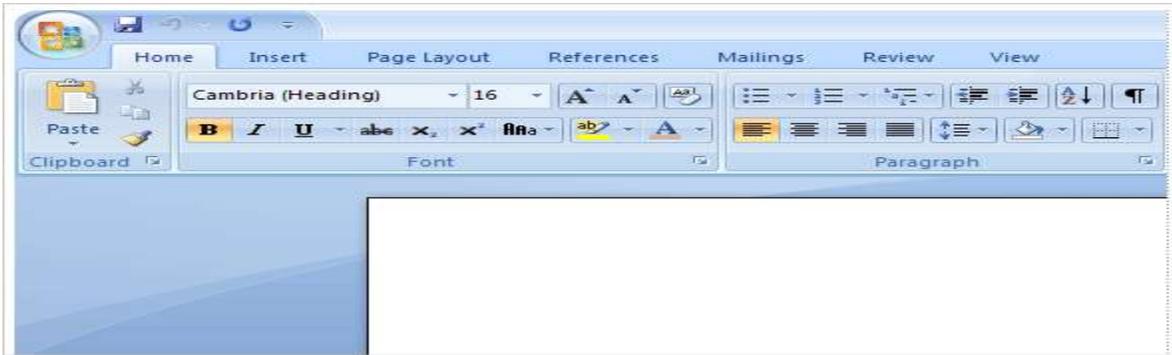


Get to know the Ribbon



The new Ribbon spans the top of Word.

When you first open Word 2007, you may be surprised by its new look. Most of the changes are in the Ribbon, the area that spans the top of Word.

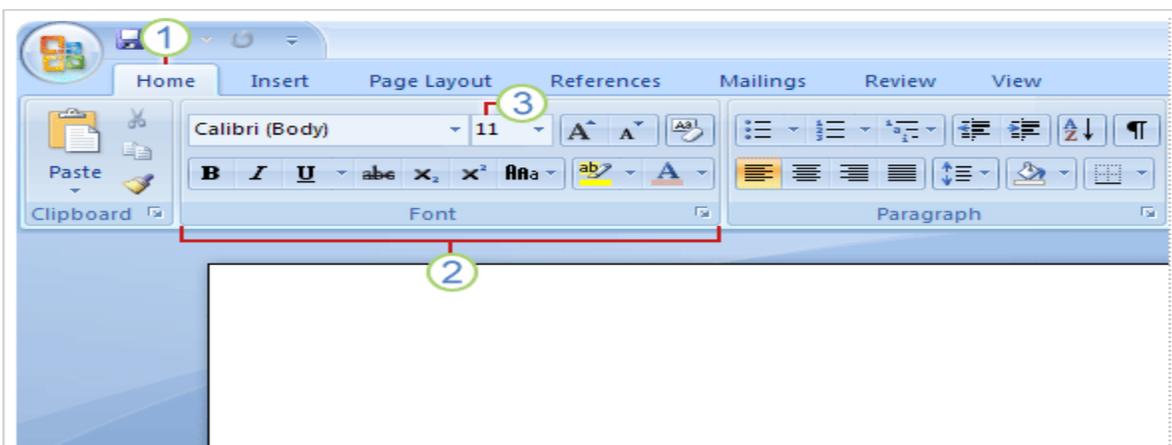
The Ribbon brings the most popular commands to the forefront, so you don't have to hunt in various parts of the program for things you do all the time.

The Ribbon in action



The Ribbon's ease of use and convenience are best understood when seen in action. Click **Play** to see an animation of the Ribbon. First, on the **Home** tab, some text is cut from one position and pasted into another; then the text format is changed using a **Style**; and finally, the page background color is altered on the **Page Layout** tab.

What's on the Ribbon?



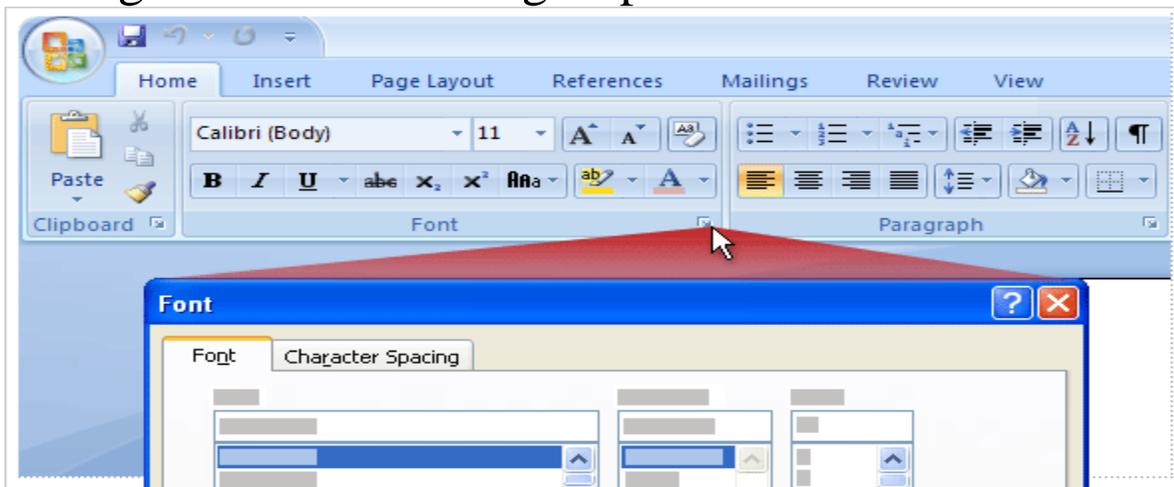
The three parts of the Ribbon are tabs, groups, and commands.

