

This guide will provide an overview of what's new in Office 2007:

1. Microsoft Office Button
2. Quick Access Toolbar
3. Ribbon
4. Dialog Box Launchers
5. Contextual Tools

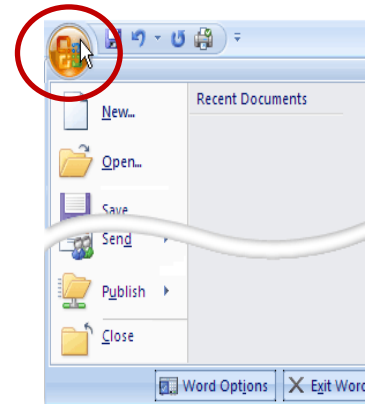
## Detailed Information

### 1 Microsoft Office Button

Contains the same tasks you would find in the old File menu

Located in the top left hand corner

Options are more visible, and conveniently close at hand when you start work on old files or new ones



### 2 Quick Access Toolbar

Provides quick access to tools that you use frequently

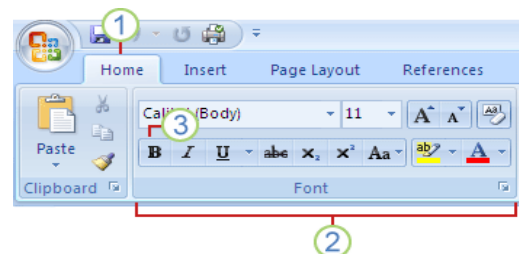
- a. To add icons, click arrow point located after the last icon; click on the icons you want to add to the toolbar
- b. To remove icons, right-click on icon you want to remove; click on **Remove From Quick Access Toolbar**



### 3 Ribbon

Your new control center

1. **Tabs** are designed to be task-oriented
2. **Groups** within each tab break a task into subtasks.
3. **Command buttons** in each group carry out a command or display a menu of commands



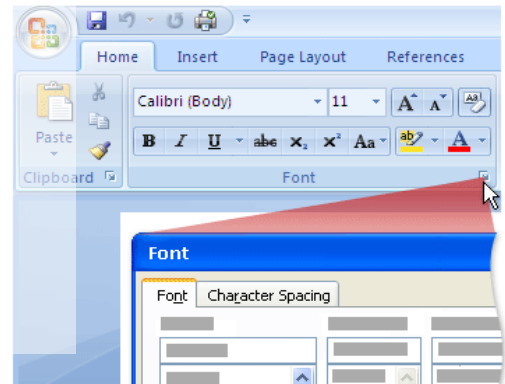
## 4 Dialog Box Launchers

Provides more options related to that group

Make the interface of Office more logical

Opens a related dialog box or task pane

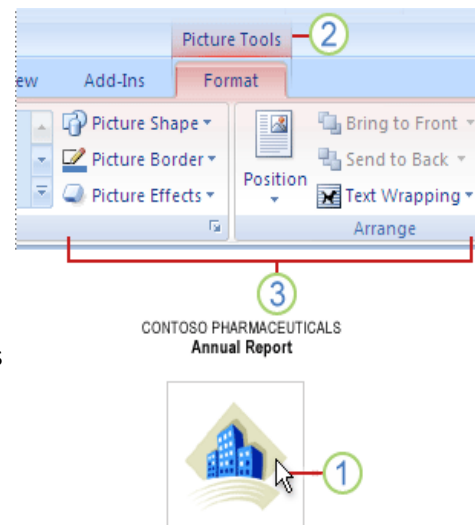
Use to change the detailed settings for each section



## 5 Contextual Tools

Provides more options related to that group

1. Select an item in your document
2. The name of the **Contextual Tools** appears in an accent color
3. **Contextual Tabs** appear next to the standard set of tabs and provide controls for working with the selected item



### Where to get Microsoft Office 2007 help:

#### IT Help Desk

Phone: (817) 531-4428 ext. 2

Email: [helpdesk@txwes.edu](mailto:helpdesk@txwes.edu)

#### CETL

Email: [cetl@txwes.edu](mailto:cetl@txwes.edu)

#### Microsoft

Online: <http://office.microsoft.com>