

This guide will provide an overview of Word 2007 Ribbon Tabs:

Home – Insert – Page Layout – References – Mailings – Review – View - Add-Ins

## Detailed Information

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**HOME Tab** - contains the most commonly used commands. These commands are organized into the following logical groupings:

- **Clipboard:** Contains the standard Copy and Paste commands. Items copied to the Clipboard can be selected and pasted into any Office document at a later time. The items stay on the Clipboard until you exit all Office programs or you delete them.
  - **Font:** Contains the settings related to the formatting of the document content.
  - **Paragraph:** Contains the settings related to the layout of a paragraph or section. Settings within this tab include text alignment, indentation, bulleted, numbered, or multi-level lists, tabs, line spacing, etc.
  - **Styles:** Contains a selection of pre-defined sets that are designed to work together to create an attractive and professional-looking document.
  - **Editing:** This tab includes the buttons to find, select, and/or replace text within a document.
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**INSERT Tab** - contains the commands normally needed to insert text, illustrations, symbols, etc., into a document. This tab contains the following groups:

- **Pages:** This group contains commands to create a preformatted cover page, insert a blank page, or initiate a page break.
- **Tables:** Includes commands to Insert or Draw a new table, or insert an existing table from Excel.
- **Illustrations:** Contains the commands needed to insert pictures, Clip Art, shapes, graphics, or charts.
- **Links:** Provides the ability to insert links and cross-references to external items or other locations within the current document.
- **Header & Footer:** Allows the user to insert, format, modify, or delete headers, footers, and page numbers.
- **Text:** Contains various options to insert or modify different types of text fields; including text boxes, Word Art, signatures, date/time stamps, etc.
- **Symbols:** Includes commands to insert mathematical equations or pre-defined symbols.

**PAGE LAYOUT Tab** - contains the commands related to the layout and appearance of the page or pages in the document. The Page Layout commands are divided into the following groups:

- **Themes:** This grouping allows the user to change the overall design of the entire document, including colors, fonts, and effects.
- **Page Setup:** Includes the commands to change the parameters that determine the overall appearance of the page. These parameters include: margins, orientation (landscape or portrait), paper size, number of columns, page and section breaks, line numbers, and hyphenation.
- **Page Background:** Provides the ability to insert or change a watermark, color, or borders for the background of the page.
- **Paragraph:** Allows the user to specify the indentation, line spacing, and page breaks.
- **Arrange:** This grouping applies primarily to graphics or charts. Includes commands related to positioning the objects or text.

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**REFERENCES Tab** - This tab contains a variety of references that can be used within a document:

- **Table of Contents:** Provides ability to add, format, or edit a Table of Contents.
- **Footnotes:** Includes commands to insert, format, and edit footnotes in a document.
- **Citations & Bibliography:** Allows user to cite a book, journal article, or other source for a segment of information within the document. Also includes option of adding a bibliography.
- **Captions:** Contains the commands to insert a caption to an image, a cross reference to a particular item, or a Table of Figures within the document.
- **Index:** Provides the ability to insert an index within the document and mark entries to be included in that index. Also includes buttons to edit or delete an existing index.
- **Table of Authorities:** Includes commands related to a Table of Authorities, which lists the cases, statutes, and other authorities cited within the document. Commands include creating, editing, or deleting the table, as well as selecting citations to be included in a table.

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**MAILINGS Tab** - This tab contains the commands commonly used when creating documents intended to be distributed via email, printed letters, or web postings:

- **Create:** Includes the commands needed to create, address, format, and print envelopes and labels.
- **Start Mail Merge:** Allows user to start a mail merge to create a form letter intended to print or email to multiple or to different recipients.
- **Write & Insert Fields:** Contains options to add fields to a Mail Merge document, such as an address or greeting. Also provides the ability to create rules to be used in the mail merge.
- **Preview Results:** Allows the user to preview the results of the mail merge, search for specific recipients, or auto-check for errors.
- **Finish:** Includes options to complete the mail merge, and edit, print, or email

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**REVIEW Tab** - This tab contains the commands needed to review and revise an existing document:

- **Proofing:** Assists the user with proofing and correcting a document. Allows the user to check the spelling and grammar, search through reference materials such as dictionaries or encyclopedias, find similar words in a thesaurus, translate text into a different language, enable a ScreenTip that translates the text into a different language, set the language used for the spelling & grammar checks, or count the number of words, characters, paragraphs, or lines in a document.
- **Comments:** Provides ability to insert, delete, or navigate between comments about selected text.
- **Tracking:** Tracks all changes made to the document, including insertions, deletions, and formatting. Includes options to specify the format to be used to show document changes.
- **Changes:** Allows user to accept, reject, and navigate between changes.
- **Compare:** Provides the ability to compare or combine multiple versions of a document. The combine function is especially helpful when reviewing revisions to an original document from multiple people.
- **Protect:** Includes settings to restrict how people can access and edit the document.

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**VIEW Tab** - This tab contain settings that affect how the document appears on the screen:

- **Document Views:** Allows the user to specify whether the document is displayed as it will appear when printed out, in a full-screen view to maximize the amount of data displayed on a single screen, as it would appear on a Web page, in outline form, or as a draft that allows the user to quickly edit the text.
- **Show/Hide:** Provides the user with the ability to display or hide various features associated with a document, including a ruler, gridlines, a message bar, document map, or a thumbnails pane.
- **Zoom:** Includes options to specify the zoom level of a document.
- **Window:** Contains settings that allow the user to open and view multiple Word documents at the same time.
- **Macros:** Provides the ability to define a sequence of actions to perform on a document or multiple documents that can be executed again and again in one step—by running the macro.

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**Add-Ins Tab** - can contain supplemental functionality that adds custom commands and specialized features to Office products. Some examples of add-ins are automation add-ins, application add-ins, smart tags, and COM add-ins. Some examples of Office 2007 add-ons that have been approved by Microsoft are MindManager Pro 6, VisionArchive 2.0, and KwikTag 3.4.