There are three basic components to the Ribbon. It's good to know what each one is called so that you understand how to use it.

1. **Tabs.** There are seven basic ones across the top. Each represents an activity area.
2. **Groups.** Each tab has several groups that show related items together.
3. **Commands.** A command is a button, a box to enter information, or a menu.

Everything on a tab has been carefully selected according to user activities. For example, the **Home** tab contains all the things you use most often, such as the commands in the **Font** group for changing text font: **Font**, **Font Size**, **Bold**, **Italic**, and so on.

Dialog box launchers in groups

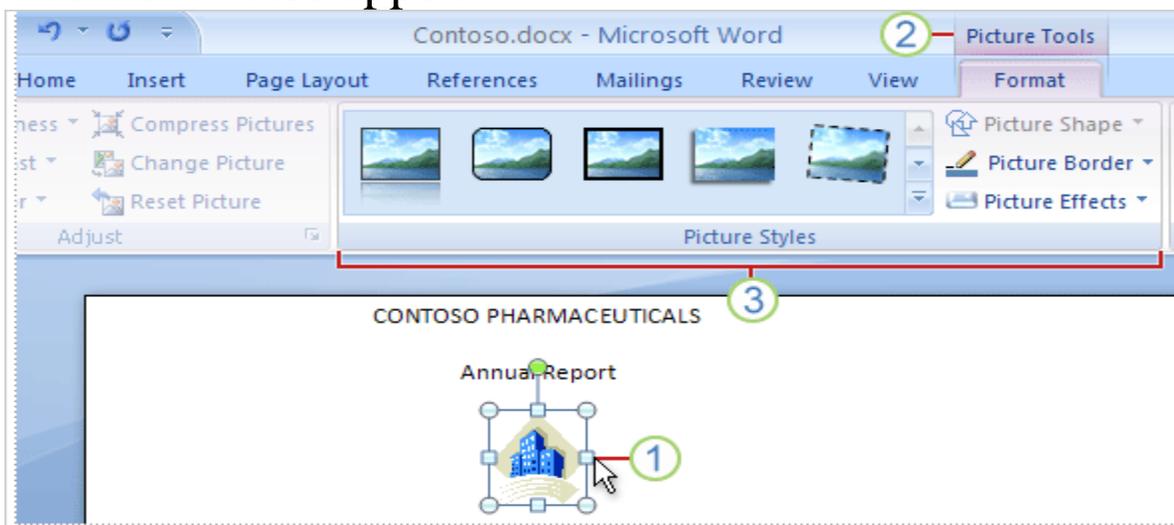


Click the Dialog Box Launcher  to see more options for that particular group.

At first glance, you may not see a certain command from a previous version of Word. Fret not. Some groups have a small diagonal arrow in the lower-right corner .

The arrow is called a **Dialog Box Launcher**. If you click it, you'll see more options related to that group. Those options will often appear in the form of a dialog box that you may recognize from a previous version of Word. Or they may appear in a familiar-looking task pane.

Additional tabs appear



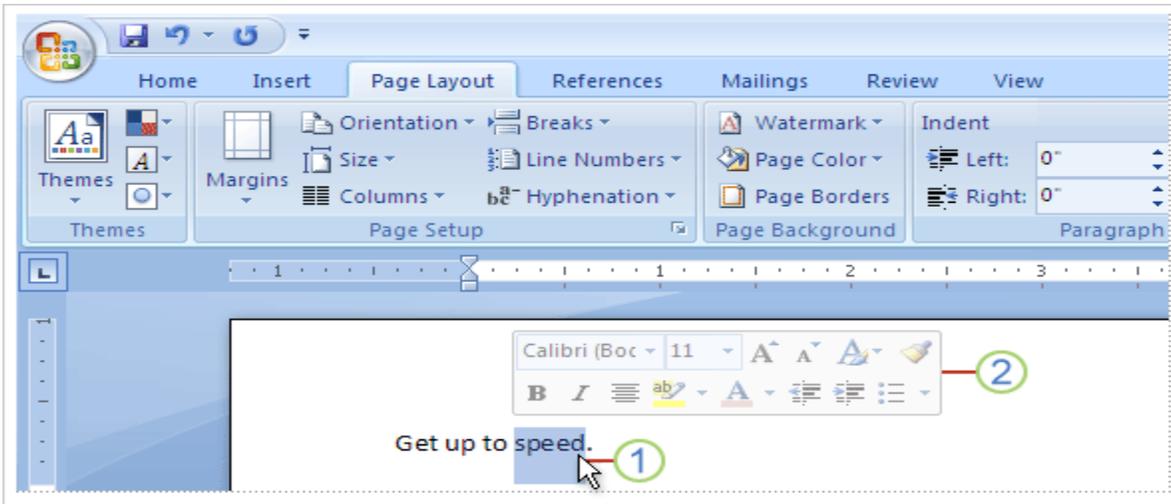
When you select a picture, the additional **Picture Tools** tab appears, showing groups of commands for working with pictures.

