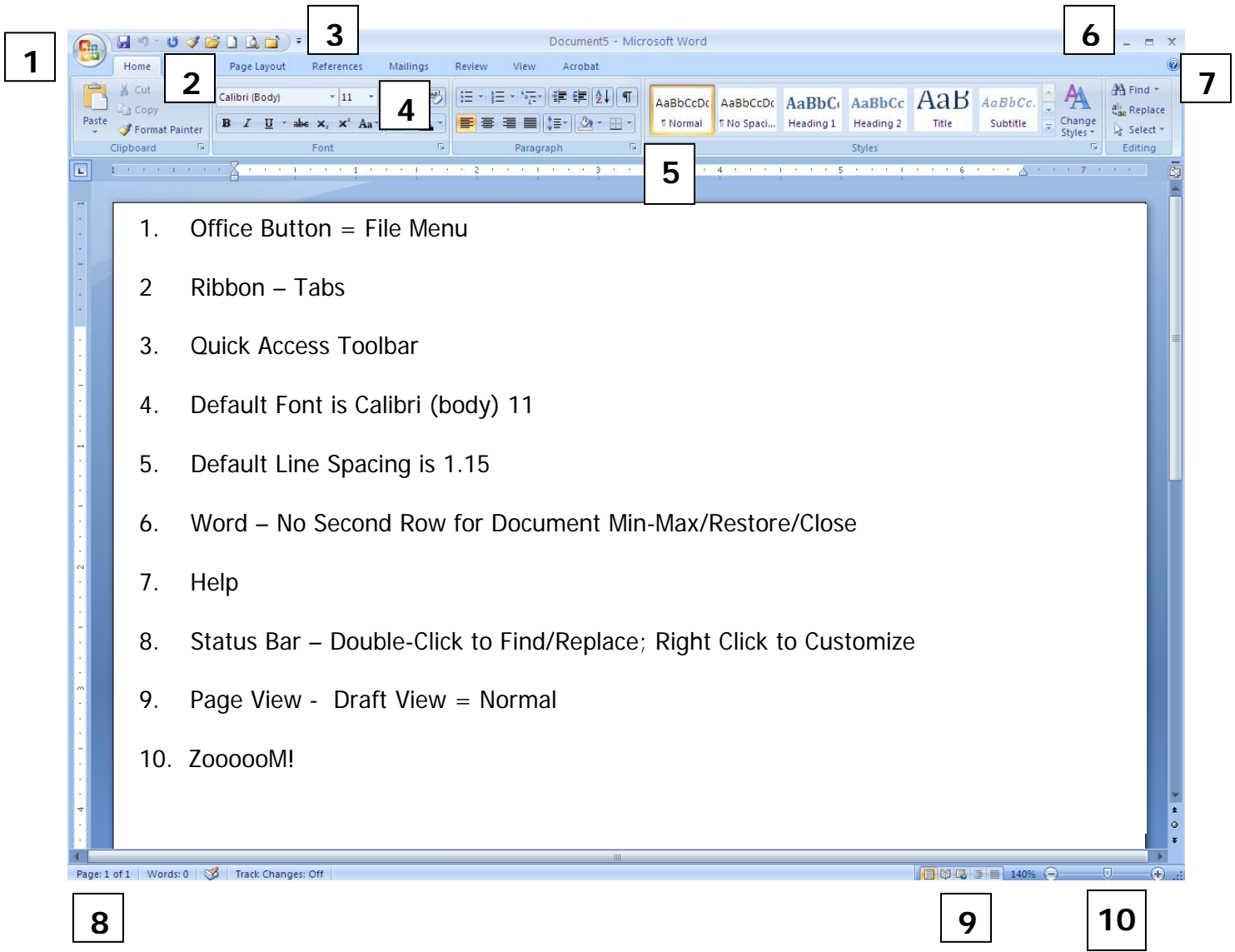


Introduction to Office 2007

