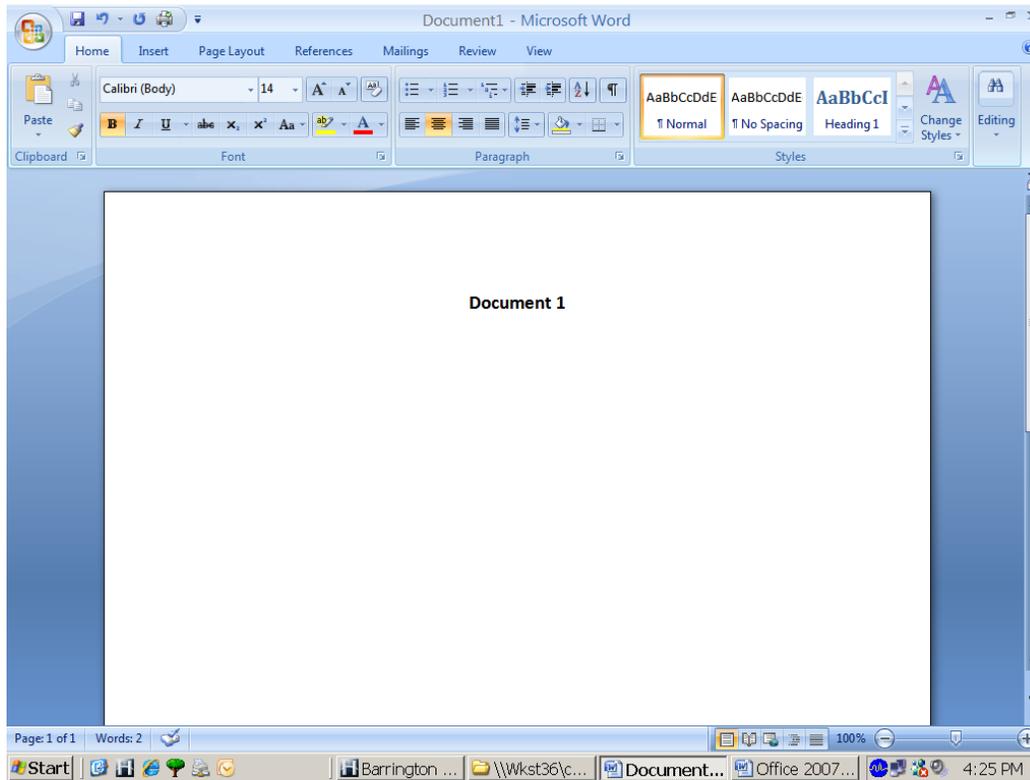


Microsoft Office 2007 Basics

This class will cover elements common to Microsoft Office software, 2007 version, including the Ribbon, Office button, and Status bar.



Open Microsoft Word and type Document 1.