In this new version of Word, certain tabs appear only when you need them. For example, let's say you've inserted a picture. But now you want to do more with it. Maybe you want to change how text wraps around it or you want to crop it. Where are those commands found?

1. Select the picture.
2. The **Picture Tools** tab appears. Click that tab.
3. Additional groups and commands appear for working with pictures; like the **Picture Styles** group.

When you click away from the picture, the **Picture Tools** tab disappears, and the other groups come back.

The Mini toolbar



When you select text and point at it, the Mini toolbar will appear faded.

Some formatting commands are so useful that you want to have them available whatever you are doing.

Let's say you want to quickly format some text, but you're working on the **Page Layout** tab. You could click the **Home** tab to see the formatting options, but here's a faster way:

1. Select your text by dragging with your mouse, and then point at the selection.
2. The Mini toolbar will appear in a faded fashion. If you point to the Mini toolbar, it will become solid, and you can click a formatting option there.

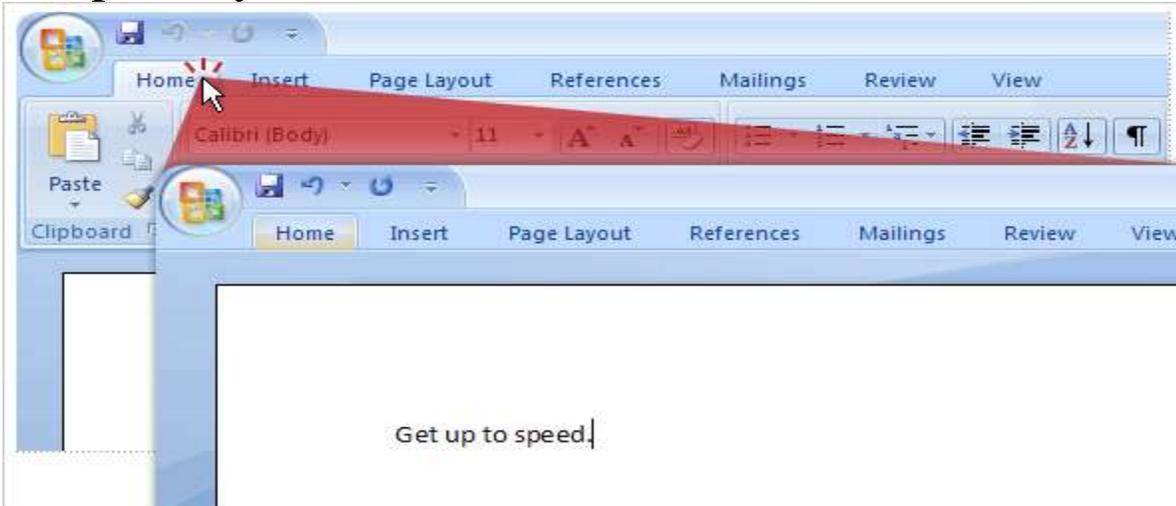
The Quick Access Toolbar



How to add a command to the Quick Access Toolbar.

The Quick Access Toolbar is the small area to the upper left of the Ribbon. It contains the things that you use over and over every day: **Save**, **Undo**, and **Repeat**. You can add your favorite commands to it so that they are available no matter which tab you are on.

Temporarily hide the Ribbon



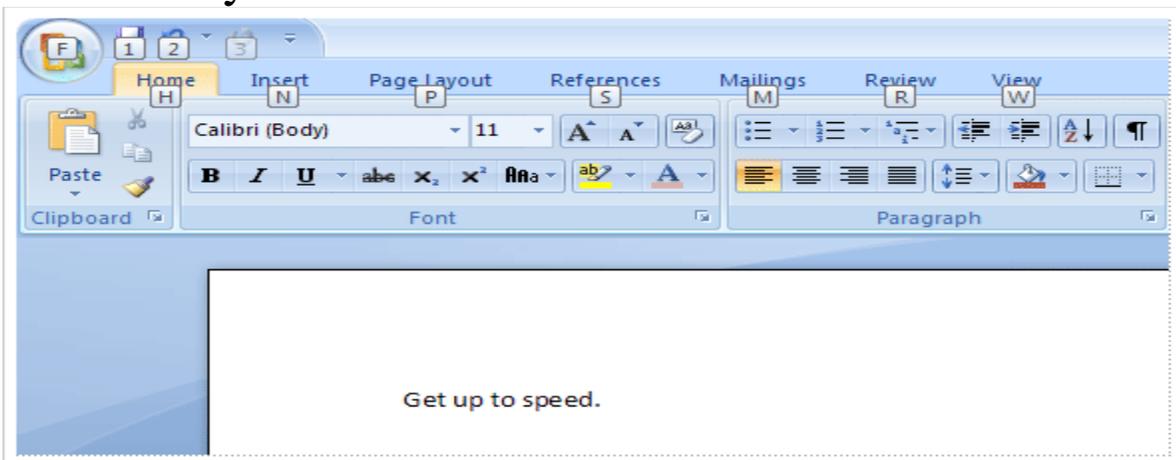
Double-click the active tab to hide the groups for more room.

