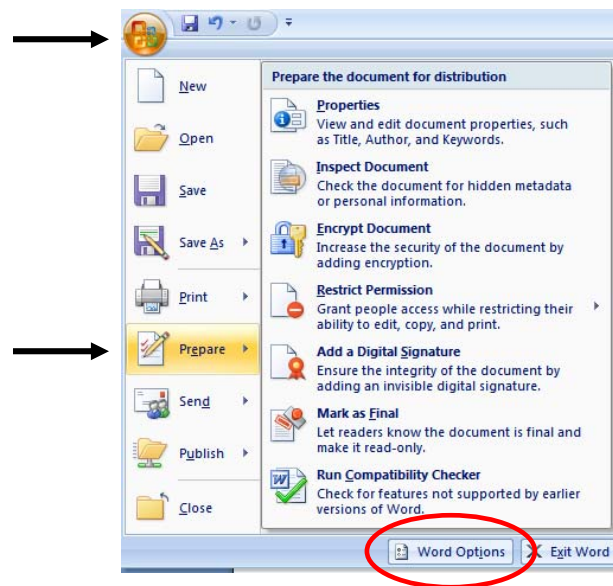


# What's New in Microsoft Office 2007

## What Happened to the File Menu?

The user interface has been significantly redesigned in the 2007 Microsoft Office programs. The File menu has been replaced with the **Microsoft Office Button**

**Button.** When you click the **Microsoft Office Button**, you see the same basic commands that were found under the File menu in previous versions of Microsoft Office to open, save, and print your file. However, in 2007, more commands are now available, such as **Prepare** and **Publish**. For example, in Word, Excel, and PowerPoint, by pointing to **Prepare**, and then clicking **Inspect Document**, you can check a file for hidden metadata or personal information.



The program's **Options** are also found under the **Microsoft Office Button**. This command used to be under Tools, and Options in previous versions.

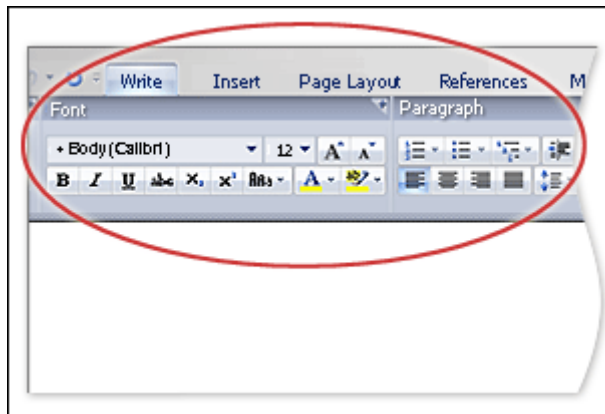
## What Happened to the Office Assistant?

The online Help feature in 2007 has been completely redesigned, and the new design does not include the Microsoft Office Assistant. To access Help click the

**Microsoft Office Help icon** located in the top right corner of the program. Each program has its own Help home page where you can find product information, Help and how-to articles, training courses, templates, and more.

## The Ribbon

When you first start some of the programs in 2007 you may be surprised by what you see. The menus and toolbars in some programs have been replaced with the **Ribbon**.



The **Ribbon** is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under **Tabs**. Each **Tab** relates to a type of activity, such as writing or laying out a page. To reduce clutter, some **Tabs** are shown only when needed.



### Contextual Command Tabs

Certain sets of commands are only relevant when objects of a particular type are being edited. For example, the commands for editing a chart are not relevant until a chart appears in a spreadsheet and the user is focusing on modifying it. In current versions of Microsoft Office programs, these commands can be difficult to find. In Office Excel 2007, clicking on a chart causes a contextual tab to appear with commands used for chart editing. Contextual tabs only appear when they are needed and make it much easier to find and use the commands needed for the operation at hand.

