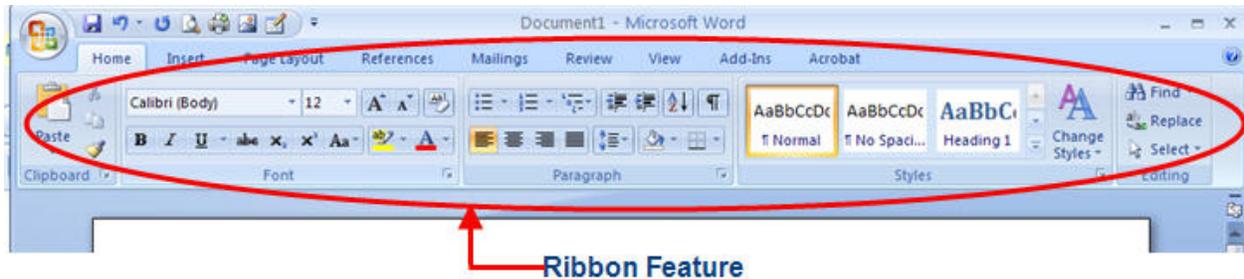


The New Look of Word 2007

When you first open Word 2007, you may be surprised by its new look. Most of the changes are in the Ribbon which is the area that spans the top of Word. Why the change? To make your work easier and faster. This lesson will tell you more about the Ribbon and how to work with it.

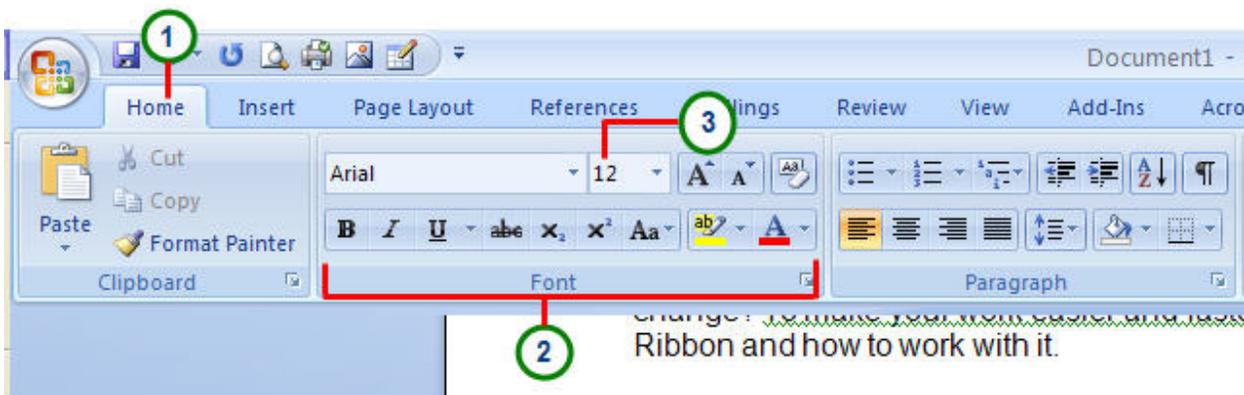


What's on the Ribbon?

The three parts of the Ribbon are tabs, groups, and commands.

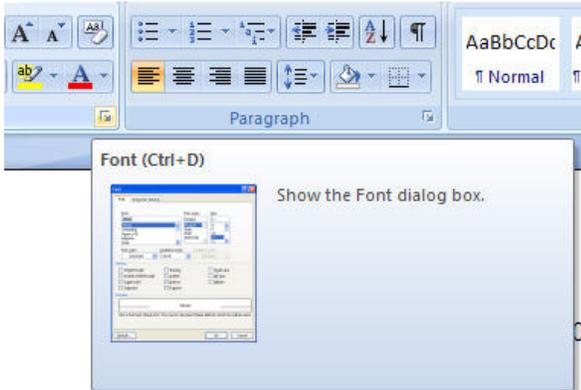
- 1 Tabs.** There are seven basic ones across the top. Each represents an activity area.
- 2 Groups.** Each tab has several groups that show related items together.
- 3 Commands.** A command is a button, a box to enter information, or a menu.

Everything on a tab has been carefully selected according to user activities. For example, the **Home** tab contains all the things you use most often, such as the commands in the **Font** group for changing text font: **Font**, **Font Size**, **Bold**, **Italic**, and so on.



