

New in Microsoft Office 2007

A new user interface groups tasks and tools to make creating professional-looking documents fast and easy. The *toolbars* used in earlier versions have been replaced by the *ribbon*. The *file menu* has been replaced by the *Microsoft Office Button*

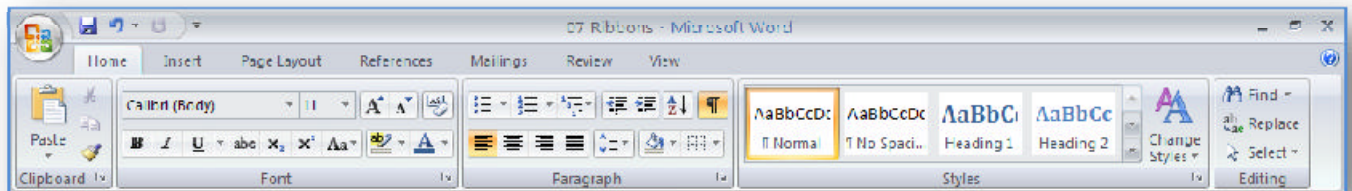


Ribbon Overview

The ribbons are defined by their tabs (i.e., Home, Insert, etc.) and are designed to be task-orientated. Commands are placed in groups on the ribbon. Each ribbon is discussed below:

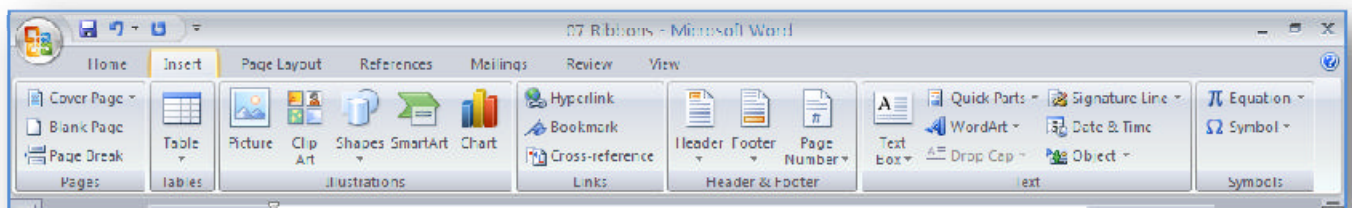
Home

The Home tab contains common commands and tools used to format documents. Formatting can be done quickly using the styles group.



Insert

The Insert tab is used for adding different elements to your document. Add a cover page, table, picture, header/footer, text box, or signature line.

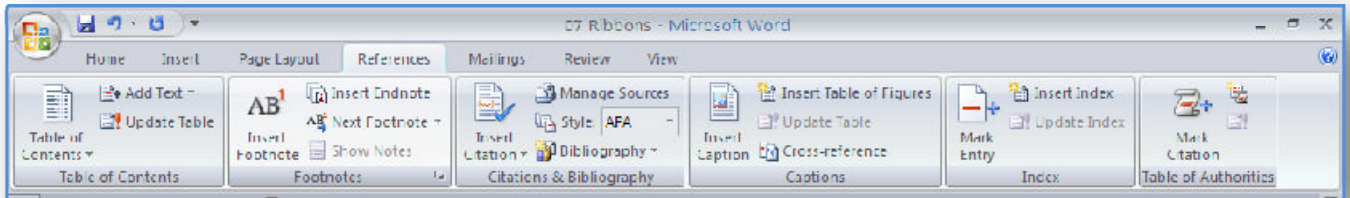


Page Layout

Prepare your document for printing on the Page Layout tab. Change the margins or orientation of the document, add page borders, or change the indentation or spacing of text.

References

Add a table of contents, endnotes, footnotes or caption to a figure using the References tab. The Reference ribbon will also insert and manage citations in MLA or APA format.



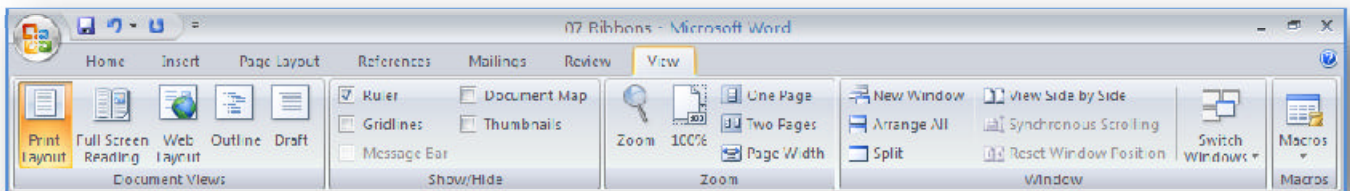
Mailings

Create envelopes and labels or start a mail merge on the Mailing tab.

Review

The Review tab will proof your document by checking spelling or you can consult the thesaurus. Add comments, track changes, and protect your document in this location as well.

View



Use the view tab to determine how word appears as you create your document. Show or Hide elements, switch between different document views or zoom in/out on your document.