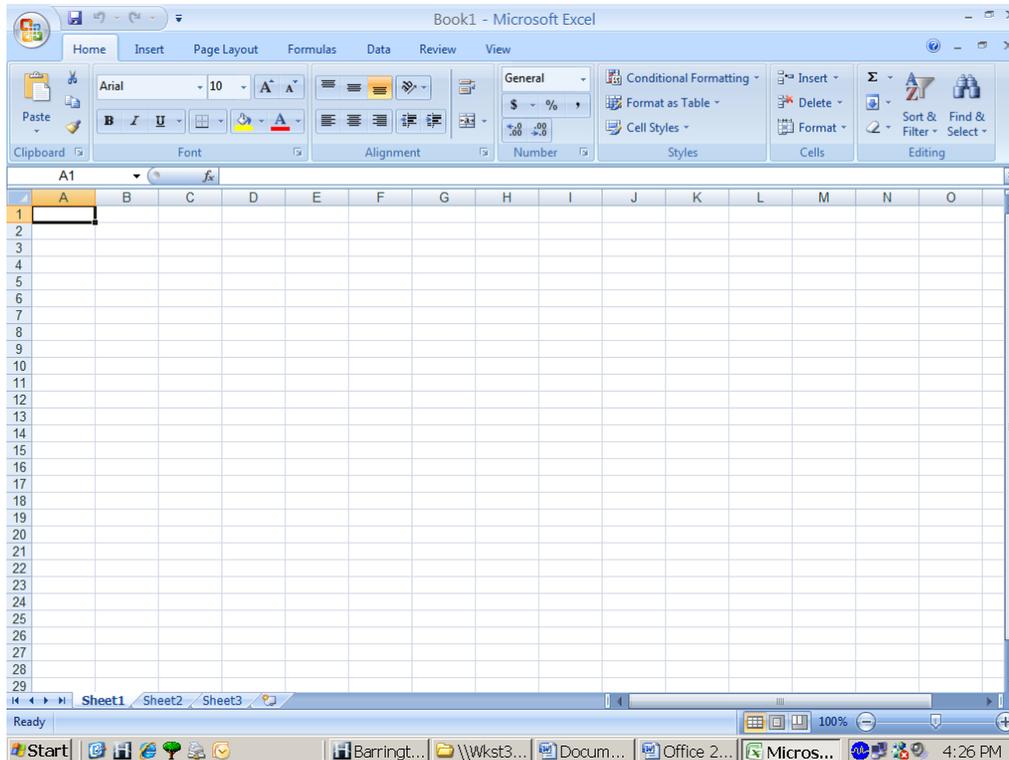
The Title bar is at the top of the screen and contains the name of the document and the name of the Office program you are working in. On the right side of the title bar are the Minimize, Maximize/Restore, and Close buttons. On the left is the Quick Access toolbar with commonly used command buttons such as Undo, Save and Redo.

The Office button is the round button in the far top left of the screen. Click this button to open the Office menu (similar to the file menu in previous Office versions) with commands such as open, save and print.

The Ribbon area is below the Title bar. It contains tools used when creating a document or file in an Office program. Tabs at the top of the ribbon will show different groups of tools when clicked. Tabs may vary according to the tools needed in each program.

The Status bar is located at the bottom of the screen. On the left side is information about the current document such as the page number. On the right side are view buttons and a Zoom button.