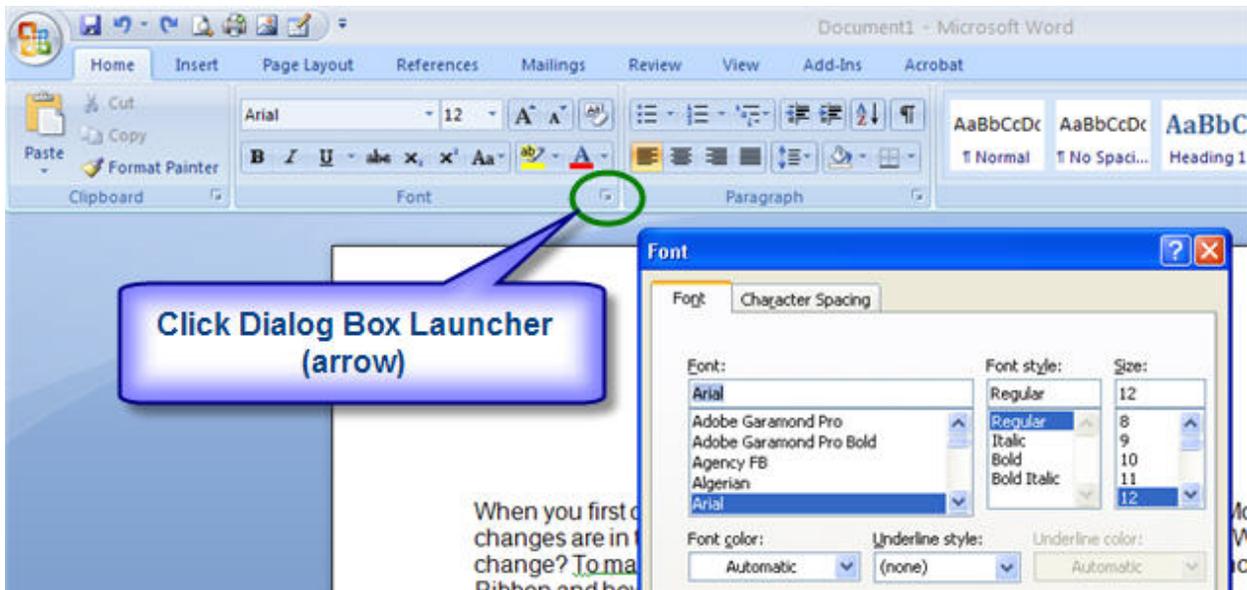
Dialog Box Launcher

At first glance, you may not see a certain command from a previous version of Word. Some groups have a small diagonal arrow in the lower-right corner .



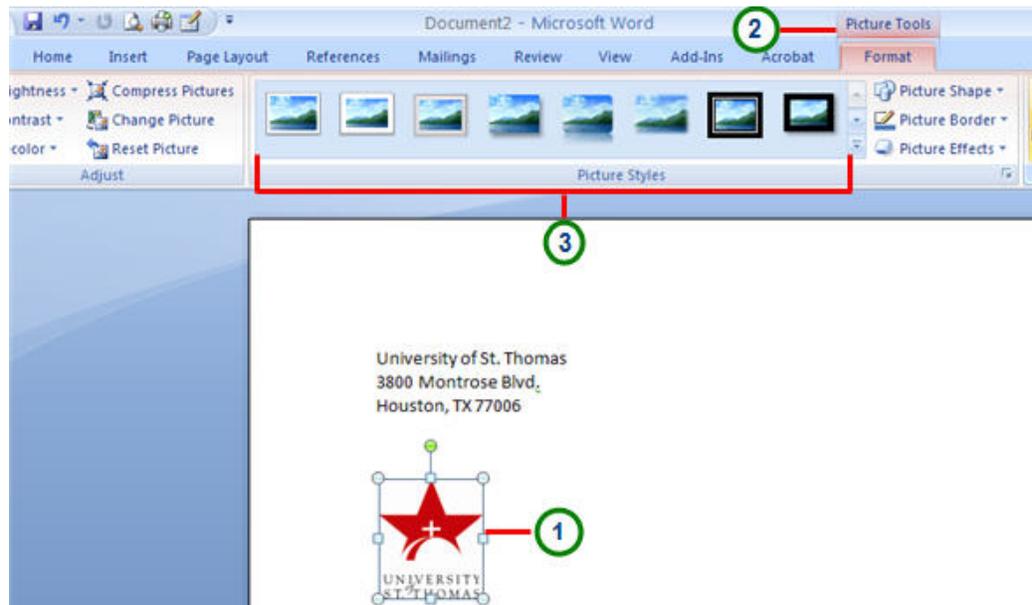
(If you hover over the Dialog Box Launcher you will get a “Show the Font Dialog Box”.)