The Ribbon makes everything in Word 2007 nicely centralized and easy to find. Sometimes, however, you don't need to find things. You just want to work on your document, and you'd like more space to do that. So it's just as easy to hide the Ribbon temporarily as it is to use it.

Here's how: Double-click the active tab. The groups disappear, so that you have more room.

Whenever you want to see all of the commands again, double-click the active tab to bring back the groups.

Use the keyboard



Press ALT to display the Key Tip badges for the Ribbon tabs, the Microsoft Office Button, and the Quick Access Toolbar.

Okay, keyboard people, this page is for you. Shortcuts that start with the CTRL key (for example, CTRL+C for copy, or CTRL+ALT+1 for Heading 1), remain the same as in previous versions of Word.

But the Ribbon design comes with new shortcuts. Why? Because this change brings two big advantages over previous versions:

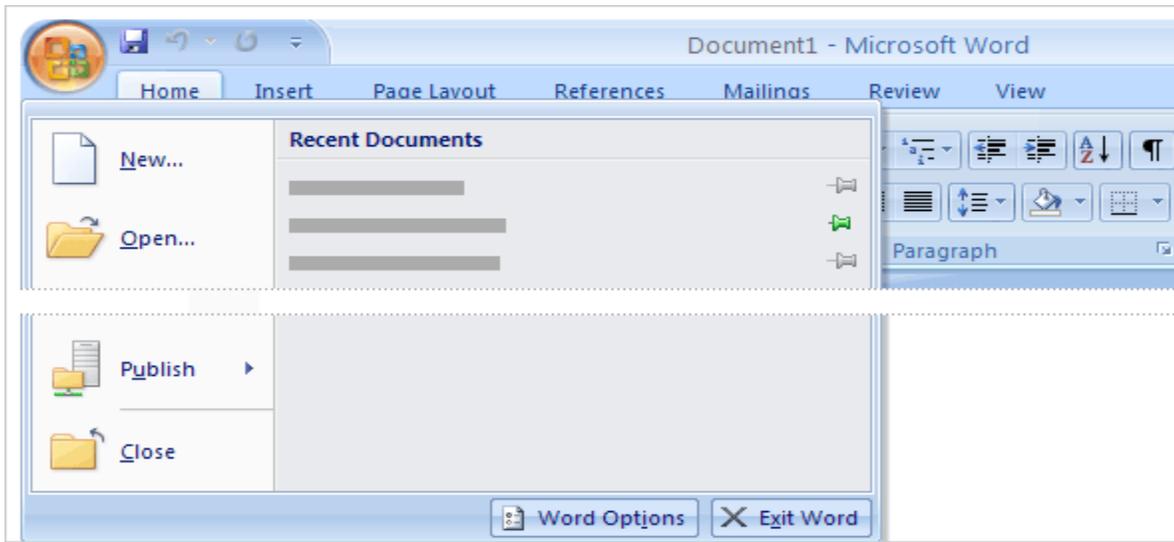
- Shortcuts for every single button on the Ribbon.

- Shortcuts that often require fewer keys.

The new shortcuts also have a new name: Key Tips. Press ALT to make the Key Tip **badges** appear for all Ribbon tabs, the Quick Access Toolbar commands, and the Microsoft Office Button. Then you can press the Key Tip for the tab you want to display; for example, press H for the **Home** tab. This makes all the Key Tips for that tab's commands appear. Then you can press the Key Tip for the command you want.

Note You can still use the old ALT+ shortcuts that accessed menus and commands in previous versions of Word, but because the old menus are not available, you'll have no screen reminders of what letters to press, so you need to know the full shortcut to use them.