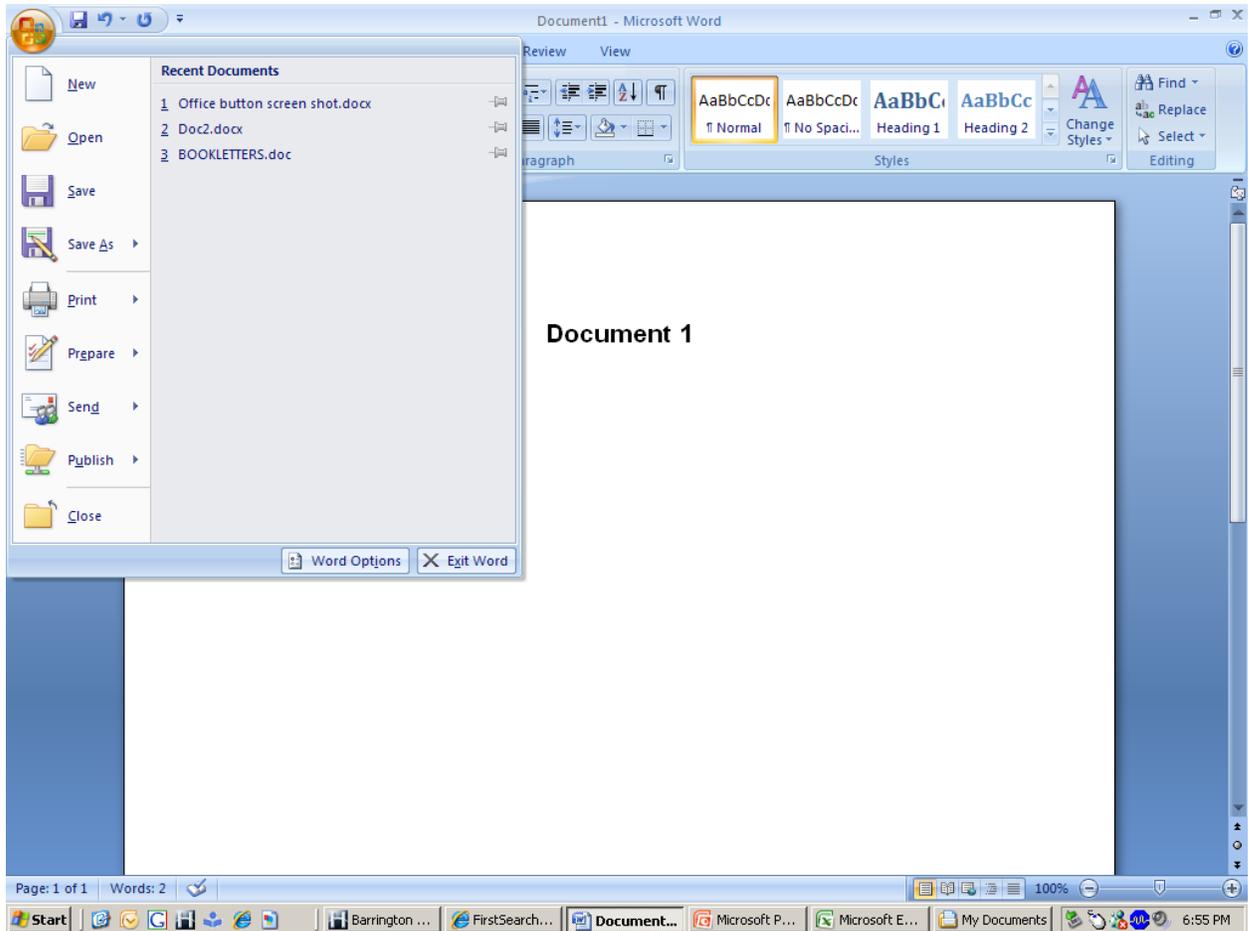
The Work area is the large area in the center of the screen where your document appears when you open a new document. There is a scroll bar on the right with page up and page down buttons (double arrows at the bottom of the scroll bar). The screen shot below shows an Excel worksheet document in the work area.



Now let's learn more about each of these features.

