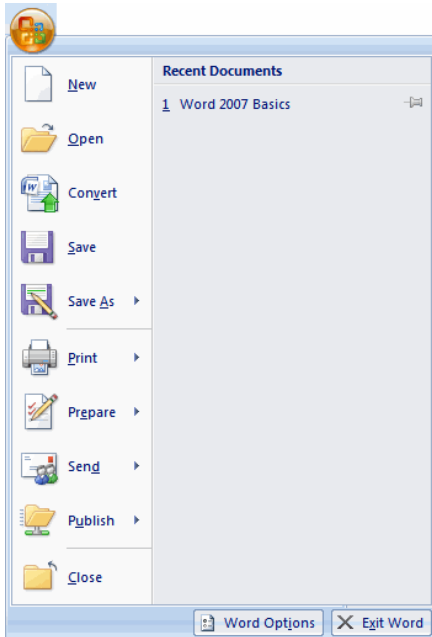


# Word 2007: The New Interface

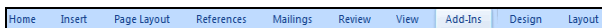
## The Office Button

The **Office** button, located in the top corner of your screen, replaces the **File** menu and allows you to save, print, and open documents.



## Ribbons

“Fat-bands” called **Ribbons** replace cascading text menus and task bars.



The Ribbon...	Allows you to...
Home	Change font, paragraph, and heading styles and view the clipboard.
Insert	Insert pages, tables, headers, footers, and symbols.
Page Layout	Format the page layout
References	Add tables of contents, footnotes, citations, etc.
Mailings	Create mail merges
Review	Use proofing techniques and track changes
View	Change document and window layouts
Add-Ins	Customize toolbars

## Hiding and Redisplaying Ribbons

- To hide the ribbons while you work, double-click on them.
- To redisplay the ribbons, double-click on them a second time.

## The Quick Access Toolbar

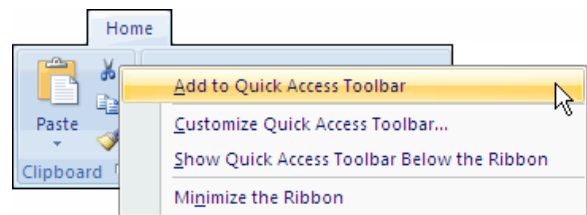
The **Quick Access Toolbar**, located to the right of the Office button, contains the three most frequently used buttons - Save, Undo, and Redo.



## Customizing the Quick Access Toolbar

To add any buttons you frequently use to the **Quick Access Toolbar**:

- Right-click on any button (for example, cut).
- From the menu that appears, select **Add to Quick Access Toolbar**.



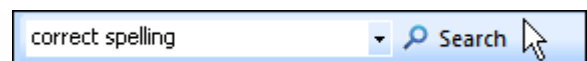
## Getting Help in Word

Word's Help is a good resource when you are trying to use an unfamiliar feature.

- Click on the blue question mark in the top right corner of the Word window.



- The **Word Help** window will appear.
- Type a description of your topic in the box.
- Click on the button labeled **Search**.



- From the list provided, select click on a topic to view its contents.