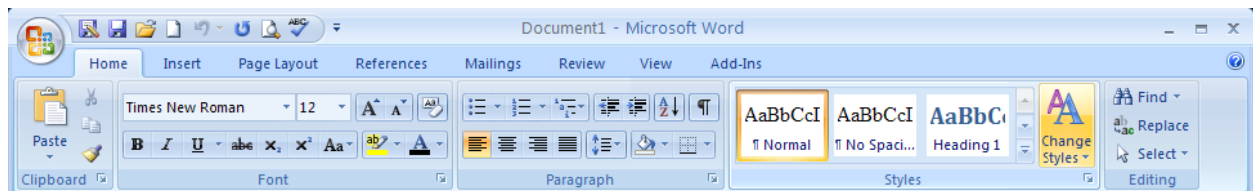


## The Office 2007 Environment

The updates in the Office 2007 environment make finding commands and tools easier for you. The new user interface is designed to make all the Office 2007 programs more user-friendly and efficient. The following Office 2007 features, which are found in all the Office 2007 products, are explained here:

- The Ribbon
- Command Tabs
- Smart Tags
- The Help Task Pane
- Using ScreenTips

### The Ribbon

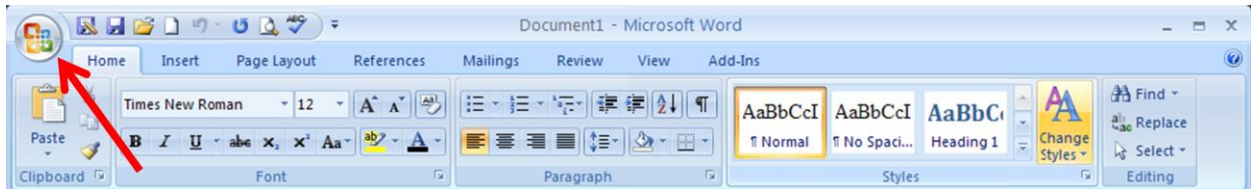


Previous versions of Office utilized pull-down menus and toolbars to access tools and commands. These have largely been replaced by the ***Ribbon***, a more intuitive and visual tab-based interface. Programs open in the ***Home*** command tab, which displays most of the tools you will need to create a basic document. Specialized features can then be quickly accessed from the other command tabs.

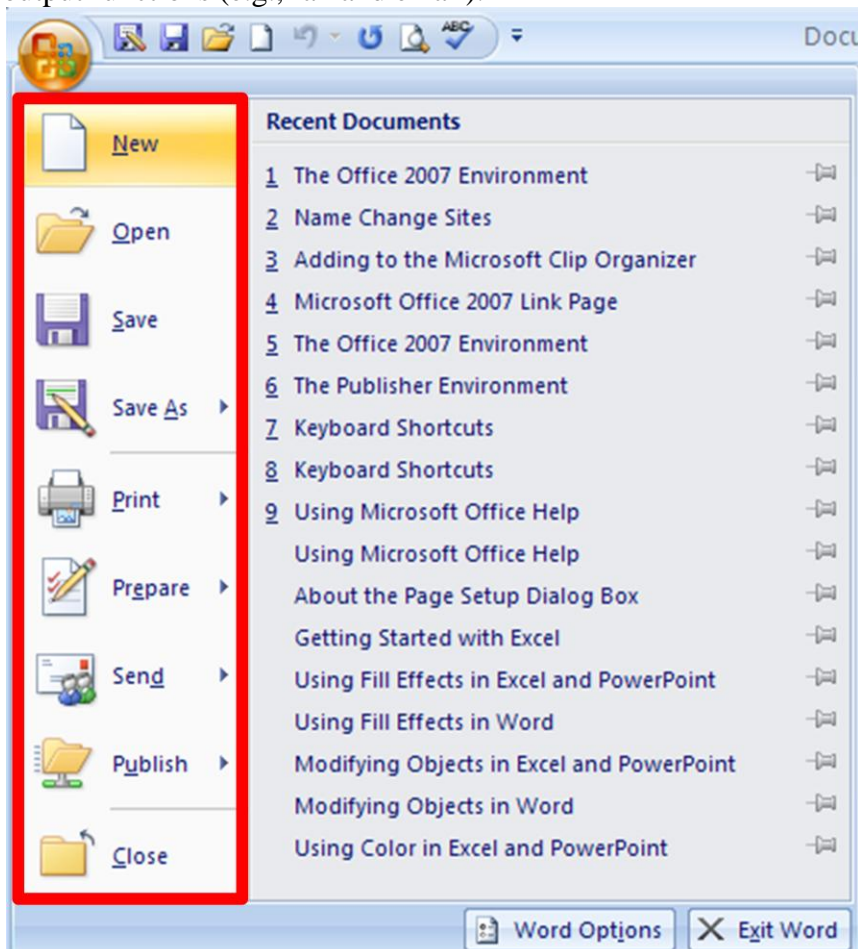
Tools for each command tab are divided into groups (e.g., the ***Clipboard***, ***Font***, and ***Paragraph*** groups in Word's ***Home*** tab). Some command tabs are context-sensitive, displaying only when a particular feature is being used. For example, when a table has been inserted into a Word document, the ***Design*** and ***Layout*** tabs appear in the ***Ribbon***.