Start with the Microsoft Office Button



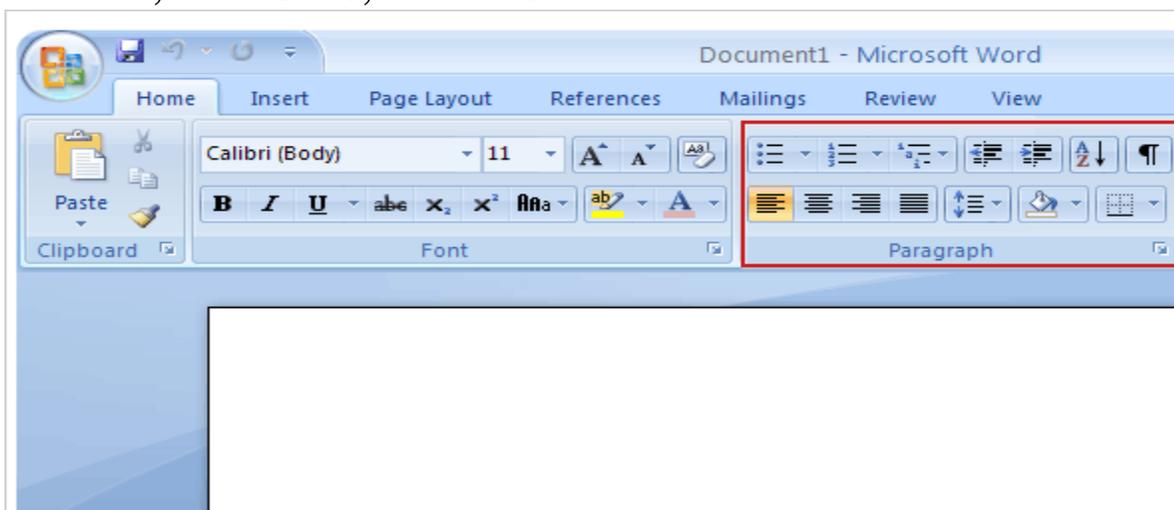
What happened to the **File** menu? Press the **Microsoft Office Button** to find out.

The place to start a Word document is the **Microsoft Office Button**.

Once you press the button, a menu appears. You may notice that this menu, shown here, looks a bit similar to the **File** menu in previous versions of Word. On the left of the menu, you see all the commands to work with a file. Here's where to create a new document or open an existing one. You've got your **Save** and **Save as** commands here, too.

The right side of the menu lists your recently opened documents. These are always conveniently visible so that you don't have to search your computer for a document you frequently work on.

Bullets, numbers, and more



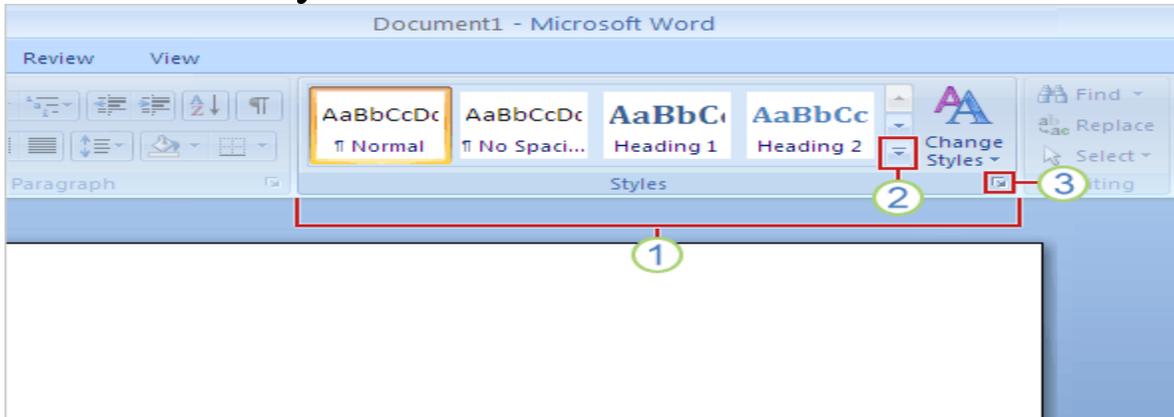
Don't overlook the **Paragraph** group on the **Home** tab.

Once you have a document open and have typed your text, you'll no doubt want to format that text. Many familiar formatting commands are in view on the **Home** tab, in the **Font** group: **Bold**, **Italic**, **Font Size**, and so on. And there are several more you'll find useful here.

In the **Paragraph** group, you have the ever-popular bulleted lists, numbered lists, and multilevel lists. You've also got your indentation and alignment commands here as well.

Remember to click that small diagonal arrow  in the lower-right corner of the group, the Dialog Box Launcher, if you don't see options that you are accustomed to using in Word. For example, clicking the arrow in the **Paragraph** group opens a familiar dialog box in which you can work with indentation, widow and orphan control, and much more.

What about styles?



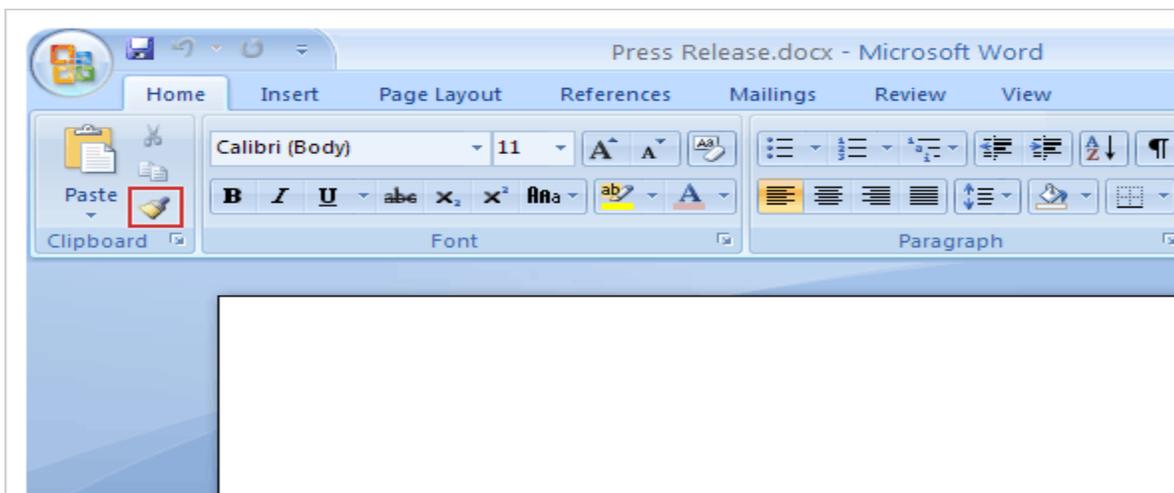
Choose a ready-made quick style, or apply the styles you've made before.

