





Office 2007 Ribbon Tips

Ribbon / General	Tab and Group or Shortcut Key	Notes
Tabs, groups and commands		Ribbon replaces menus and toolbars
Dialog box launcher		Displays familiar dialog boxes
Minimize ribbon		Double-click a tab
Contextual tabs	Select a table or graphic	Displays additional commands
Quick Access toolbar		Commands above the ribbon
Keyboard shortcuts	Hold ALT and type letter	Letters are displayed on tabs and commands
Screen resolution / window size		Ribbon may be compressed on smaller screens
Customize quick access bar	Right-click a command	Choose "Add to Quick Access Toolbar"
New file types – XML format		Not compatible with Office 2003
Microsoft Office button (MSO)		Circle in upper left corner
Inspect	MSO / Prepare	Clears hidden data and personal info
Mark as final	MSO / Prepare	Document becomes uneditable
Compatibility checker	MSO / Prepare	Identifies features unavailable in Office 2003
Convert: Microsoft Office 2007 converter	MSO / Prepare	Converts Office 2003 to Office 2007
Options	MSO / Program Name / Options	Replaces Tools > Options
Pin to menu (thumbtack)	MSO button / thumbtack	Keeps file in recent list

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All Office Programs	Tab and Group or Shortcut Key	Notes
Office clipboard / collect and paste	Home / Clipboard	Store 24 items on Office Clipboard
Mini toolbar	Select text	Hover mouse to display and use common commands
Galleries	Select table or graphics Choose Design tab	Display colorful formatting options
Live Preview	Hover over gallery option	Previews feature on selected item without applying
Themes	Page Layout / Themes	Groups of formatting features available in all Office 2007 applications
SmartArt Graphics	Insert > SmartArt	Creative alternatives to bullet lists and organization charts
Selection pane	Home > Editing	Choose category of items to select
Zoom		Lower right corner