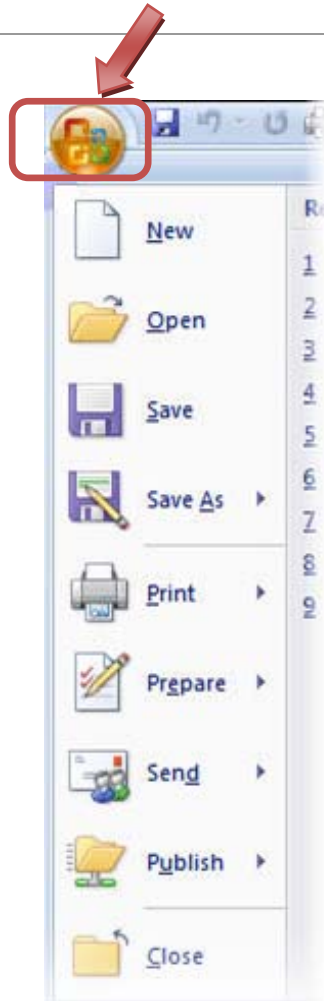
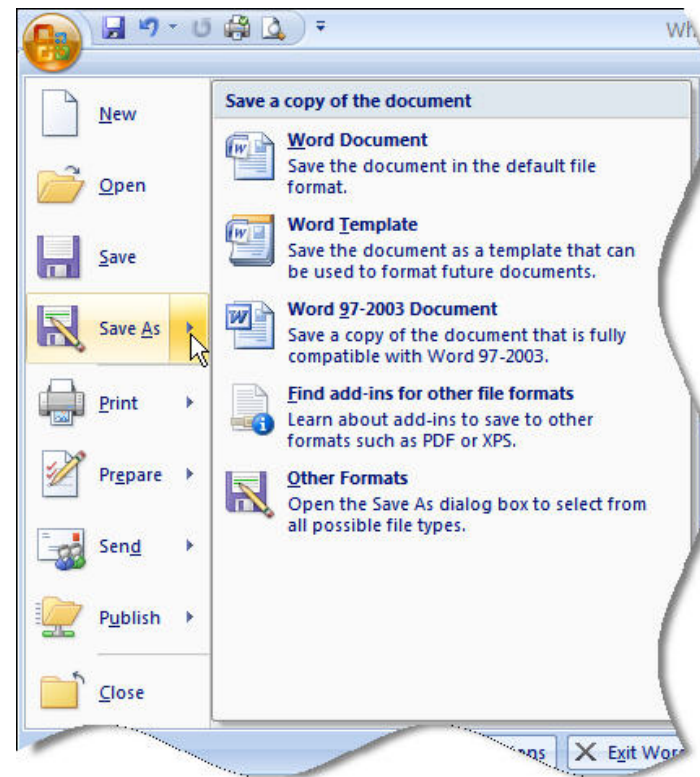