The arrow is called a **Dialog Box Launcher**. If you click it, you'll see more options related to that group. Those options will often appear in the form of a dialog box that you may recognize from a previous version of Word. Or they may appear in a familiar-looking task pane.



Additional Tabs Appear

In this new version of Word, certain tabs appear only when you need them. For example, let's say you've inserted a picture. But now you want to do more with it. Maybe you want to change how text wraps around it or you want to crop it. Where are those commands found?



- 1 Select the picture.
- 2 The **Picture Tools** tab appears. Click that tab.
- 3 Additional groups and commands appear for working with pictures; like the **Picture Styles** group.

When you click away from the picture, the **Picture Tools** tab disappears, and the other groups come back.

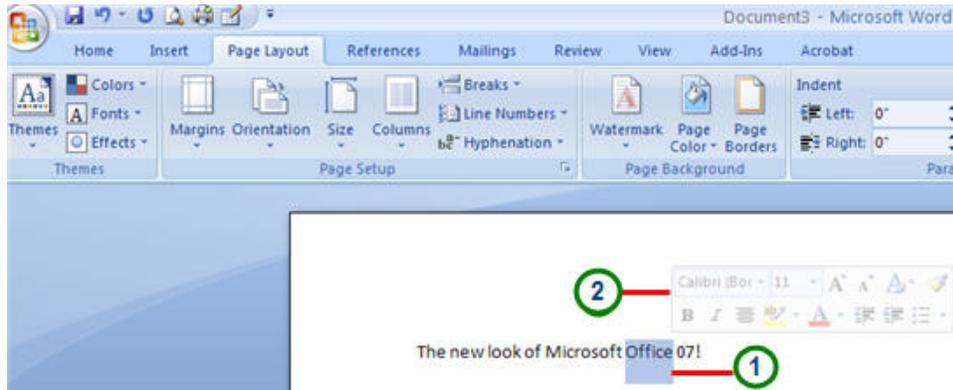
Note On-demand tabs appear for other activity areas, like tables, drawings, diagrams, and charts.

The Mini Toolbar

When you select text and point at it, the Mini toolbar will appear faded.

Some formatting commands are so useful that you want to have them available whatever you are doing.

Let's say you want to quickly format some text, but you're working on the **Page Layout** tab. You could click the **Home** tab to see the formatting options, but here's a faster way:

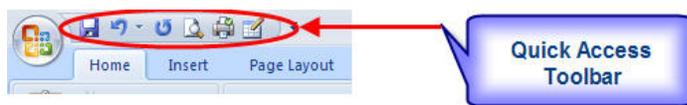


- 1 Select your text by dragging with your mouse, and then point at the selection.
- 2 The Mini toolbar will appear in a faded fashion. If you point to the Mini toolbar, it will become solid, and you can click a formatting option there.

The Mini toolbar is great for formatting options, but what if you want other types of commands to *a*ways be available? Use the **Quick Access Toolbar**. The next page will explain what it is.

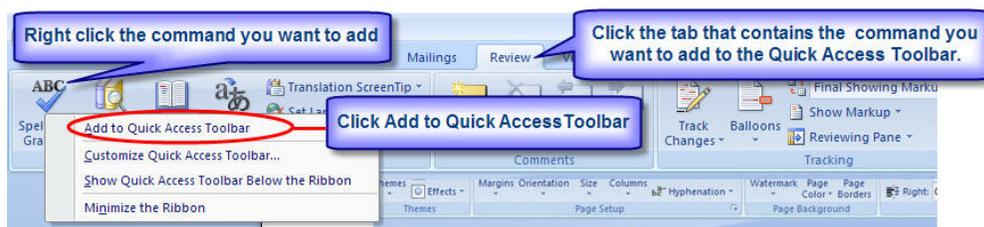
The Quick Access Toolbar

The Quick Access Toolbar is the small area to the upper left of the Ribbon. It contains the things that you use over and over every day: **Save**, **Undo**, and **Repeat**. You can add your favorite commands to it so that they are available no matter which tab you are on.



