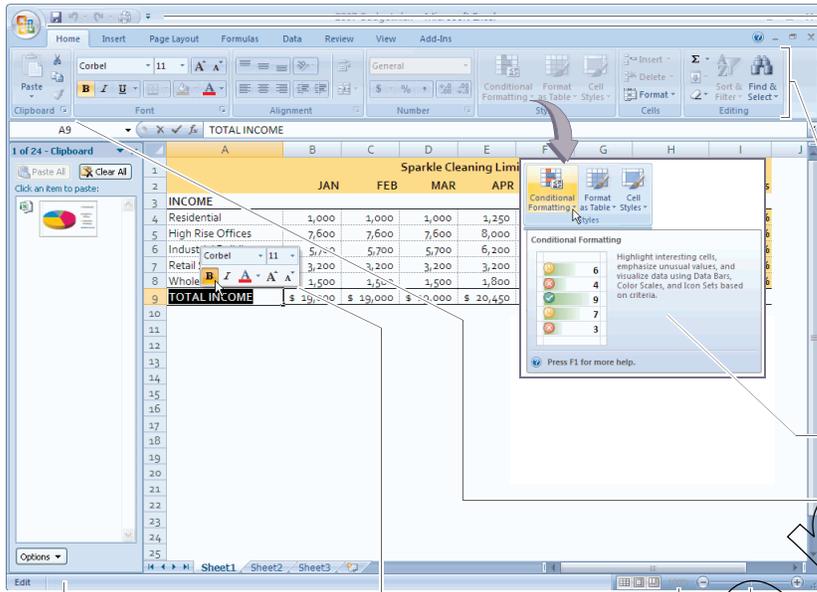


Microsoft® Office 2007 Fluent™ User Interface Quick Reference



Microsoft Office 2007 Interface

The most noticeable change in Microsoft Office 2007 is the results-oriented user interface, which has been referred to as the **Microsoft Office Fluent user interface**. It is designed to allow you to quickly access commands and perform tasks. This has been achieved by reorganizing and grouping commands onto the Ribbon, among other screen components, which replaces the menu bar and the toolbars. In addition, various task panes and dialog boxes have been replaced with galleries that display available formatting and other options at a glance. Pointing to gallery items invokes the "Live Preview" feature, which allows you to see formatting without actually applying it. Note that these user interface changes apply to Word, Excel, PowerPoint, and Access in their entirety, while only portions apply to Outlook. Other Microsoft Office 2007 applications use the traditional user interface.



Quick Access Toolbar - Used to allow quick access to button commands that you use often. Click the button to change behavioral properties and customize the Quick Access Toolbar by adding and removing button commands. See "Customizing the Quick Access Toolbar" on page 1.

Microsoft Office Button - Opens the Microsoft Office menu containing commands commonly used to manage documents of a given Office 2007 application. The illustration shown (left) is from Microsoft Office Excel 2007. In many cases, the commands located in this menu are the same or similar to the commands previously available in the traditional "File" menu. See "Exploring the Microsoft Office Menu" on page 1.

Ribbon - Used as the primary means of navigation in most Office 2007 applications, the Ribbon is organized into three levels: tabs (e.g.,), which contain groups (e.g.,), which contain buttons or menu commands (e.g.,). See "Navigating and Exploring the Ribbon" on page 2.

Enhanced ScreenTips - Provide a detailed description of a command. They may also include the command's shortcut key and a link to a Help topic.

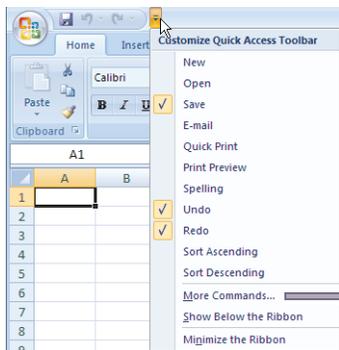
Dialog Box Launcher - Used to open the dialog box or task pane associated with the group. It provides additional commands if they are required. The Clipboard task pane is shown to the right, as the result of clicking the Dialog Box Launcher button in the Clipboard group.

Status bar - Displays various status and mode indicators, e.g., Ready or Edit mode in the case of Excel, as well as screen components such as the Zoom Slider. Right-click the Status bar to customize it.

Mini toolbar - A miniature, semi-transparent toolbar that appears automatically above selected text data, and provides access to frequently used formatting commands. Note that the Mini toolbar and enhanced ScreenTips may not be displayed simultaneously as shown here. See "Exploring the Mini toolbar" on page 2.

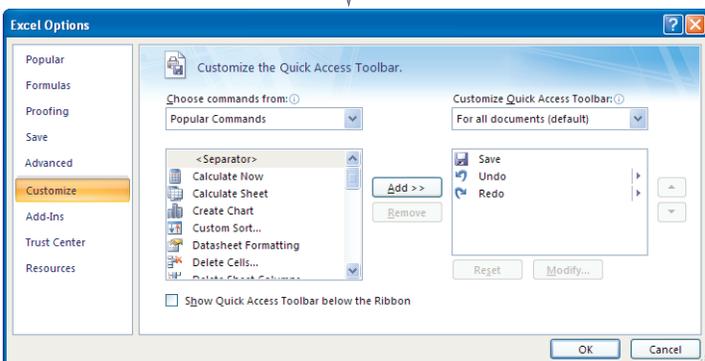
Zoom and Zoom Slider - Click the Zoom button to select a predefined zoom level. Click the button or drag the slider left to decrease the zoom level. Click the button or drag the slider right to increase the zoom level.

Customizing the Quick Access Toolbar



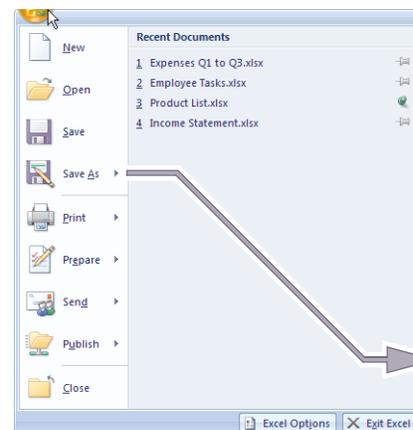
1. Click the **Customize Quick Access Toolbar** button to open the Customize Quick Access Toolbar menu.
 2. Select one of the default command names to add it to the Quick Access Toolbar.
- OR -

If the desired command is not available, select **More Commands**. Then select the desired command from the list on the left side, and then click the **Add** button to add the selected command to the Quick Access Toolbar. Repeat this step to add additional commands, and then select **OK**.

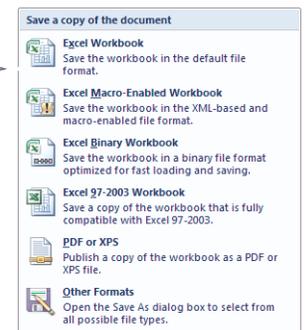


Exploring the Microsoft Office Menu

A characteristic of the Office menu is the panel contained within it. In the image below, the current panel lists recently saved documents and offers a quick method for opening them. If desired, you can click a button to pin the document to the Recent Document list, preventing it from being replaced by another document as new ones are saved.



Panels containing other options will appear when you position the mouse pointer over commands containing a symbol. The image below is the result of positioning the mouse pointer over the **Save As** command. Note that you can also click commands containing a symbol to directly select the default action.



Click the **Excel Options** button to open the Excel Options dialog box, from which various application and document settings may be adjusted. Although these images relate to Microsoft Office Excel 2007, other Office 2007 applications are similar.

** Use caution when this dialog box is open.