### Minimize the Ribbon

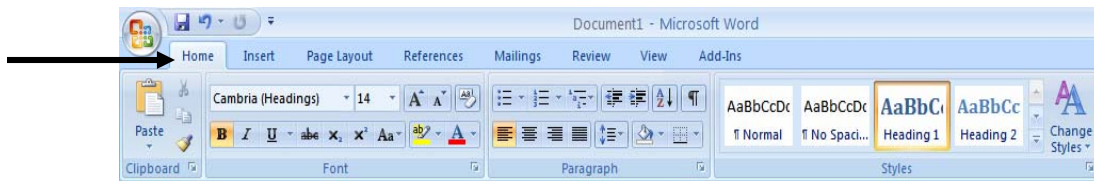
There is no way to delete or replace the **Ribbon** with the toolbars and menus from the earlier versions of Microsoft Office. However, you can minimize the **Ribbon** to make more space available on your screen.

#### To Always Keep the Ribbon Minimized:

- 1) Click the **Customize Quick Access Toolbar**  located next to the Microsoft Office Button 
- 2) In the list, click **Minimize the Ribbon**
- 3) To use the **Ribbon** while it is minimized, click the **Tab** you want to use, and then click the option or command you want to use

## To Keep the Ribbon Minimized for a Short Time:

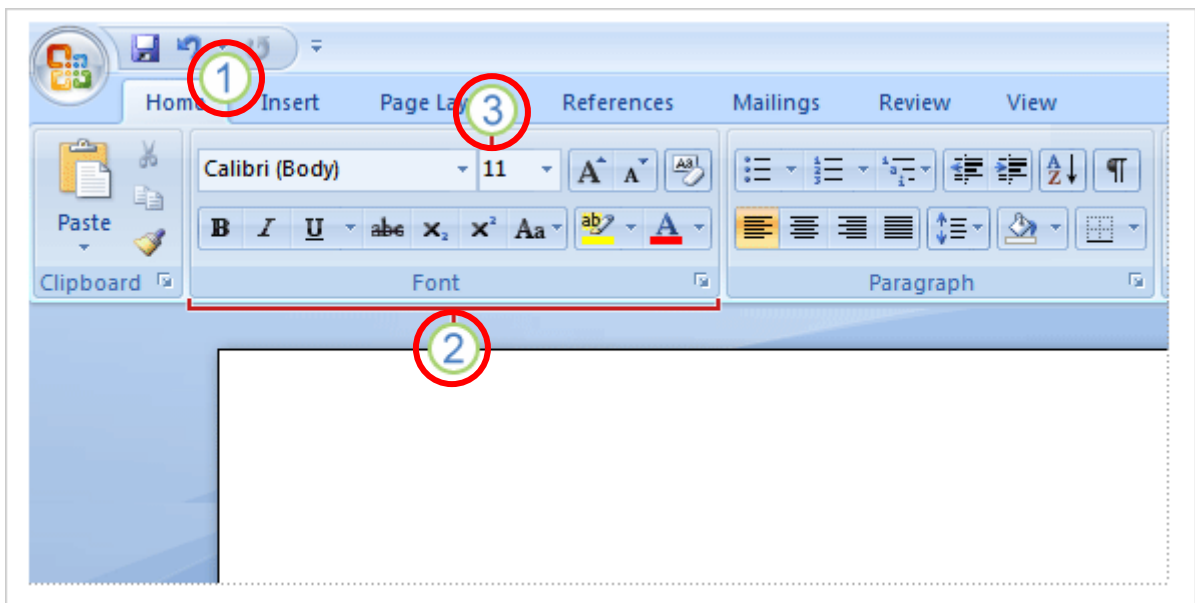
- 1) To quickly minimize the **Ribbon**, double-click the active **Tab**
- 2) Double-click the **Tab** again to restore the **Ribbon**



## What's on the Ribbon

There are three basic components to the Ribbon:

- 1) **Tabs** sit across the top of the Ribbon. Each one represents the tasks you do in a given program.
- 2) **Groups** are sets of related commands, displayed on Tabs. They pull together all the commands you're likely to need for a type of task, and they remain on display and readily available, giving you rich visual aids.
- 3) **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.