If you're interested in a more powerful and efficient approach to formatting than just the bold and italic commands, you'll want to know about styles in the new Word.

You work with styles on the **Home** tab, in the **Styles** group:

1. Quick Styles are ready-made, professional styles, quick and easy to apply; and they have a new look with this version of Word. The most frequently used Quick Styles will appear directly on the Ribbon.
2. Click this button to see several more ready to use Quick Styles.
3. Click the Dialog Box Launcher to open the **Styles** pane. This pane holds custom-made styles you might have made yourself in a previous version of Word, and it's where you go to create new or amend existing styles.

The Format Painter



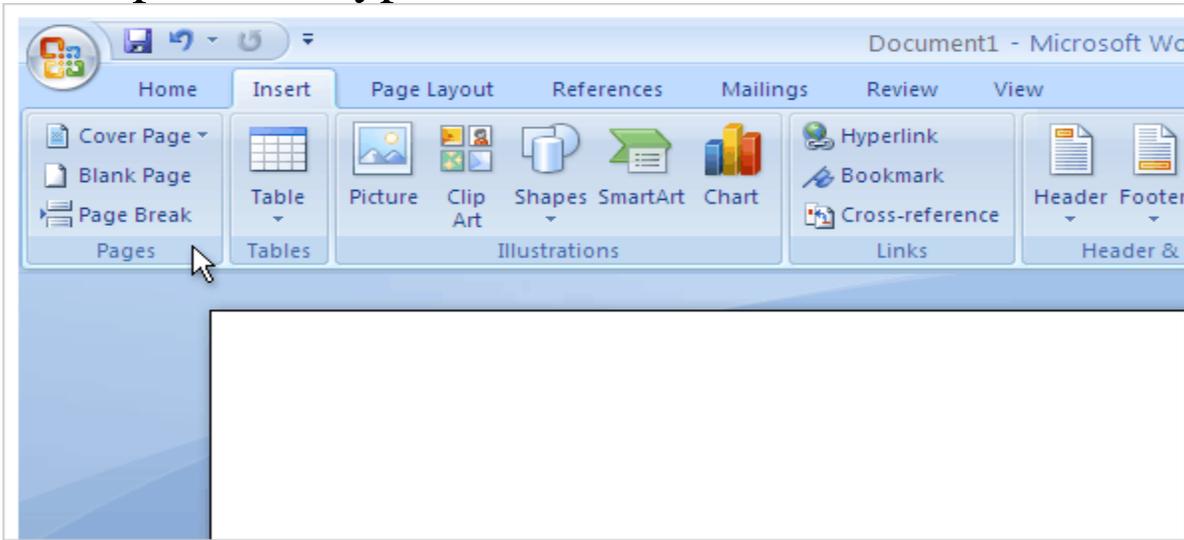
The **Format Painter** is located on the **Home** tab, **Clipboard** group.

Another high-speed formatting command is **Format Painter**. It's on the very left of the **Home** tab, in the **Clipboard** group. In case you're not familiar with the Format Painter, it's a quick way of duplicating formatting from one section of text to another.

To use the Format Painter, place the cursor in the text whose format you want to copy and then click the **Format Painter** button. If you have more than one place to paint your formatting, make sure you *double-click* the **Format Painter** to get it to stay on. Then select the text that you want to paint on the new format.

To turn it off, you click the button again, or press ESC.