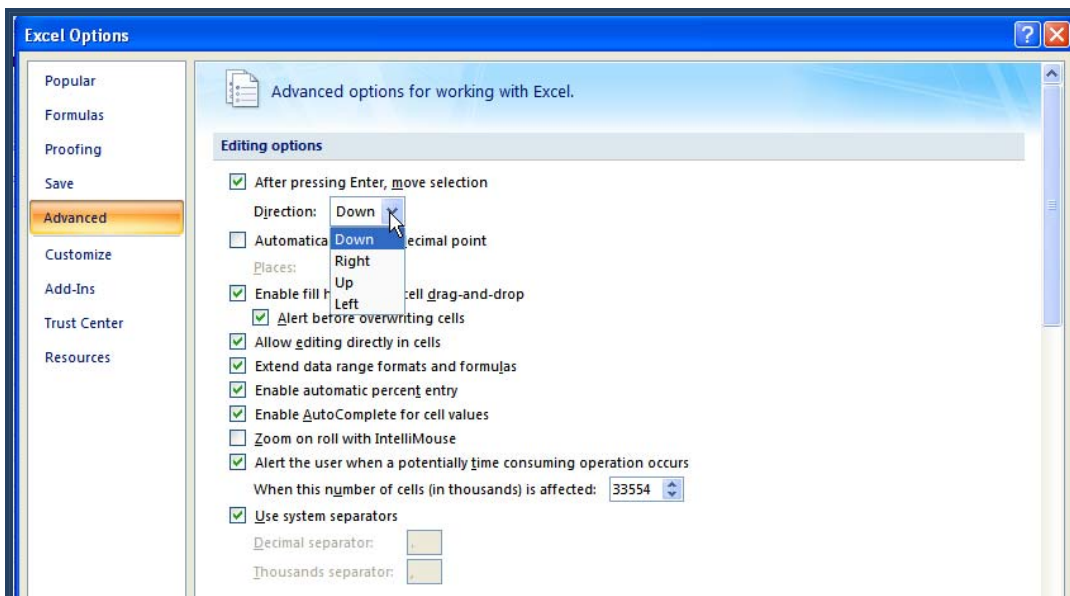
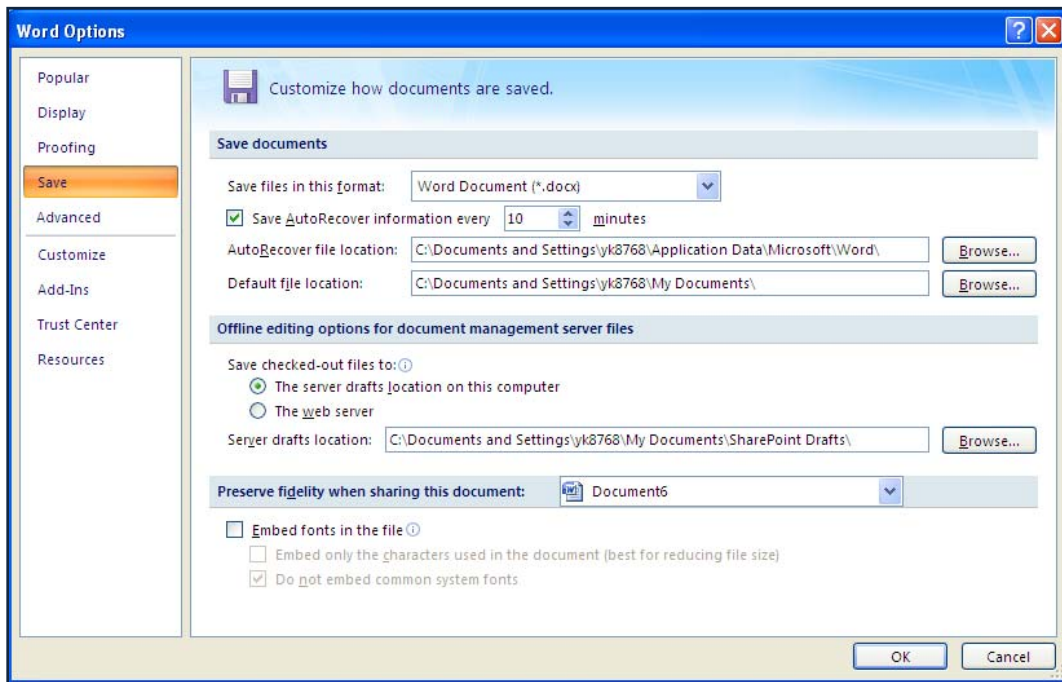