## The Office Button

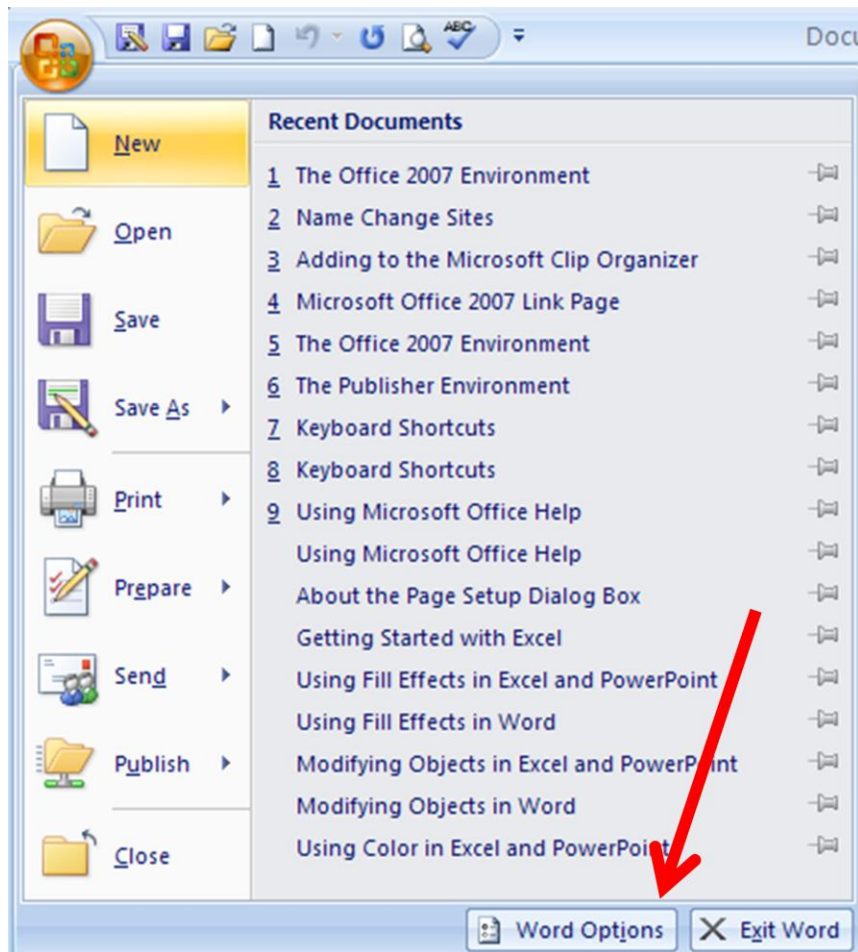
The Office 2007 OFFICE BUTTON is located in the upper-left-hand corner of the program window and is identified by the Office logo.




The OFFICE BUTTON allows you to open, save, print documents, and perform other document output functions (e.g., fax and email).

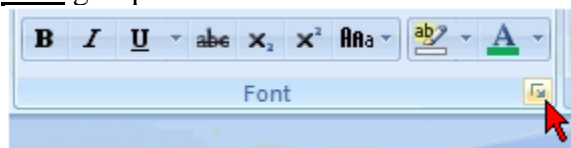


The OFFICE BUTTON is also, where you go to change Word's options and preferences, by clicking the new Options button (e.g., Word Options, Excel Options, and PowerPoint Options). From the Options button, you can customize an Office program's display and settings.