Office Button

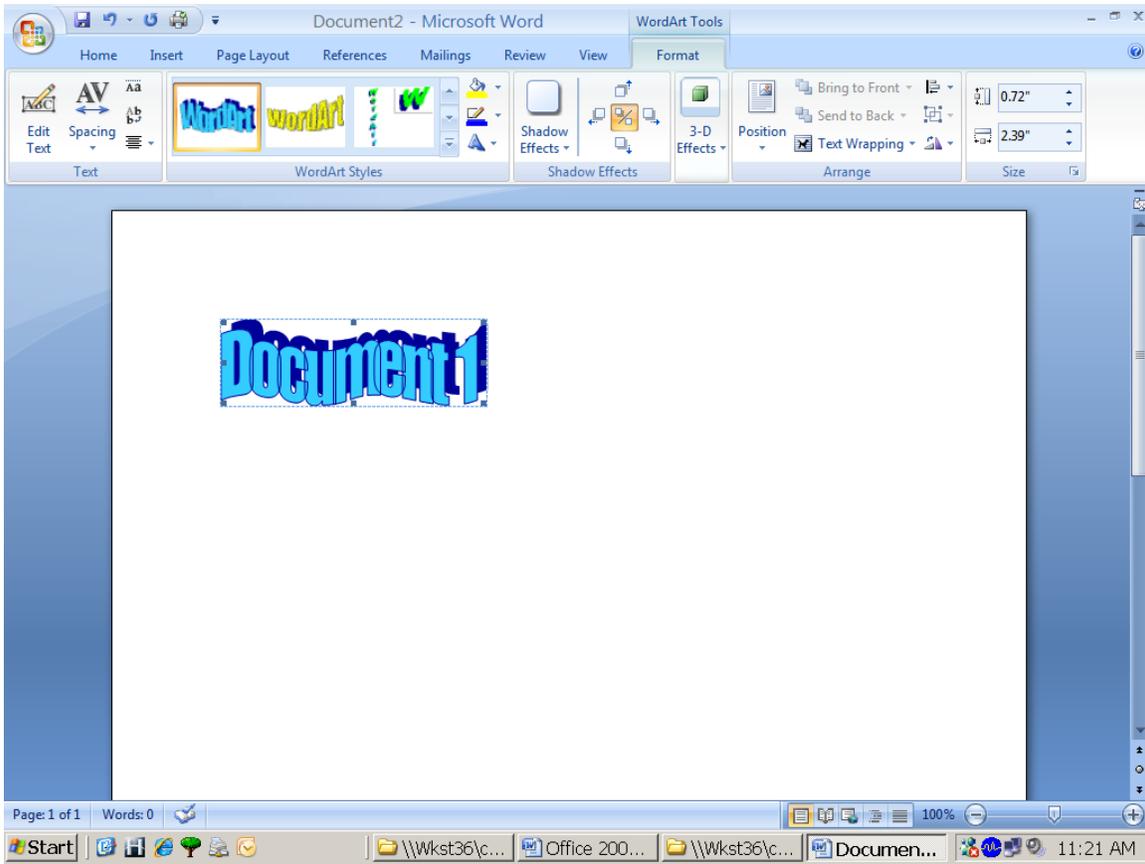
Click the Office button. The left side of the Office button menu includes the following commands: New, Open, Save, Save As, Print, Prepare, Send, Publish and Close. The right side of the menu shows recent documents. The right arrows next to some options open secondary menus or dialog boxes containing more options. **Put your mouse pointer over each button to see screentips and keyboard shortcuts.**