Insert pictures, hyperlinks, headers and footers

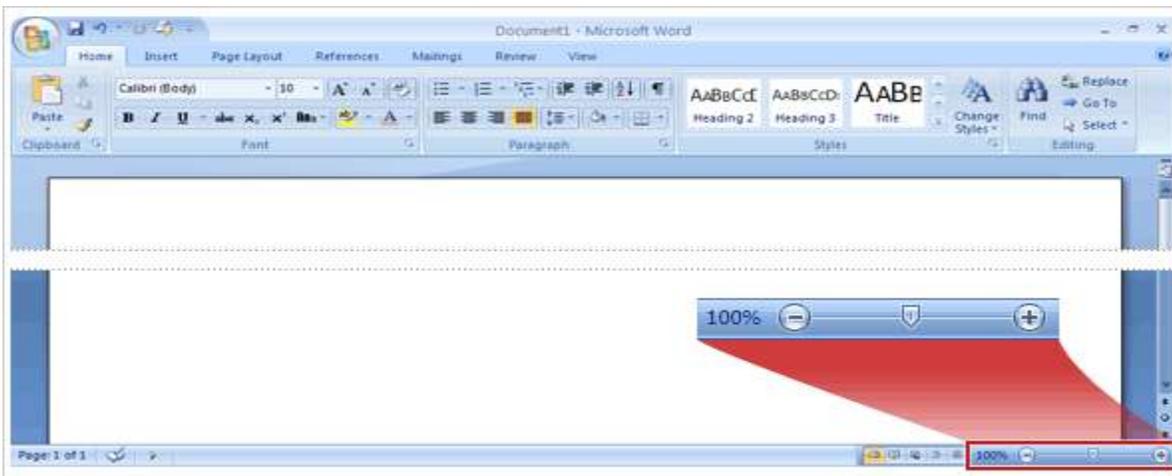


The **Insert** tab offers your document a wealth of added information.

To give your text power and punch, you may want pictures, clip art, charts, or shapes in your document. The place to add these is the **Insert** tab.

But those aren't the only commands on this tab. You've got **Tables** and **Hyperlink** here, as well. And that's not all — not pictured but ready to serve you are page numbers, text boxes, and WordArt.

Zoom



Look in the lower-right corner if you need to zoom.

After you insert something, you may need a closer look at its details. So you'll definitely want to know where you zoom.

Look in the lower-right corner. Drag the slider to the right to zoom in, and drag it to the left to zoom out.

Tips

- Clicking the percent number to the left of the slider will open the **Zoom** dialog box, where you can specify a zoom percentage.
- If your mouse has a wheel, you can hold down the CTRL key and turn the wheel forward to zoom in, backward to zoom out.
- You can also find **Zoom** commands on the **View** tab.

Check your spelling and grammar



Make no mistake — when you've done most of the work on your document, you'll want to check the spelling and the grammar before you print or e-mail it.

The **Spelling & Grammar** command is on the **Review** tab, because this is part of reviewing your work. Look toward the *far left*, in the **Proofing** group.

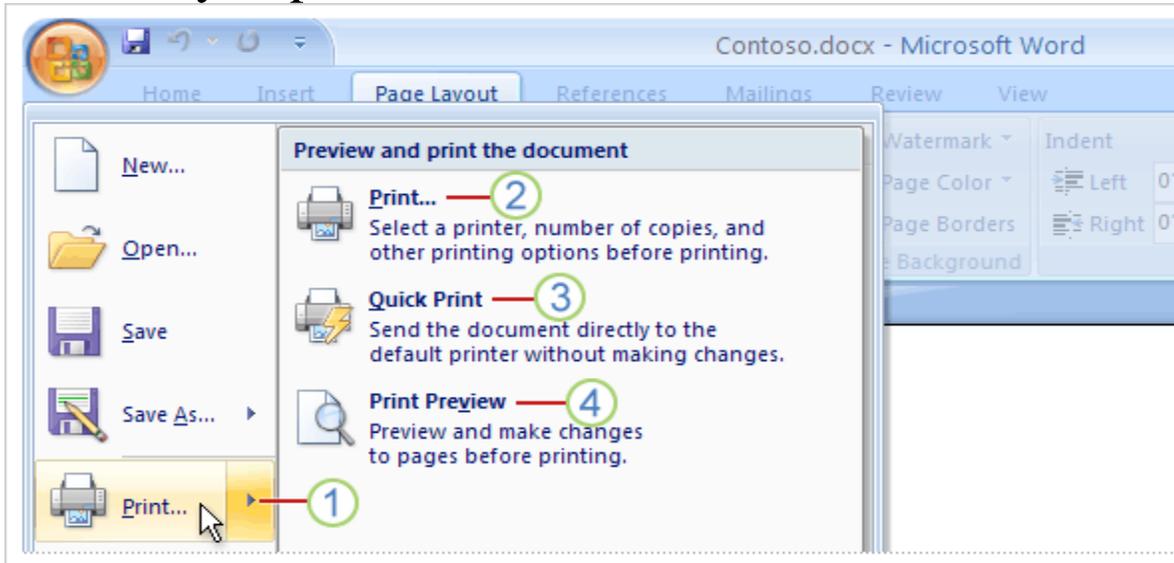
Ready to print?



Before you print, check your page layout and page setup here.

You're ready to print — but are you? First it's smart to check how your pages are laid out for the printer. Everything you need is on the **Page Layout** tab. The **Page Setup** group contains **Size** (8.5 x 11, A4, and so on), **Orientation** (landscape and portrait), and **Margins**.