How to add a button to the Quick Access Toolbar

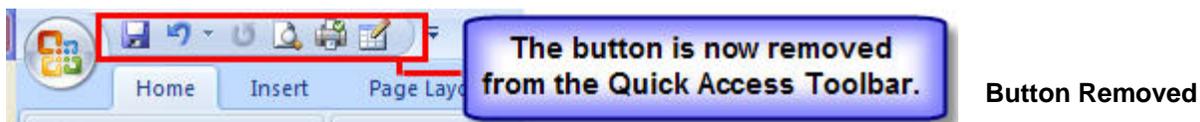
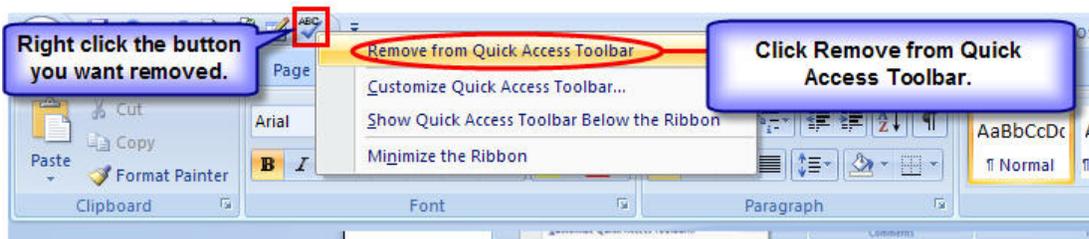
Click the Tab that contains the command you would like to add to the Quick Access Toolbar. Right click the command you would like added. Click "Add to Quick Access Toolbar".





How to remove a button from the Quick Access Toolbar

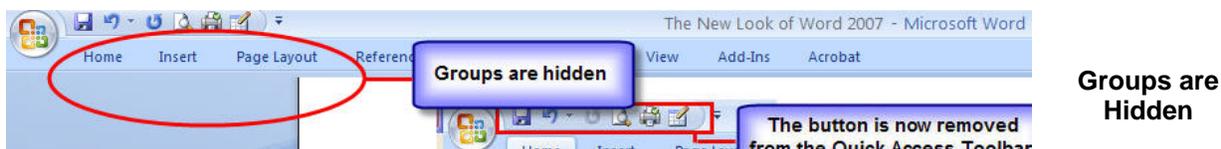
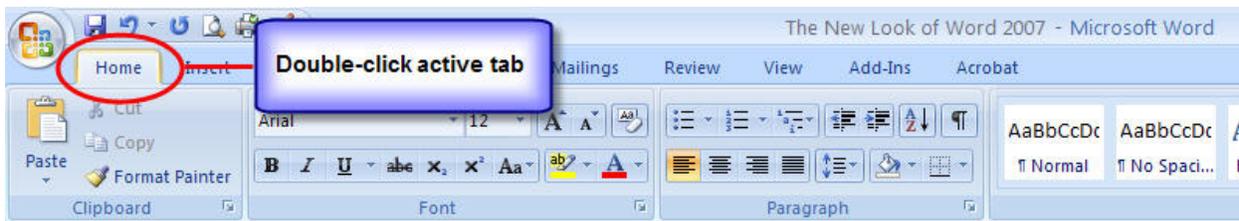
Right click the button you would like removed from the Quick Access Toolbar. Click "Remove from Quick Access Toolbar".



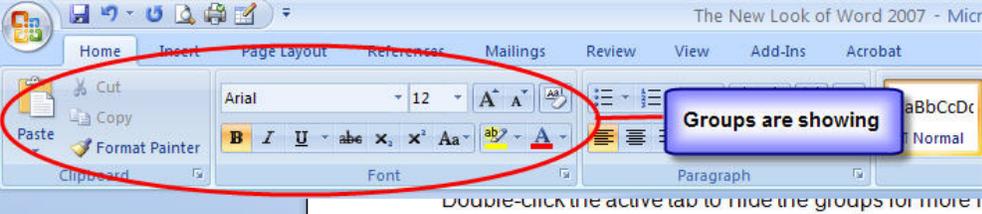
Temporarily hide the Ribbon

The Ribbon makes everything in Word 2007 nicely centralized and easy to find. Sometimes, however, you don't need to find things. You just want to work on your document, and you'd like more space to do that.

Double-click the active tab to hide the groups for more room.



Whenever you want to see all of the commands again, double-click the active tab to bring back the groups.



Groups Show