Microsoft Office 2007

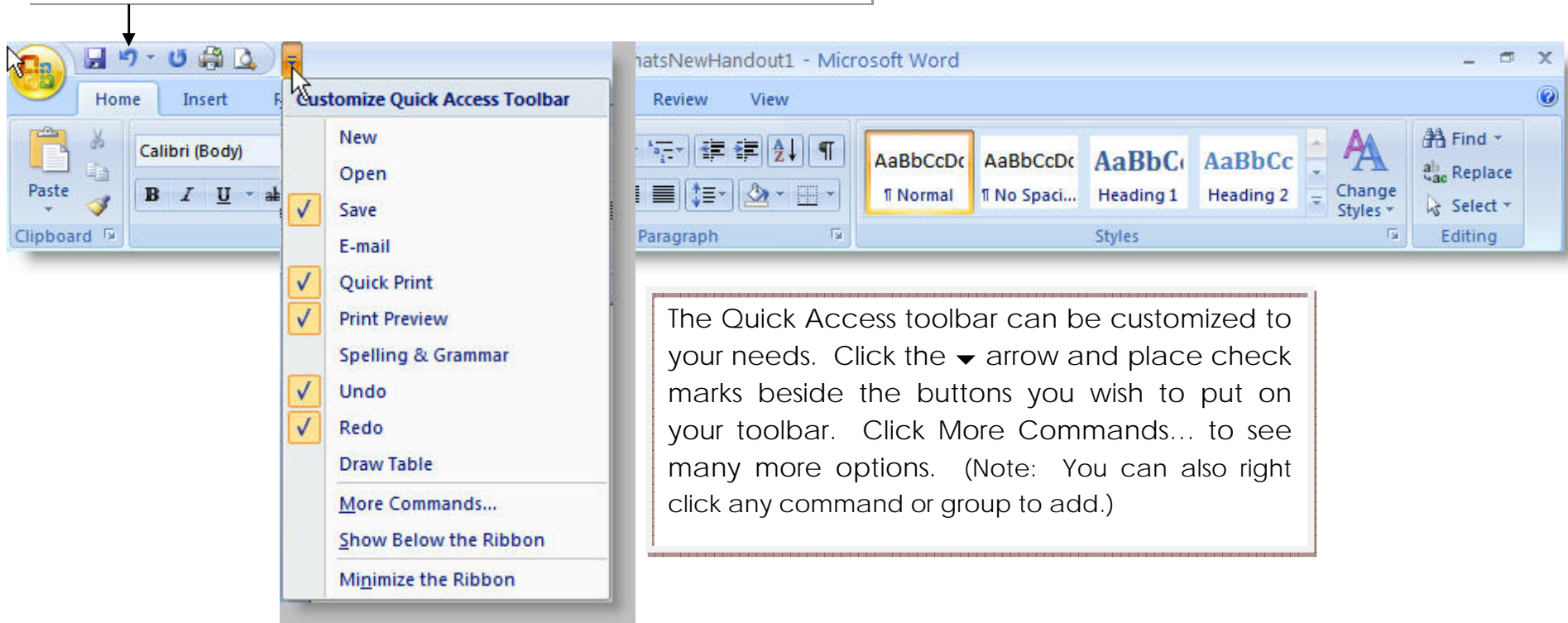
Microsoft Office Button



This new button provides you with one-touch access to your most important tools. Each tool, when clicking on the ► button, will provide you with written descriptions of the options.

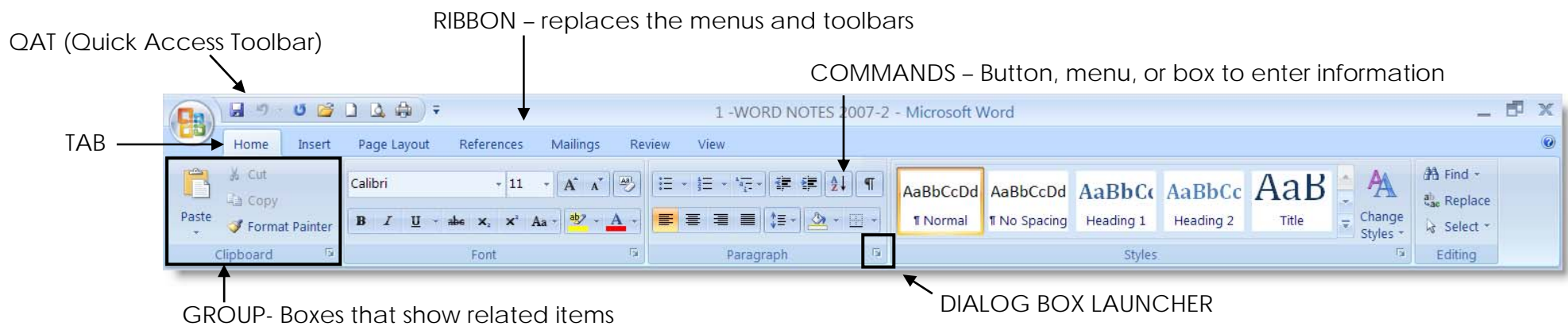


Quick Access Toolbar

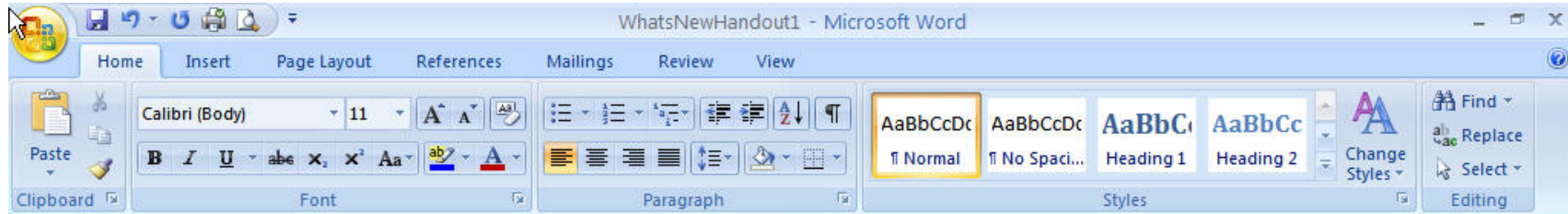


The Quick Access toolbar can be customized to your needs. Click the ▼ arrow and place check marks beside the buttons you wish to put on your toolbar. Click More Commands... to see many more options. (Note: You can also right click any command or group to add.)