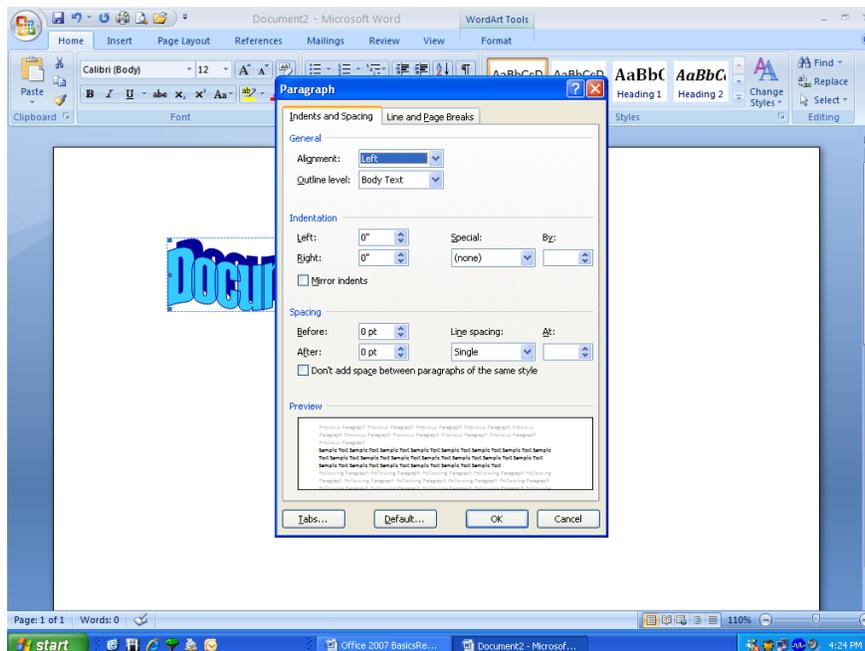
Ribbon

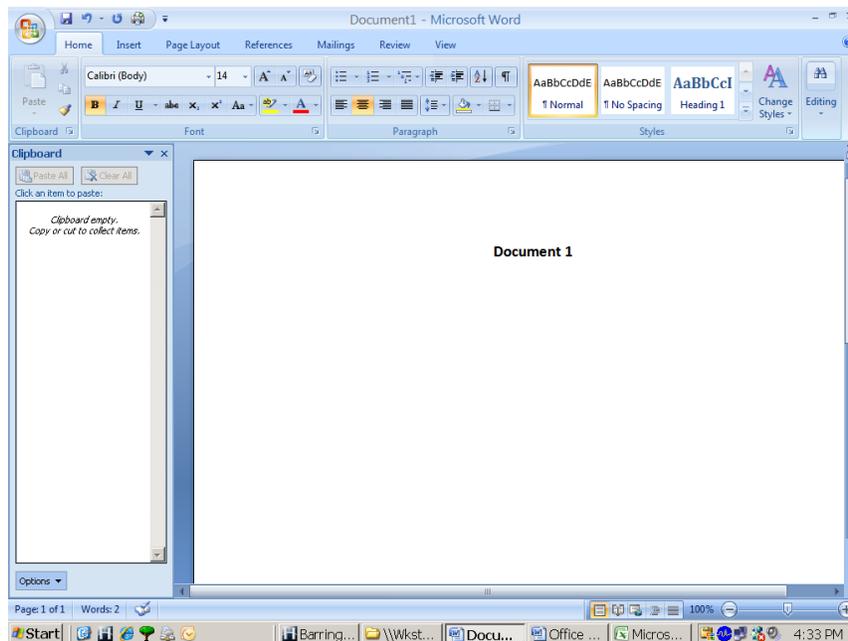
The Ribbon is divided into tabs containing groups of tools for different tasks. A tool may be a command button or may contain a down arrow that opens a drop down menu (list box). ***In the Font group click the down arrow next to the Font Color button. Close the menu by clicking outside of it.***

- Some tabs, called contextual tabs, open only when needed. ***Highlight the title Document 1, click the Insert tab, click WordArt in the text group of the ribbon and click a style to change your title. Click OK in the dialog box that appears.*** The WordArt Tools Format tab will appear.

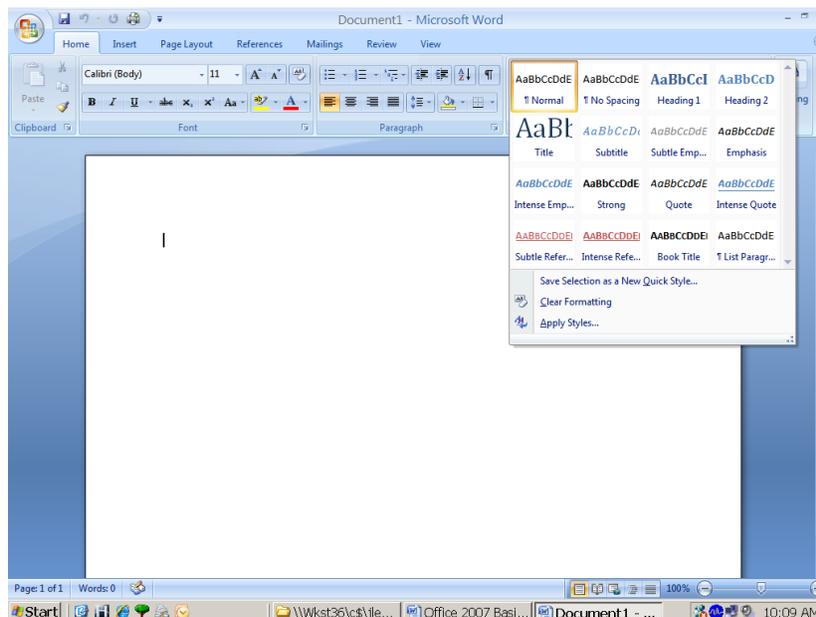


- Click the **Home** tab. A diagonal arrow in the lower right corner of a group box, the Launcher, opens a dialog box, task pane or window with additional tools. **In the Paragraph group click the Launcher. In the Clipboard group click the Launcher.**