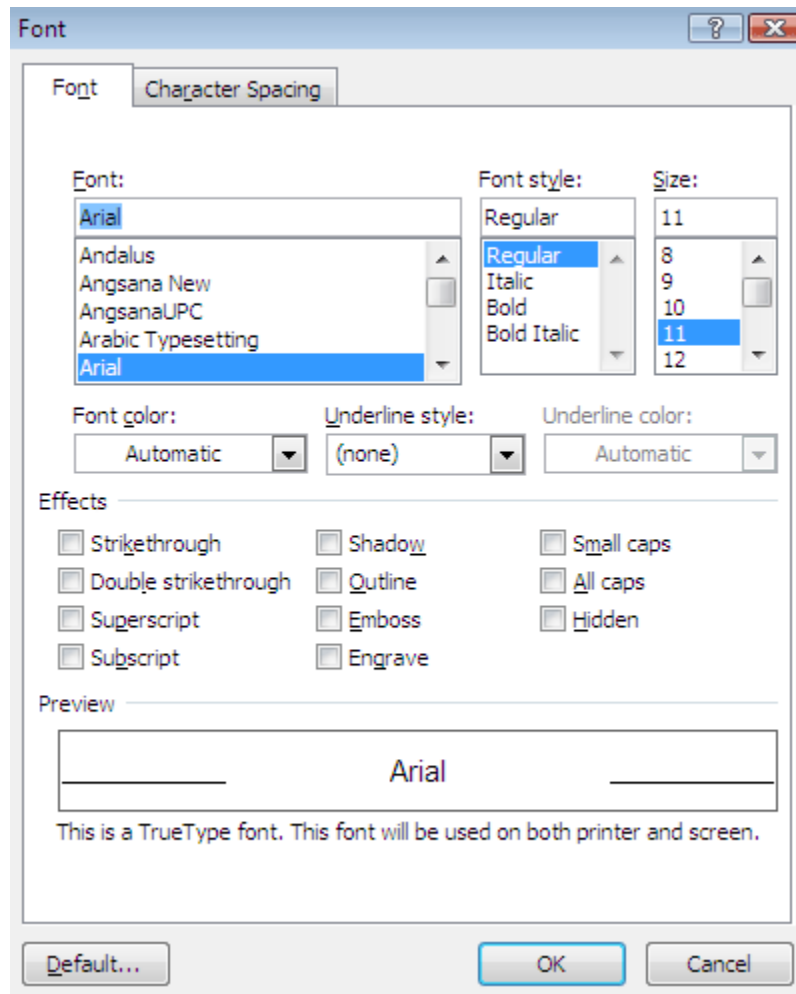


## Accessing Dialog Boxes and Task Panes

When using a tool from the Ribbon, you will often want to see additional options and settings. Office provides dialog boxes and task panes for each group within a command tab. Dialog boxes and task panes are accessed by clicking the button  in the lower-right corner of each group. For example, in Word, to bring up the Font dialog box, click **FONT** in the lower-right corner of the Font group.

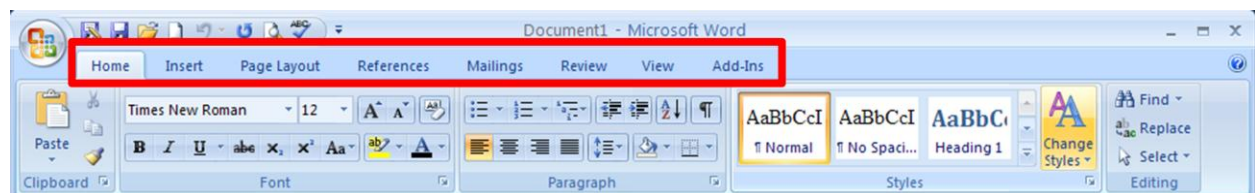


The resulting dialog box provides advanced features and settings for a given group:

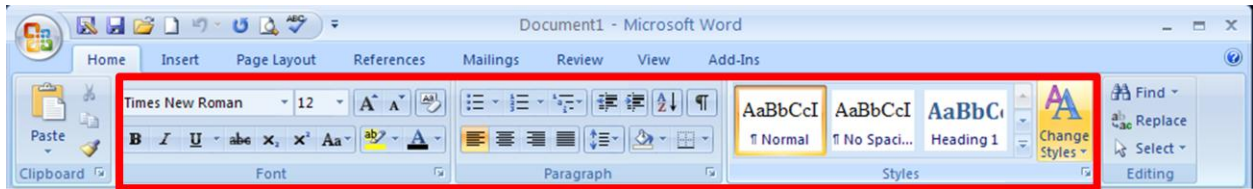


## Command Tabs

Upon starting an Office 2007 program, the command tabs (such as **Home**, **Insert**, and **Page Layout**) are found along the top of the **Ribbon**. The command tabs are customized for each program allowing you to find the functions and controls that you will use.




When you select a command tab at the top of the **Ribbon**, formatting options appear in groups relevant to that command tab. For example, on the **Home** tab, you will find such groups as **Font**, **Paragraph**, and **Style**.

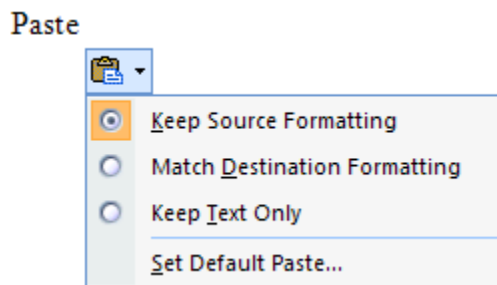



## Smart Tags

Like the commands on the **Ribbon**, **Smart Tags** put commonly used functions within easy reach. A **Smart Tag** is an icon containing a menu that temporarily appears within your document after you perform a certain action. The purpose of **Smart Tags** is to inform you of the options available in different situations when using Office 2007. For example, after you paste text, a **Smart Tag** appears with formatting options for that text; however, the tag disappears when you begin typing more text. **Smart Tags** also appear when **AutoCorrect** features are used and when formula errors occur in Excel.

EXAMPLE:


After pasting, to reveal your options, click the **PASTE OPTIONS** smart tag  and a drop-down window of option will appear.

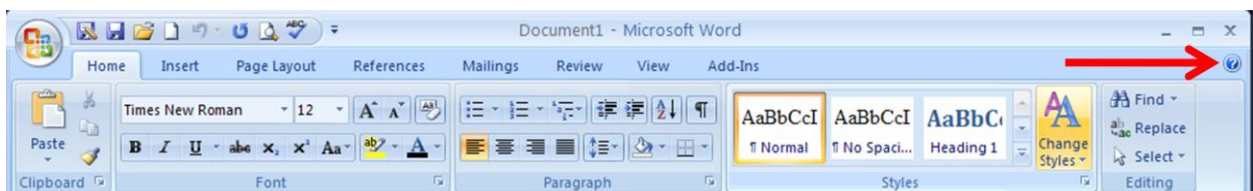


Whenever the smart tag icon  appears, you can click it to open the drop-down options window.

## The Help Task Pane

To view Microsoft Office Help:

1. In the upper right corner of the **Ribbon**, click **HELP** 

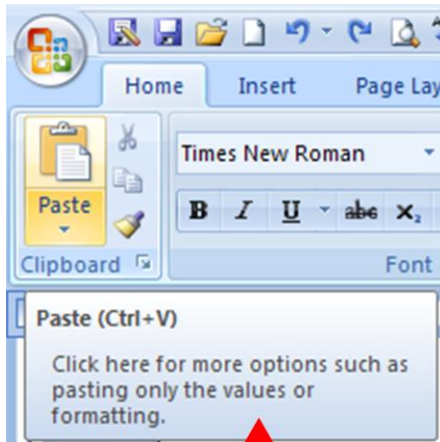


The Office 2007 Help system includes ***Back*** and ***Forward*** buttons to navigate through help menus and a text-based ***Microsoft Office Help*** dialog box. The Help system includes a table of contents, various search options, and updates on changes made from previous Office environments. For information on using Office 2007 Help, refer to Using Microsoft Office Help.



