

MICROSOFT WORD 2007

New Document Screen

Microsoft Office Button - replaces the File menu in old version and is located in the upper-left corner of Microsoft Office programs. When you click the Microsoft Office Button you see the same basic commands available in earlier versions of Microsoft Office to open, save, and print your file.

Title Bar – the name of the document appears on the title bar (if the document is not saved it will be called Document(#) eg *Document3*)

Ribbon - The Ribbon is designed to help users to find the commands quickly. This is the command centre. The mostly frequently used commands are more easily accessible.

Ribbon menu bar with tabs - The Ribbon is made up of several tabs. Together with the Home tab, commands are organised into logical groups. Each tab relates to a type of activity. To reduce confusion on the screen, some tabs are shown only when needed. This is called a contextual tab which contains special formatting tools for pictures and graphics. When you don't see an option that you want in a group on the ribbon, click the arrow in the corner and a drop down window will appear.

Quick Access toolbar- The small group of buttons on the left, above the Ribbon. It contains the Save, Undo, and Repeat or Redo commands. This toolbar can be customised to allow more commands to be added to the Quick Access Toolbar to suit the user. The Quick Access Toolbar can be moved above or below the ribbon.

Minimize/maximise/restore/close - buttons at top right hand corner of the screen - are used to increase/decrease the size of the main window, or send the window to the status bar and close the main window

Status Bar – displays the number of the current slide, number of slides and the slide design currently applied in the presentation.

View Buttons – bottom right hand side of the window – allows user to change the view on the screen.

Zoom Slider – allows the screen to be enlarged or shrunk on the screen. Clicking the minus (-) and plus (+) buttons does the same thing.

Rulers

horizontal ruler – shows the margins and indent markers.

vertical ruler – left hand side of the screen. Grey shaded areas indicate margin space.

Dialog Box – bottom right hand corner of tab – opens a dialog box giving extra options.

Help Button – will link to the Microsoft Web site to give further information or help.

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The screen view may vary if settings have been changed or if other preferences have been set.