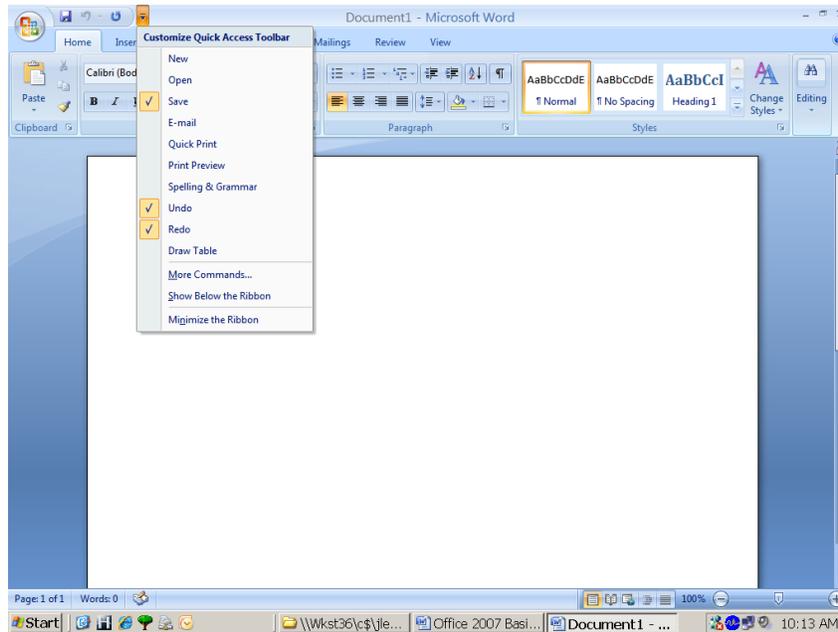
- Some groups, called Galleries, show styles that can be used to change the look of a document. They may have a scroll bar to show additional styles and a More button at the bottom of the scroll bar. **Click the More button at the bottom of the Styles group.** Note that the lower section of the Gallery contains commands. If there are three dots at the end of a command, clicking will open up a dialog box.



- **To hide the ribbon double click the name of the open tab. Double click a tab to open the ribbon.**

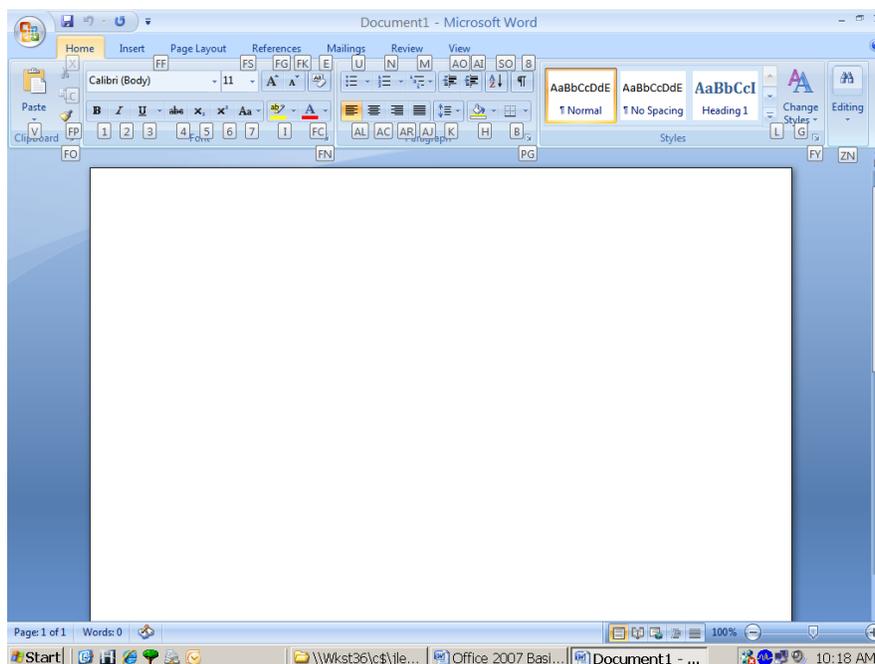
Quick Access toolbar

The default buttons on the Quick Access toolbar are Save, Undo and Repeat/Redo. **To customize this toolbar, click the down arrow next to the toolbar and select commands you want to add or drop from the menu.**