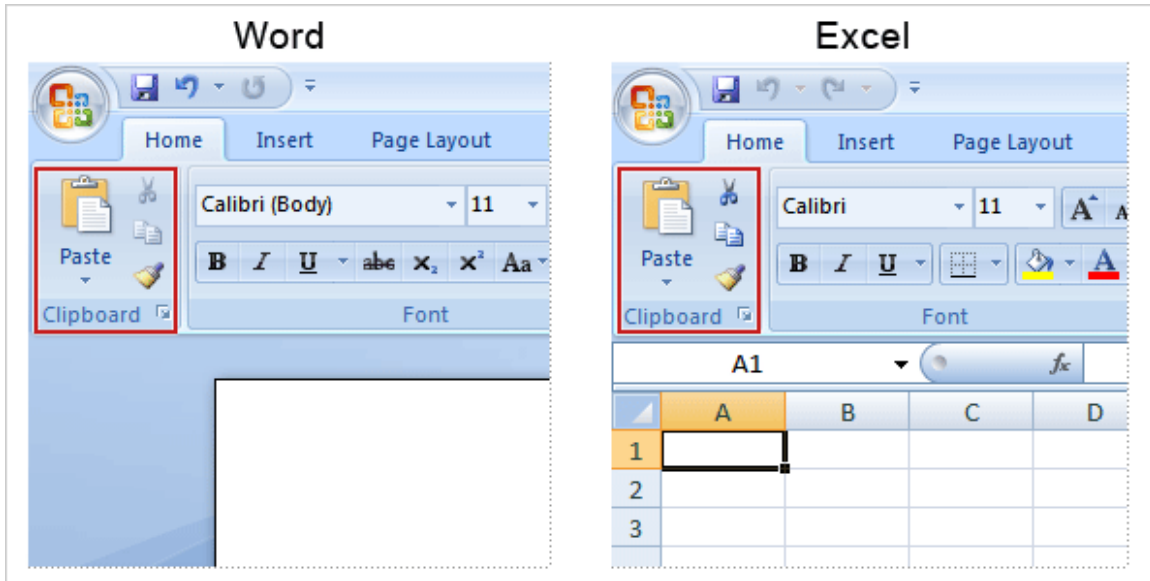
## How Commands are Organized

**Commands** are organized by how they are used. Microsoft found that people using Microsoft Office favor a core set of commands, which they tend to use over and over. Those core commands are now the most prominent.

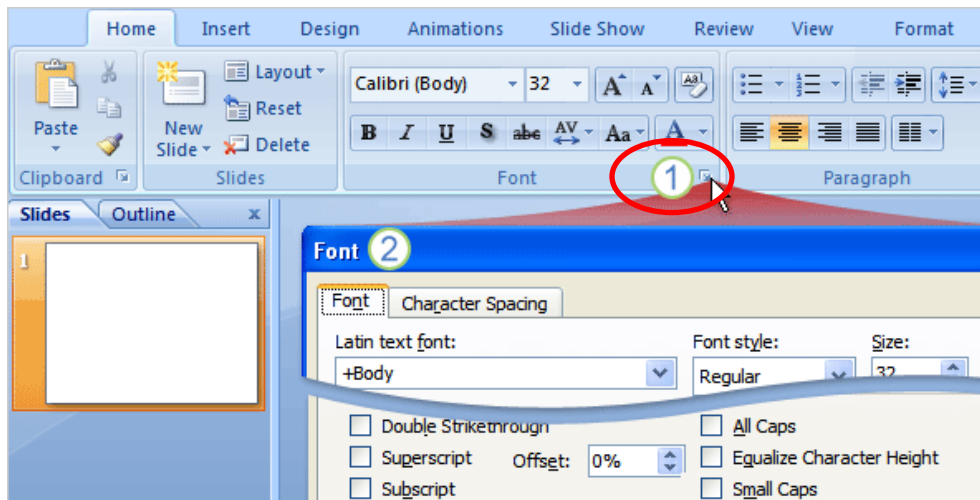
An example is the Paste command. It's one of the most frequently used commands. Why not give it maximum exposure in the window, along with its related commands, Cut and Copy?



Frequently used commands don't have to share space anymore with a range of remotely related commands on a menu or toolbar. They're the ones that get used, and so they're the ones that are at your fingertips.

