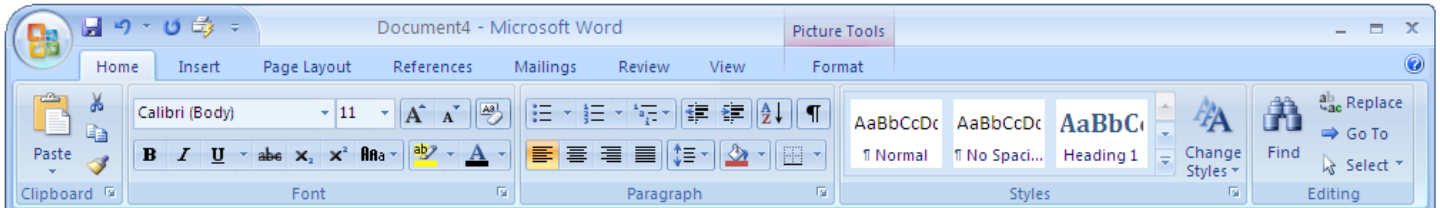




## Welcome to the 2007 Microsoft Office system

The 2007 Microsoft Office system includes a new user interface designed to help make Office easier to use. Here are five things to know that will help you explore and use your new software.



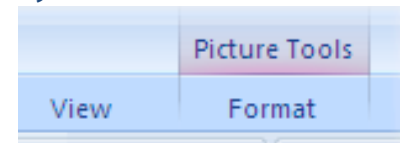
### 1 Use the Ribbon to find and use features

The Ribbon is the area at the top of the window which contains all of the features in the program. The Ribbon is organized into several tabs (such as Insert, Page Layout, and Review) which group related features together.

**Tip:** To temporarily hide the Ribbon, double-click the selected tab or press **Ctrl+F1** on the keyboard.

### 2 Contextual Tabs show features related to the selected object

Whenever you select or insert a picture, table, chart, or any other object, the specialized tools for working with that object appear as additional tabs in the Ribbon. When you click away from the object, the tools put themselves away.



**Tip:** To quickly bring forward the Contextual Tabs for an object, double-click the object.

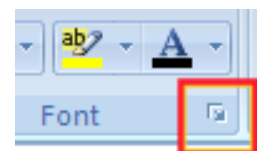
### 3 Click the Microsoft Office Button to do something with your document

The Office Button contains all of the features that are used to open or start a new document and to share, print, publish, or close your existing document. From the bottom of the Office Menu you can open the Options dialog box to change the way the program works.



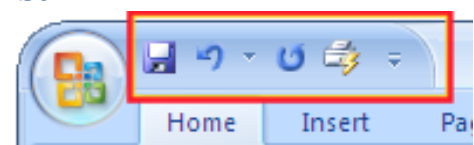
### 4 Open related dialog boxes by using Dialog Box Launchers

Some groups in the Ribbon (such as Clipboard, Font, and Paragraph) contain a Dialog Box Launcher icon. Click this icon to launch the dialog box related to the features contained in the group.



### 5 Put your favorite features on the Quick Access Toolbar

The Quick Access Toolbar is the customizable place to put features you always want to have one click away. To add a feature anywhere in the Ribbon to the Quick Access Toolbar, right-click the control and click "Add to Quick Access Toolbar."



**Tip:** Add an entire group of features to the QAT by right-clicking the title at the bottom of the group.