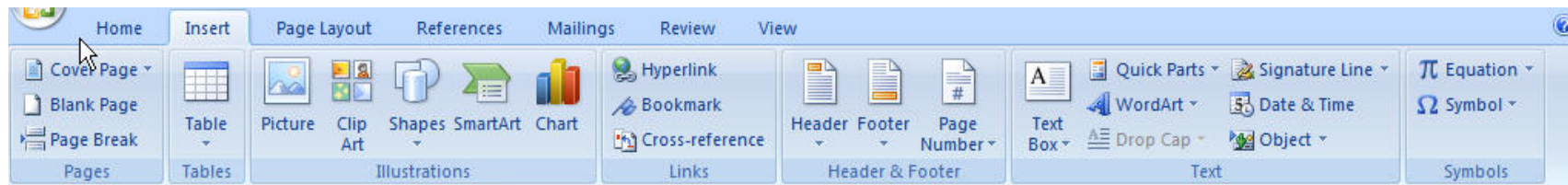
Microsoft Office 2007 Ribbons



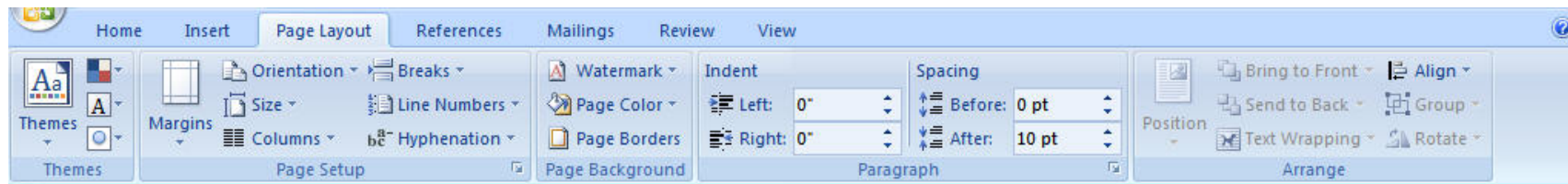
Microsoft Word 2007 Ribbons



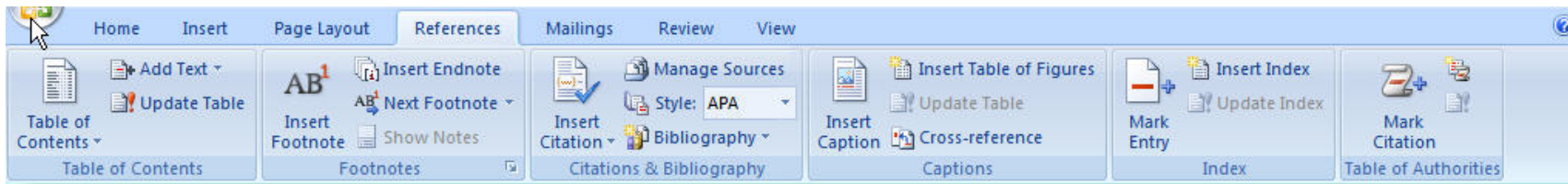
What can you find on the **Home** Ribbon..... **Clipboard** (Copy, Paste), **Font** (Size, Face, Color, Bold, Underline), **Paragraphs** (Bullets & Numbering, Sort, Alignment, Text Borders), **Styles** (Quick Preset Coordinated Page Styles), **Editing** (Search & Find, Replace, Select ALL)



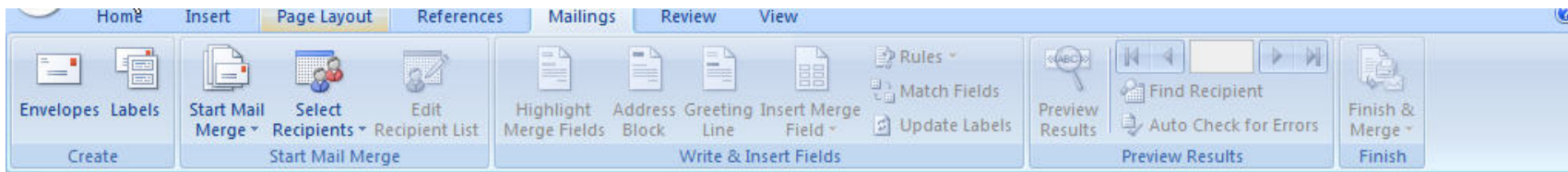
What can you find on the **Insert** Ribbon..... **Pages**(Cover Page, Blank Page, Page Break), **Table** (Insert Table, Draw Table), **Illustrations** (Pictures, Clipart, Shapes, SmartArt, Charts), **Links** (Hyperlink, Bookmark, Cross-Reference), **Header & Footer** (Inserting and formatting Headers and Footers), **Text** (Text Box, WordArt, Drop Cap, Object, Date/Time), **Symbols**



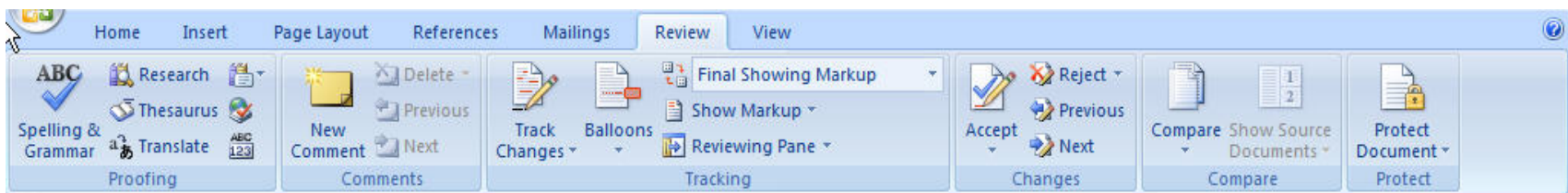
What can you find on the **Page Layout** Ribbon..... **Themes** (Pre-defined page themes), **Page Setup** (Margins, Page Orientation, Columns, Page Borders), **Page Background** (Watermark, Page Color, Page Borders), **Paragraph** (Hanging Indent, Line Spacing, Paragraph Spacing), **Arrange** (Text Wrapping, Picture Wrapping with text, Order, Rotate)