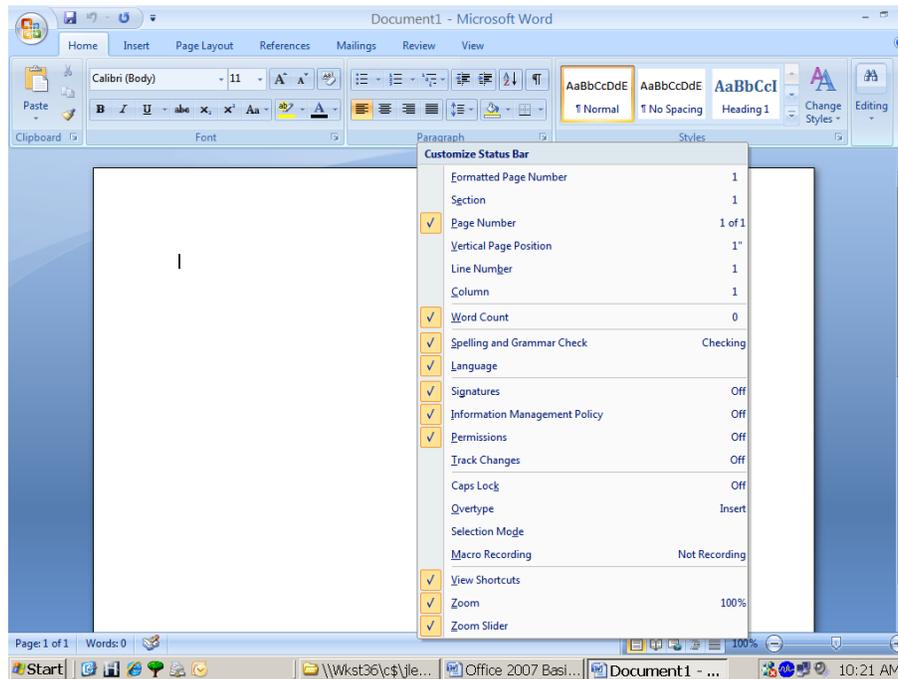
Keytips

Keytips tell you what keys on your keyboard to use to activate tools instead of using your mouse. **Press Alt to see all the keyboard tips for the tabs, and then press H on your keyboard to show the keytips for the Home tab.**



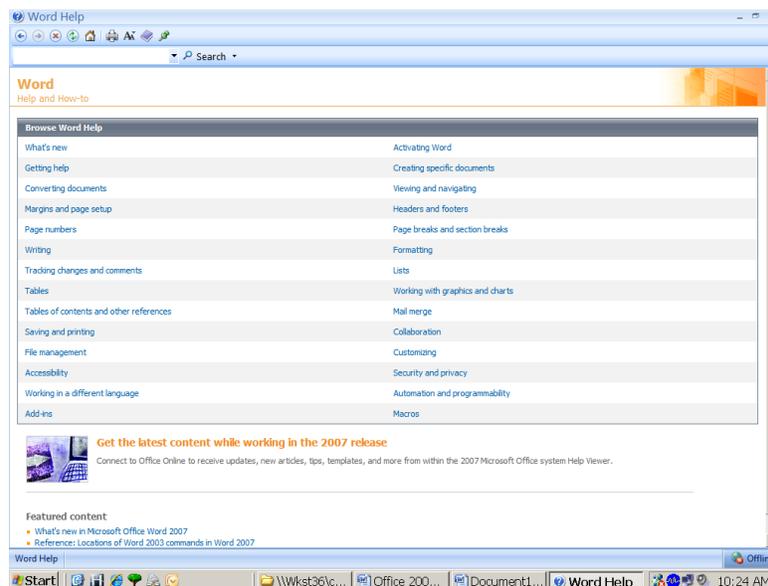
Status bar

The Status bar at the bottom of the screen contains information about the document you are working on such as the page you are on, the number of words in the page, view buttons, and a Zoom command. **To customize your Status bar, right click in the blank area in the middle of the bar, and click options from the menu to select or deselect them.**



