

Microsoft “Ribbons” Easily Understood

Have you been ready to try the new Microsoft Office 2007, but intimidated by the new “ribbon” interface? Microsoft has created a page just for you! Using Office 2003 as a comparison, users can find the old location of common tools, and by placing the mouse over the tool, the new 2007 ribbon will appear and direct you to the new location. Visit *Basic Training for the Ribbon* to get started. The URL is <http://office.microsoft.com/en-us/getstarted/FX101938921033.aspx>.

* Click on the desired program (Excel, Word, Powerpoint, etc.) in the box titled, Find Familiar Commands in New Ribbon.

* Click “Start the Guide” to begin your Office 2007 Ribbon help session. It’s that easy!

SOITA will start offering classes on Office 2007 and Vista in the fall of 2007.