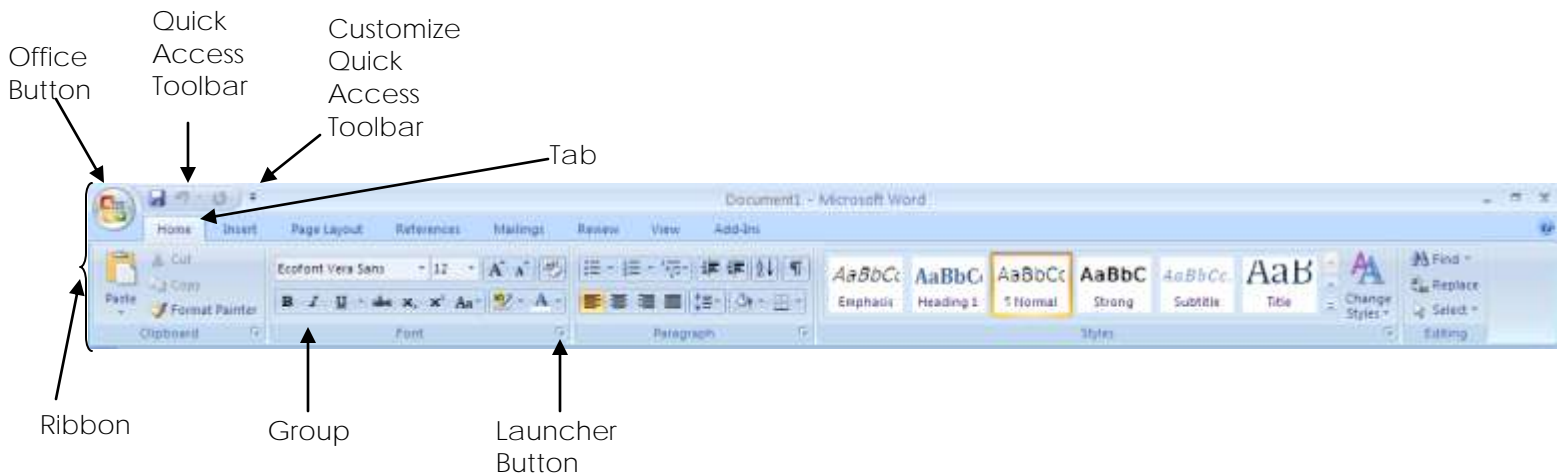


## All about the Microsoft Word 2007 Ribbon



**Office Button** houses commands for managing whole document rather than document content

**Quick Access Toolbar** contains frequently used commands and can be modified using the **Customize Quick Access Toolbar** drop-down menu

**Ribbon** is new for Microsoft Word 2007, and replaces the Menu Bar in previous versions

**Tabs** house common commands, which are further categorized into **Groups**. Some groups have a **Launcher Button**, which will open a dialogue box with related but less-common commands.

Some buttons in the groups have arrows:



Clicking the button's arrow displays a list of options



Clicking the button itself carries out the command using the current settings

The **Status Bar** is shown below the document area.



On the **left**, you will see current document information, such as the page number and line number where the cursor is situated, how many total words are in the document, and whether there are any detected spelling errors.

On the **right** are shortcuts to two groups on the **View** tab, Document Views and Zoom.

**Right-click** on the status bar to customize its appearance.

## Microsoft Word 2007 – Commonly Used Ribbon Tabs and Groups

1. Home
  - a. Clipboard – paste, format painter
  - b. Font
  - c. Paragraph – bullets and numbering, indentation, alignment
  - d. Styles
  - e. Editing – find, replace
2. Insert
  - a. Pages
  - b. Tables
  - c. Illustrations
  - d. Links
  - e. Header and Footer
  - f. Text
  - g. Symbols
3. Page Layout
  - a. Themes
  - b. Page Setup – margins, orientation, size, columns, breaks, hyphenation
  - c. Page backgrounds – watermark, page color, page borders
  - d. Paragraph – indentation, spacing
  - e. Arrange – bring to front, send to back, text wrapping, align
4. References
  - a. Table of contents
  - b. Footnotes
  - c. Citations and Bibliography
  - d. Captions
  - e. Index
  - f. Table of Authorities
5. Mailings – for mail merge
6. Review
  - a. Proofing
  - b. Comments
  - c. Tracking
  - d. Changes
  - e. Compare
  - f. Protect
7. View
  - a. Document Views – print layout, full screen layout
  - b. Show/Hide – ruler, gridlines, thumbnails
  - c. Zoom
  - d. Window
  - e. Macros
8. Add-Ins – Menu Commands