## Using ScreenTips

***ScreenTips*** show information about the buttons available on the ***Ribbon*** can be helpful if you are unsure about the function of a specific command or button. ***ScreenTips*** give you a brief description of the function of any button on the ***Ribbon*** by holding your cursor over the button. You can also configure Office 2007 to show you keyboard shortcuts within ***ScreenTips***.

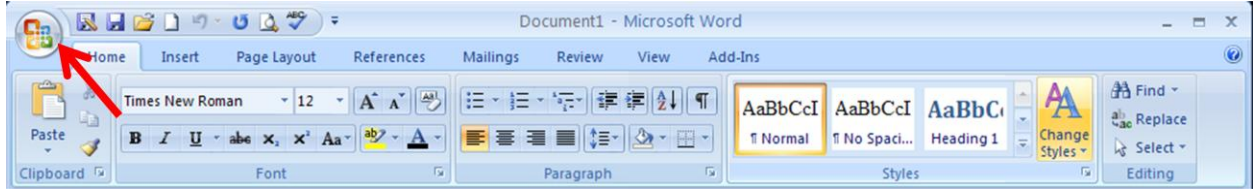


Screen tip for the “paste” function.

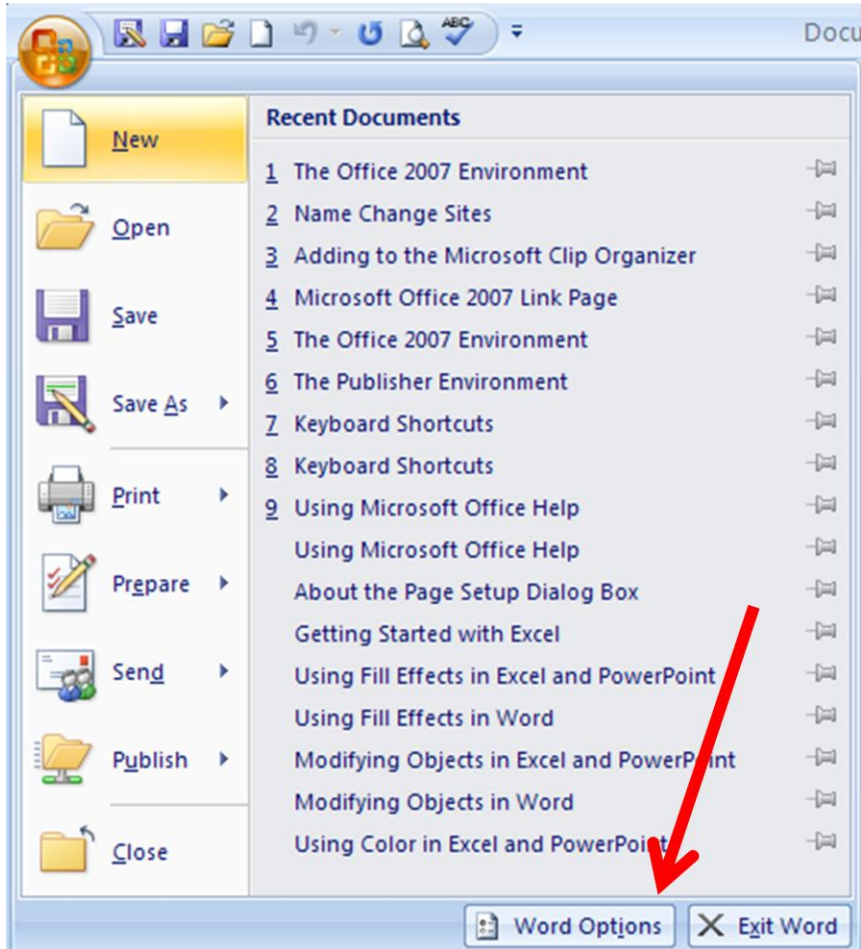
### Activating ScreenTips

NOTE: The following instructions for activating tooltips apply to Word, PowerPoint, and Excel. For Publisher and Outlook, refer to Viewing Screen Tips.

Step 1. Click the **Office Button**



**Step 2.** Click the **Options** button.



Step 3. From the *Categories* screen select **Popular**.

Step 4. In the task pane, select “Show feature descriptions in ScreenTips” from the drop-down menu.

Step 5. Click the **OK** button.

The tooltips function for buttons on the command tab is now activated.