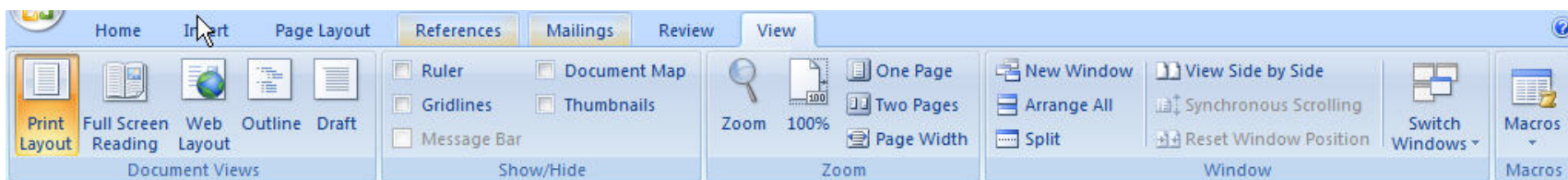
What can you find on the **References** Ribbon..... **Table of Contents**, **Footnotes** , **Citations & Bibliography**, **Captions** (Insert captions, Cross References), **Index** , **Table of Authorities**



What can you find on the **Mailings** Ribbon..... **Create** (Envelopes, Labels), **Start Mail Merge** (Start Mail Merge, Select Recipients), **Write & Insert Fields** (Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field), **Preview Results** , **Finish** (Finish and Merge)

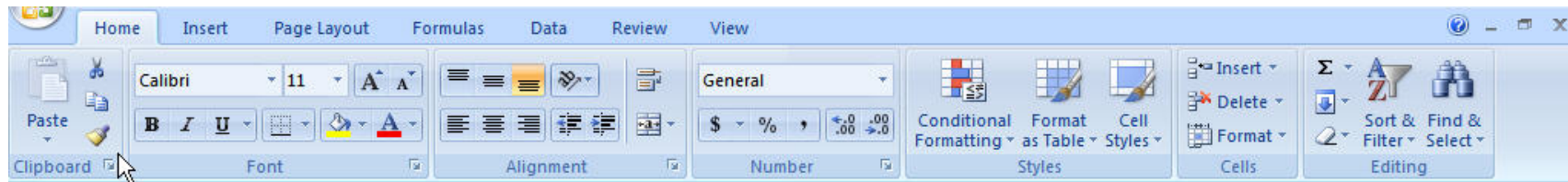


What can you find on the **Review** Ribbon..... **Proofing** (Spelling and Grammar Check, Thesaurus, Research), **Comments** , **Tracking** , **Changes**, **Compare**, **Protest**



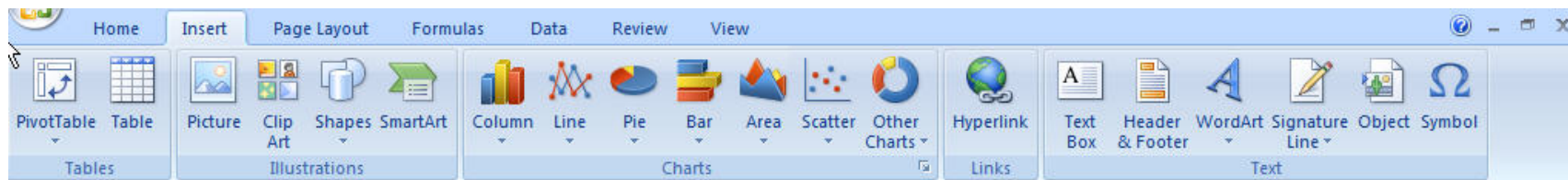
What can you find on the **View** Ribbon..... **Document Views** (Print Layout, Full Screen, Web Layout, Outline, Draft), **Show/Hide** (Ruler, Gridlines, Thumbnails, Document Map), **Zoom**, **Window** (Arrange All, Split, New Window. View Side-by-Side). **Macros**

Microsoft Excel 2007 Ribbons



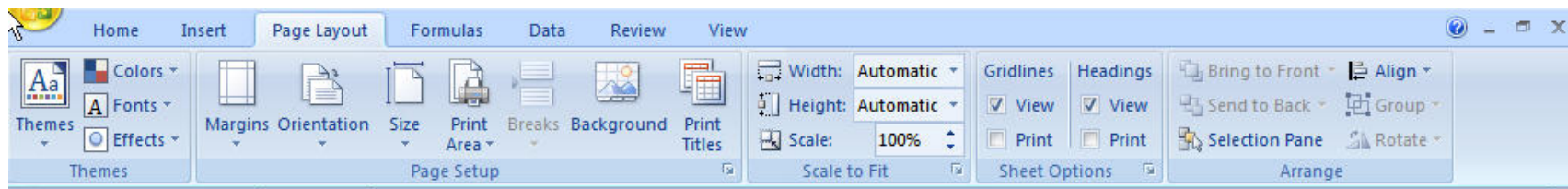
What can you find on the **Home** Ribbon.....

