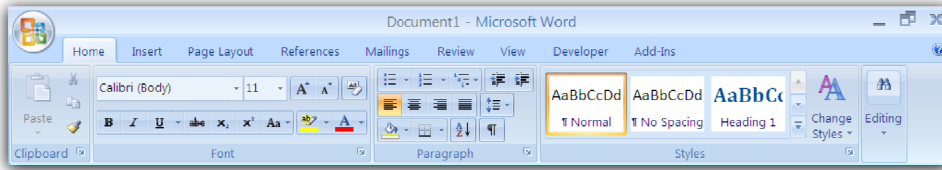




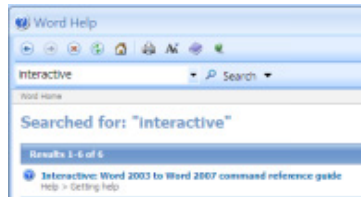
Microsoft Office 2007 is here now . . . and it's *different!* Word, Excel, PowerPoint and Access 2007



The Office Ribbon (Word 2007)

Need to learn how to do something in an Office program -- NOW?
Check out the Interactive 2003 to 2007 Command Reference Guide:

1. Open the application
2. Click the Help button
3. Type "interactive" into the Search box, then click Search
4. Click the link to the Interactive 2003 to 2007 Command Reference Guide
5. In the next Help window, click [Start the guide](#) . The interactive guide will open in a browser window
6. Click the **Start** button. You'll see the Menu Bars and Toolbars from the 2003 version of the application appear
7. Click on the steps you would take in the 2003 version and the interactive guide will show you how to do the same process in the 2007 version



Quick Tips:

- To create a **NEW** file, click the Office button , click New
- To **OPEN** an existing file, click the Office button , click Open
- To **SAVE** a file, click the Office button , then:
 - Click Save to save the file in the default format (Office 2007 format)
 - Click Save As, then select one of the options from the fly-out menu to save the file in other formats, including the 97-2003 format to ensure compatibility with other Office versions
- To **PRINT**, click the Office button , then:
 - Click Print to open the Print dialog box to select various Print options before printing
 - Click Quick Print to bypass the Print dialog box
 - Click Print Preview to preview the document
- To **CHECK SPELLING**, click the Review tab, then click Spelling or Spelling & Grammar
- To **COLLAPSE/EXPAND THE RIBBON**, double-click any tab. Double-click any tab again to reverse the process
- Click a Dialog Launcher button when available to open a **Dialog Box**

Free Learning Resources

FREE online tutorials for all of the Office 2007 (and Office 2003) applications are available from Microsoft at <http://office.microsoft.com> – these are worth taking the time to check out!