TIPS

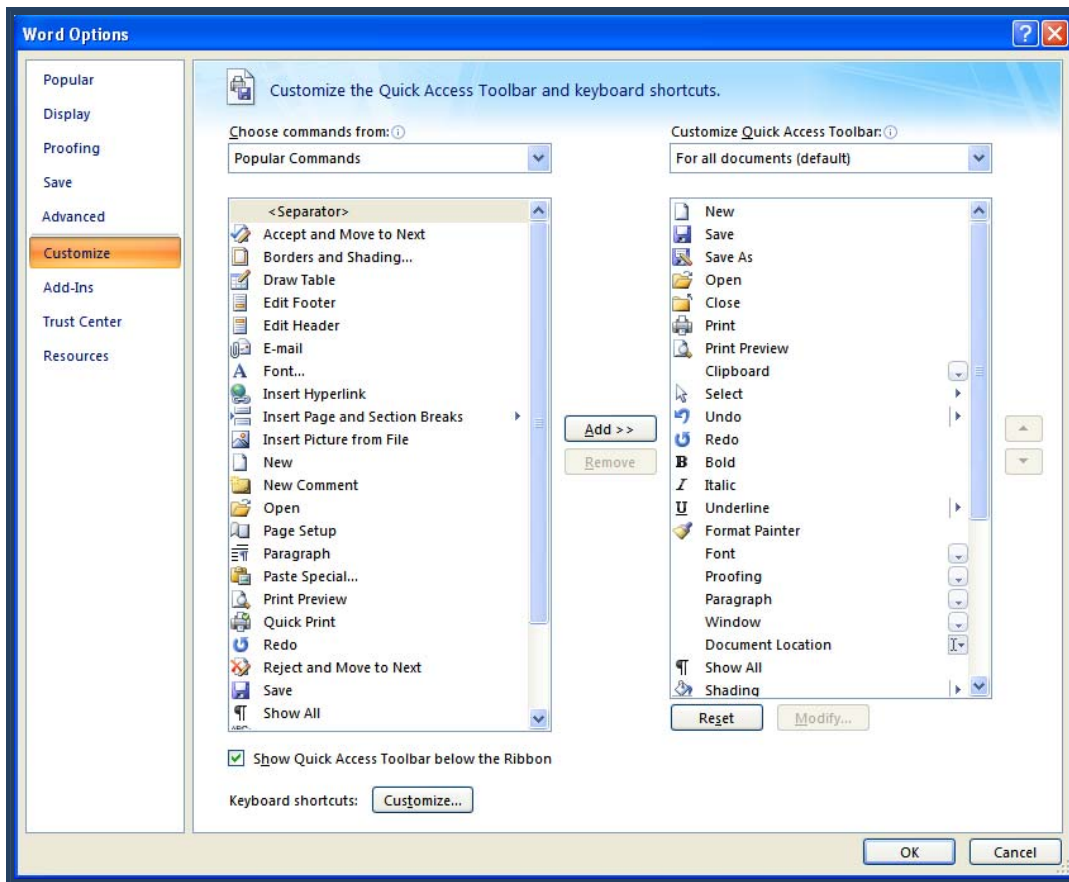
- Click on a Tab and use the roller in the mouse to move from Tab to Tab.
- Double-Click on Tab to minimize Ribbon.
- Click on Quick Access Tool Bar drop down and "show below Ribbon" if the interfere with document name.
- Alt key makes short cut key badges appear.
- If you can't find it, look at the Dialogue Launcher or Quick Parts. (Insert – Quick Parts for Header)
- Screen resolution can affect whether an entire group or just the name of the group appears.
- Recent Documents – Push pins
- USE THE HELP- ?, Reference Spreadsheet and Demo, MS Word Resources, Web Searches

Office Button -> Options

Tools -> Options



Office Button -> Options -> Customize (Formerly: Tools -> Customize)



Customizing Quick Access Toolbar

Quick Access Drop-Down -> More Commands OR
Office Button -> Options -> Customize OR
Right Click Anywhere in the Ribbon

To Add to Quick Access Toolbar:

- a. Right-click on icon.
- b. Right-click on the Group Name to bring in the entire group including the dialog box launcher.
- c. Right-click the Arrow in the right corner of the Group to add just the dialog box launcher.