Clipboard (Copy, Paste), **Font** (Size, Face, Color, Bold, Underline), **Alignment** (Cell Alignment, Merge), **Number** (Formatting Numbers), **Styles** (Pre-Defined Styles for worksheets and cells), **Cells** (Row Height, Column Width, Inserting and Deleting Cells), **Editing** (Sort, Find)



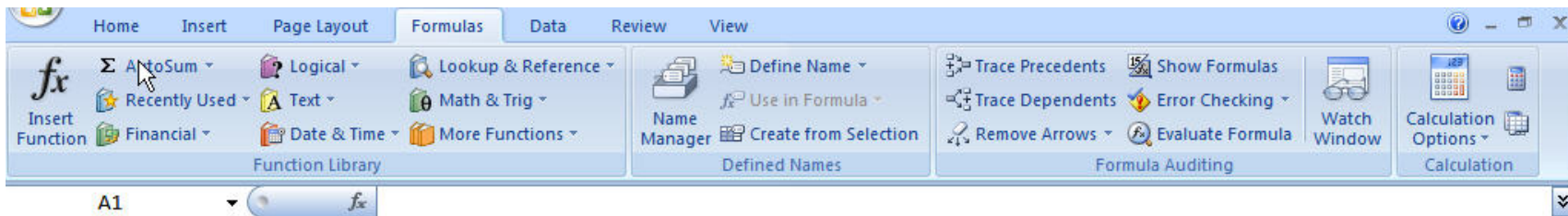
What can you find on the **Insert** Ribbon.....

Tables (Insert Table or PivotTable), **Illustrations** (Insert Pics, Clipart, Shapes, SmartArt), **Charts**, **Links** (Hyperlink tables), **Text** (Header/Footer, Text Box, WordArt, Objects, Symbols)

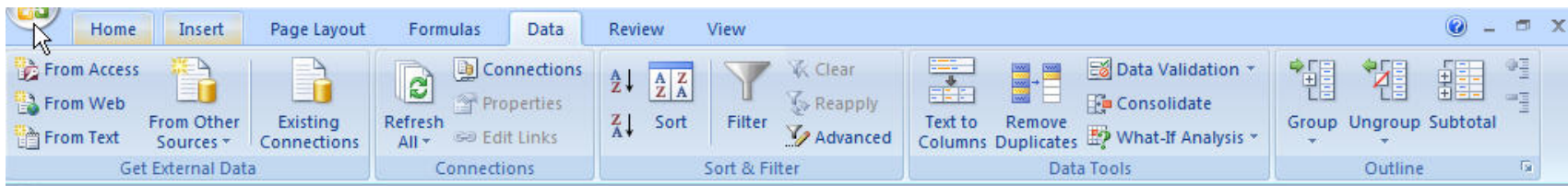


What can you find on the **Page Layout** Ribbon.....

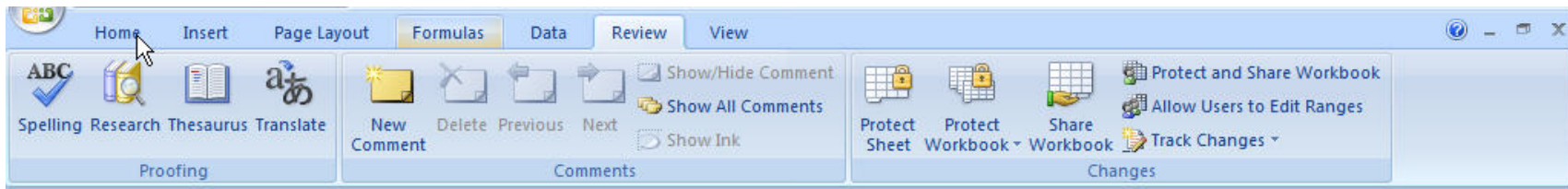
Themes (Pre-Defined Color and layout themes), **Page Setup** (Margins,), **Scale to Fit**, **Sheet Options** (Gridlines, Row/Column Headings), **Arrange**



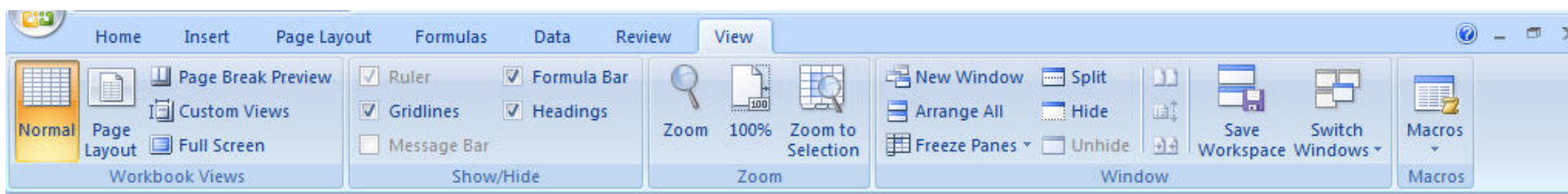
What can you find on the **Formulas** Ribbon..... **Function Library** (Groups of Functions), **Defined Names** (To Name Cells,), **Formula Auditing**, **Calculation**