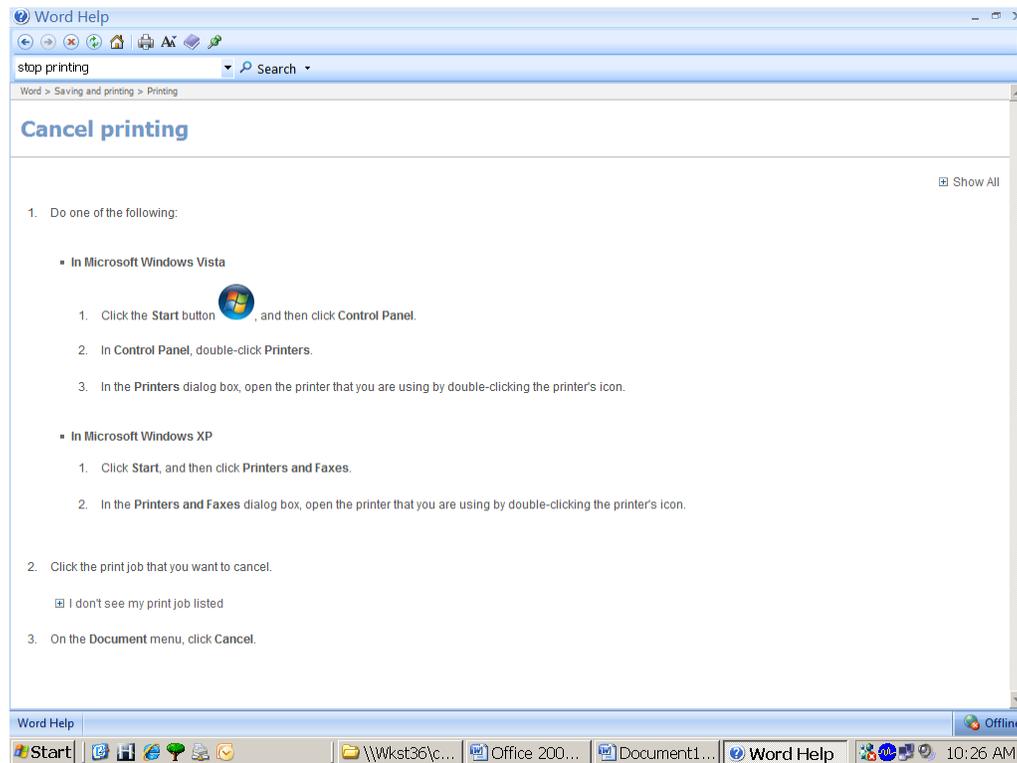
Help

Each Office program includes help topics for that program. **Click the Help button (a circle with a question mark in it) in the upper right corner of the ribbon.**



Browse Word Help works like a subject tree where you start with a broad topic and narrow your search by choosing subtopics. **Click *What's New* and select a subtopic until you get to the help topic level.**

Type the keywords stop printing in the Search box located in the upper left corner of the Help dialog box. Click the Search button next to the box. Select the help topic that shows you how to Cancel printing.



If Word help takes too long to load or returns too many results you may want to limit the help menu to help topics loaded on your computer. **Click the arrow next to the Search button in the upper left area of the Help dialog box. Under Content from this computer click Word Help.**

The Help toolbar under the Title bar contains buttons to let you print and see the contents list as a sidebar on the left of the dialog box.

Close the Help dialog box. Put your pointer over some of the buttons on the Ribbon. You will see a brief explanation of each button.



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