Less frequently used commands are less prominent on the Ribbon. For example, most people use Paste Special less often than they use Paste. So, to access Paste Special, you first click the **drop-down arrow** on Paste.



### More Options if You Need Them

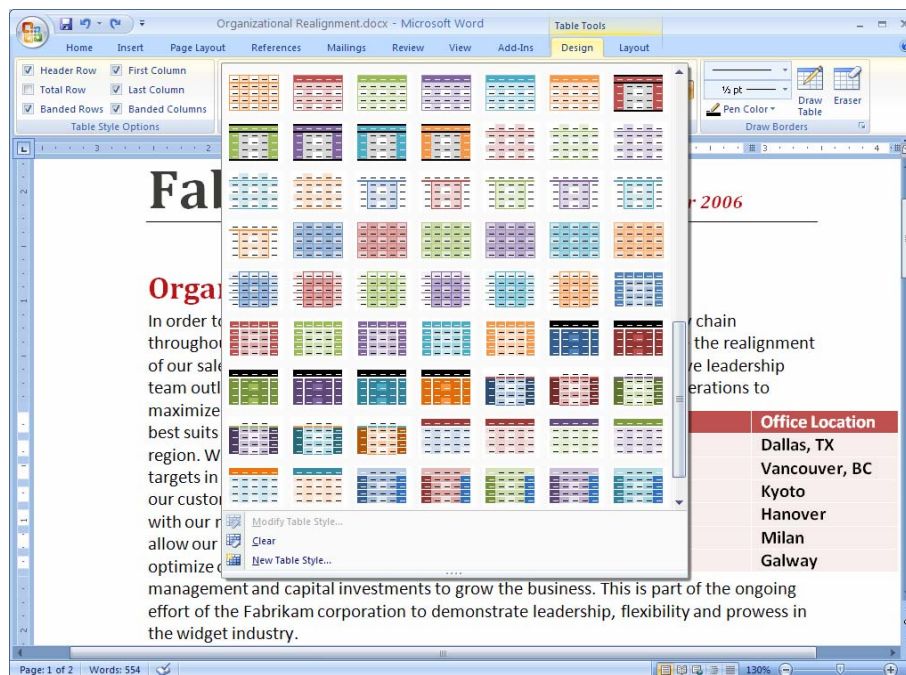


When you see a **small arrow**  in the lower-right corner of a group, it means there are more options available for the group. Click the **arrow**  (called the **Dialog Box Launcher**), and you'll see a dialog box or a task pane with more commands.

## Galleries

**Galleries** are at the heart of the redesigned programs. **Galleries** provide users with a set of clear results to choose from when working on a document, spreadsheet, presentation, or Access database. By presenting a simple set of potential results, rather than a complex dialog box with numerous options, **Galleries** simplify the process of producing professional-looking work. The traditional dialog box interfaces are still available for those who want a greater degree of control over the result of the operation.

For example, Word 2007 provides the following designs when working with tables:



## Live Preview

**Live Preview** is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over the results presented in a Gallery. This new, dynamic capability streamlines the process of laying out, editing, and formatting, so users can create professional results with less time and effort.

To use **Live Preview**, rest the mouse pointer on an option. Your document changes to show you what that option would look like before you actually make the selection. After you see the preview of what you want, then click the option to make your selection.

## Enhanced ToolTips

The new Microsoft Office system user interface dramatically streamlines access to information about commands and tools. **Enhanced ToolTips** provide links to auxiliary information, such as training or help topics, directly from the command. You no longer have to discover the name of a command, open the Help window, and type in the command name—the link is now built into the user interface. This in-context information helps you learn unfamiliar functionality quickly.

Because commands are organized according to the way you work, you can easily find and take advantage of the new and advanced capabilities in the 2007 Microsoft Office System. With its streamlined look and dynamic Galleries, the new user interface helps you spend less time figuring out how the programs work so you can spend more time on content and analysis.

## New Features of Spell Checker

The **Spell Checker** has been made more consistent across the 2007 Microsoft Office programs.

Several **Spell Checker** options are now global. If you change one of these options in one Office program, that option is also changed for all the other Office programs.

In addition to sharing the same custom dictionaries, all programs can manage them using the same dialog box.