What can you find on the **Data** Ribbon..... **Get External Data** (Importing outside data), **Connections** (Margins), **Sort & Filter**, **Data Tools**, **Outline** (Group & Ungroup cells)

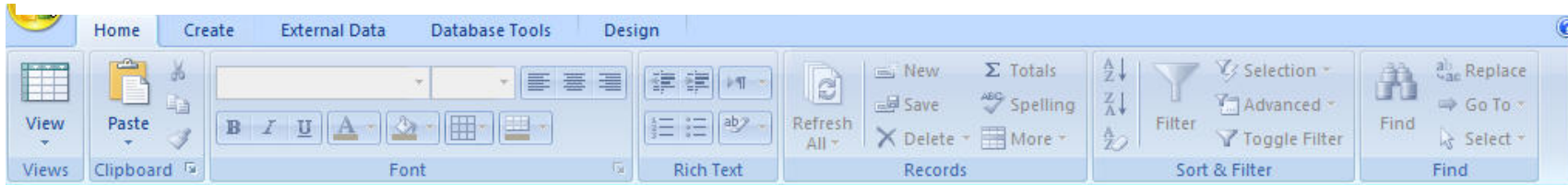


What can you find on the **Review** Ribbon..... **Themes** (Pre-Defined Color and layout themes), **Page Setup** (Margins,), **Scale to Fit**, **Sheet Options** (Gridlines, Row/Column Headings), **Arrange**

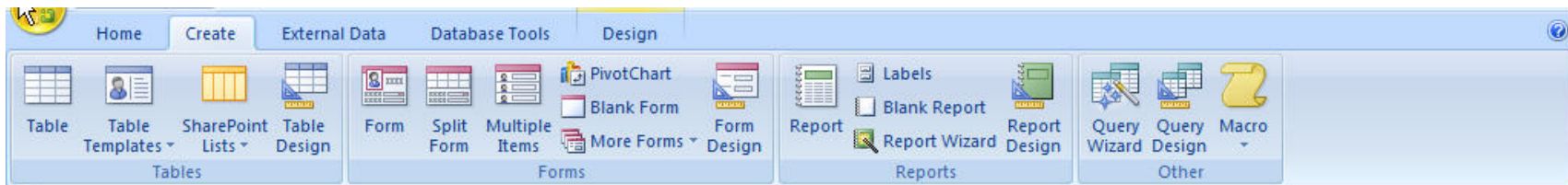


What can you find on the **View** Ribbon..... **Workbook Views**, **Show/Hide**, **Zoom**, **Window**, **Macros**

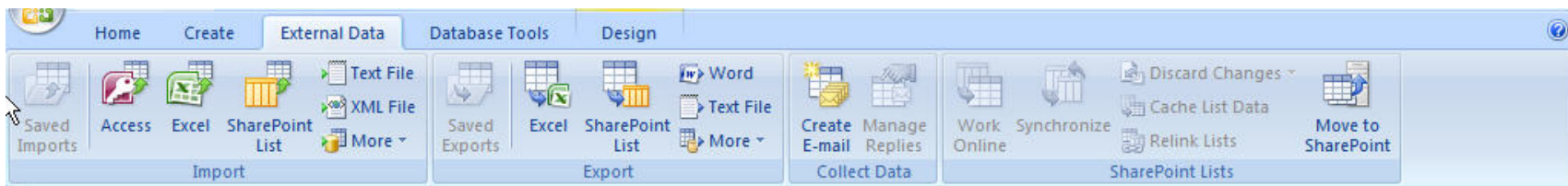
Microsoft Access 2007 Ribbons



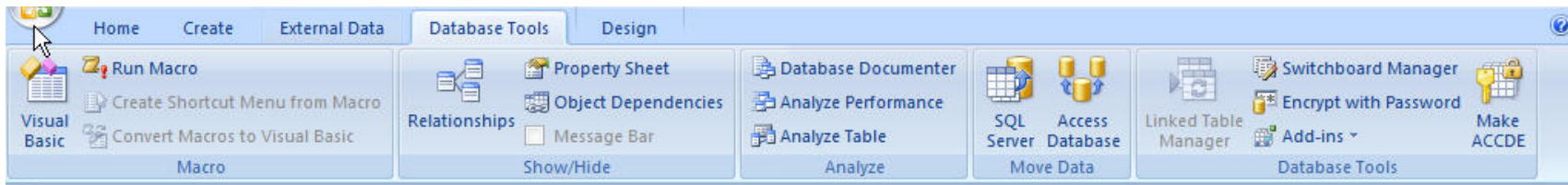
What can you find on the **Home** Ribbon..... **Views, Clipboard, Font, Rich Text, Records, Sort & Filter, Find**



