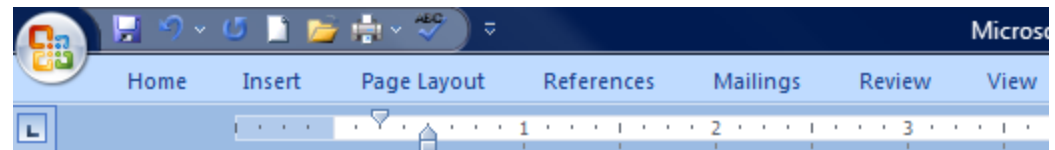


By default the Quick Access Toolbar sits up at the top of the screen, and provides quick access to Save, Undo and Redo. It can be customized to contain any of the office features you'd like.

- Right click anywhere in the bar and choose "Customize Quick Access Toolbar".
- The screen shown here will appear. The drop down menu "Choose commands from:" lets you pick what options appear in the left-hand list.
- Find an option you'd like to use and double click on it. That item now appears in the right-hand list, indicating that it will appear on the toolbar.
- To remove an icon from the right-hand list, you can double click on it, or click on it once and use the Remove button.
- Once you've set your list, you may have something like mine.



- Use the black arrow keys on the right to change the order of your list.
- Press OK when you are finished .
- Now that you've customized your Quick Access bar, you may feel that the ribbon takes up a lot of space and is in your way. To hide it, right click on the word Home and choose "Minimize the ribbon". It now looks like this.



Just click your mouse on one of the tabs and the full ribbon re-appears temporarily.

Right click on the word Home and choose "Minimize the ribbon" again to turn the ribbon back on to full view.

For other information about Office 2007 and other applications, visit the Help Desk website at

<http://helpdesk.utica.edu> and click on the link for Helpsheets.