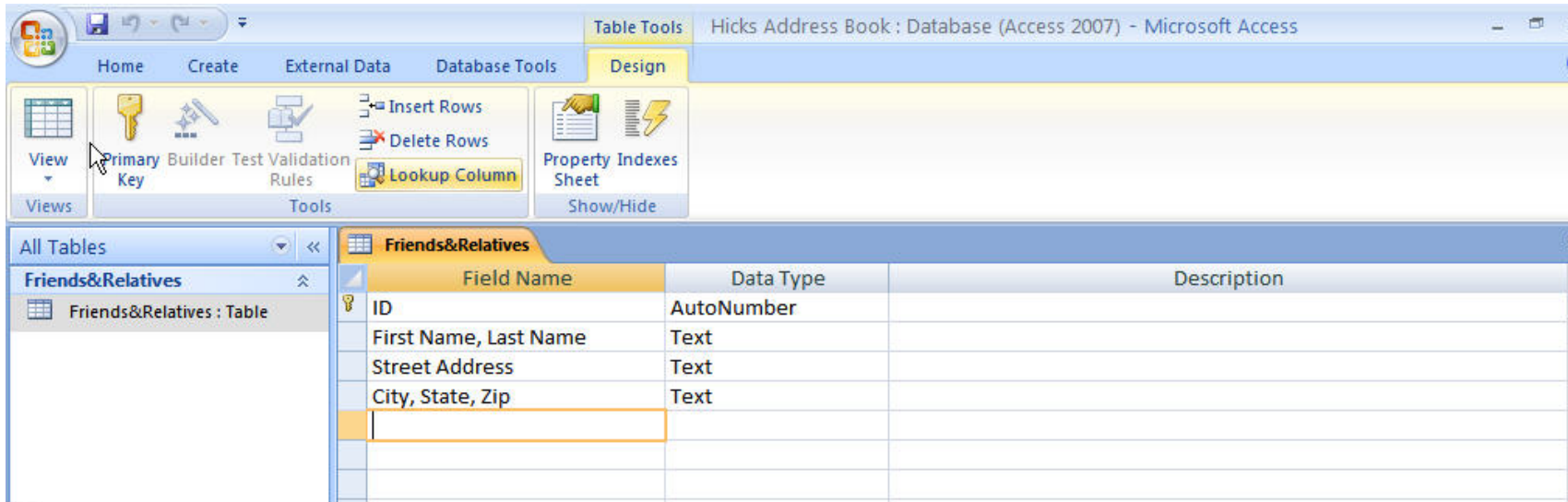
What can you find on the **Create** Ribbon..... **Tables, Forms, Reports, Other (Queries)**



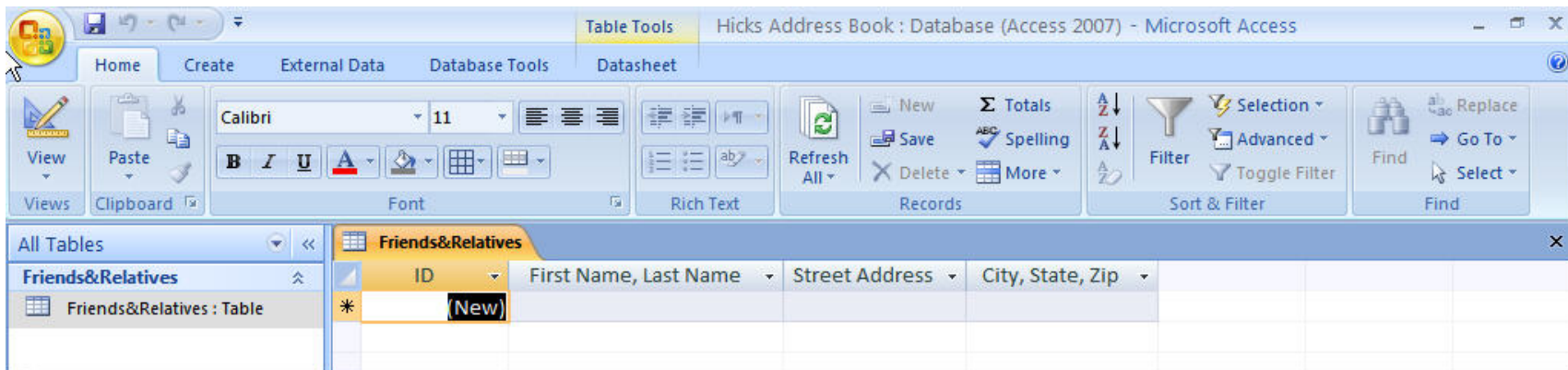
What can you find on the **External Data** Ribbon..... **Import, Export, Collect Data, SharePoint Lists**



What can you find on the **Database Tools** Ribbon..... **Macro, Show/Hide, Analyze, Move Data, Database Tools**



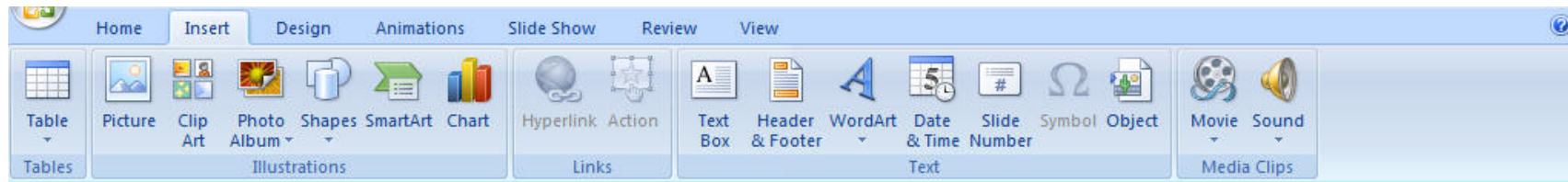
What can you find on the **Design/Datasheet** Ribbon..... **View, Tools, Show/Hide**



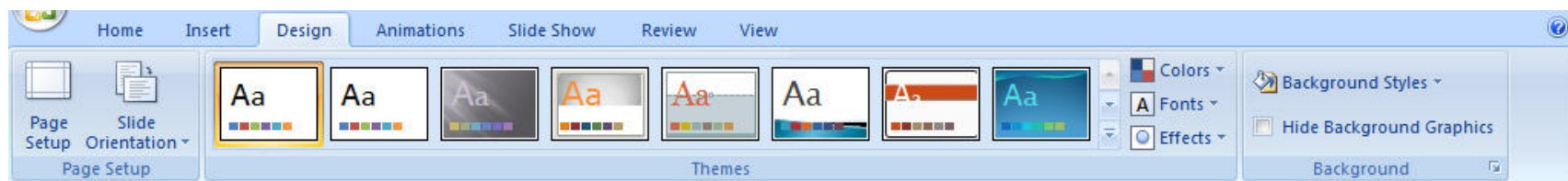
Microsoft PowerPoint 2007 Ribbons



What can you find on the **Home** Ribbon..... **Clipboard**, **Slides** (New Slide, Slide Layout, Delete Slide), **Font**, **Paragraph**, **Drawing** (Shapes, Arrange Shapes, Fill, Outline, Effects), **Editing**

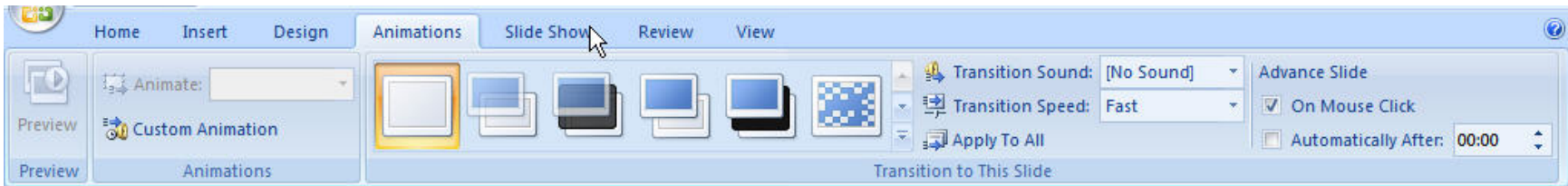


What can you find on the **Insert** Ribbon..... **Tables**, **Illustrations**, **Links**, **Text**(Text Box, Header/Footer, WordArt, Slide Number), **Media Clips** (Insert Movies & Sound)

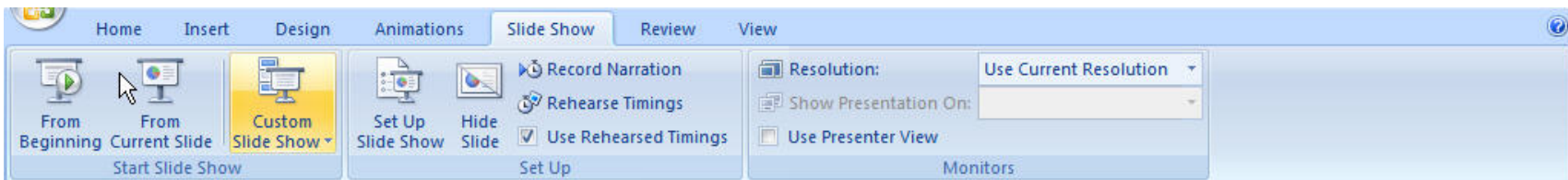


What can you find on the **Design** Ribbon..... **Page Setup**(Margins, Slide Orientation), **Themes** (Pre-Defined slide settings), **Background**

What can you find on the **Animations** Ribbon..... **Preview** (Preview Slides), **Animations** (2003 Custom Animation Dialog Box, **Transitions**, (Set Timing to slides, Mouse Click, Transition Gallery)



What can you find on the **Slide Show** Ribbon..... **Start Slide Show**, **Set Up** (Loop Continuously, Rehearse Timing), **Monitors**



What can you find on the **Review** Ribbon..... **Proofing**, **Comments**, **Protect**



What can you find on the **View** Ribbon..... **Presentation Views** (Slide Sorter, Slide Show), **Show/Hide** (Rulers, Gridlines), **Zoom**, **Color/Grayscale**, **Window** (Arrange All Slides), **Macros**