Yes, ready to print

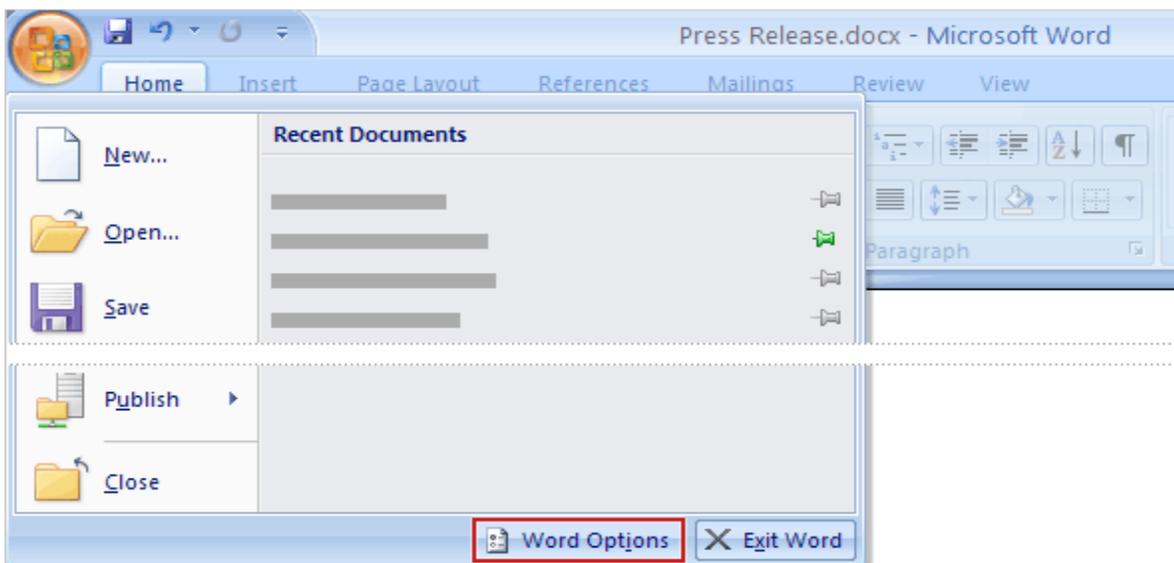


Choose one of several printing commands by clicking the **Microsoft Office Button**.

When you are truly ready to print, go back to the **Microsoft Office Button**. But keep in mind that now you've got options:

1. If you click the **Print** command, you'll get the **Print** dialog box. But point at the arrow on the right of the **Print** command instead, and you'll see three commands:
2. **Print**, which will open the old familiar **Print** dialog box.
3. **Quick Print**, which sends your document immediately to the printer.
4. **Print Preview**, which shows you how the printed document will look. If you use this command a lot you might like to add it to the Quick Access Toolbar.

Behind the scenes

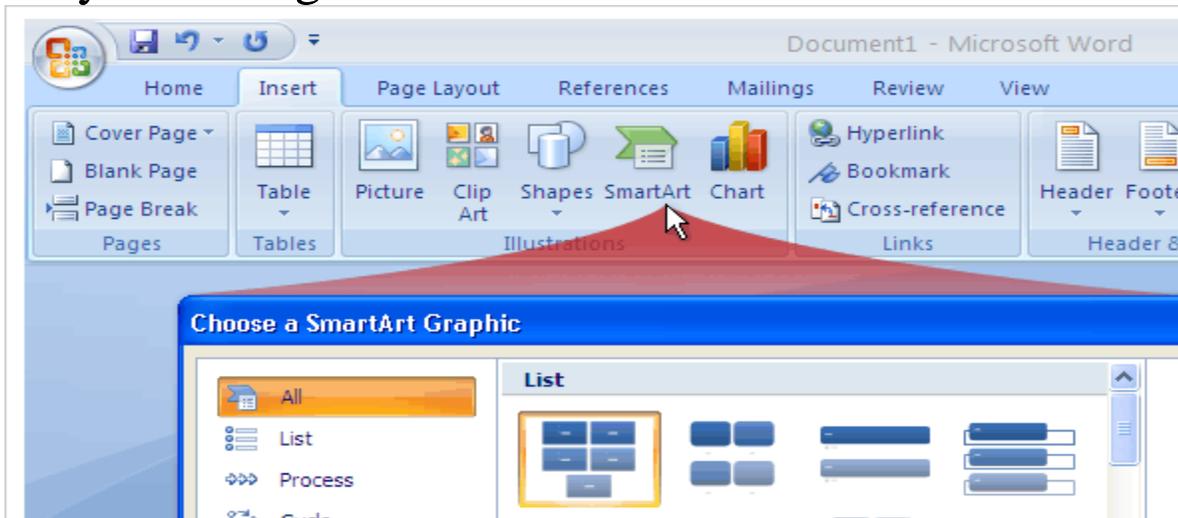


Program options are no longer available from the **Tools** menu. Instead, you'll find them by clicking the **Microsoft Office Button**.

All the features you are accustomed to using every day in Word are on the Ribbon, and much easier to find than ever before. But where are the behind-the-scenes settings that aren't about producing documents but that control how Word works? Settings like security and user information, spelling dictionaries and AutoCorrection?

In previous versions of Word, you clicked **Options** on the **Tools** menu. Now, all these settings are part of **Word Options**, which you open when you click the **Word Options** button on the menu that opens when you click the **Microsoft Office Button**.

Why the change? New features

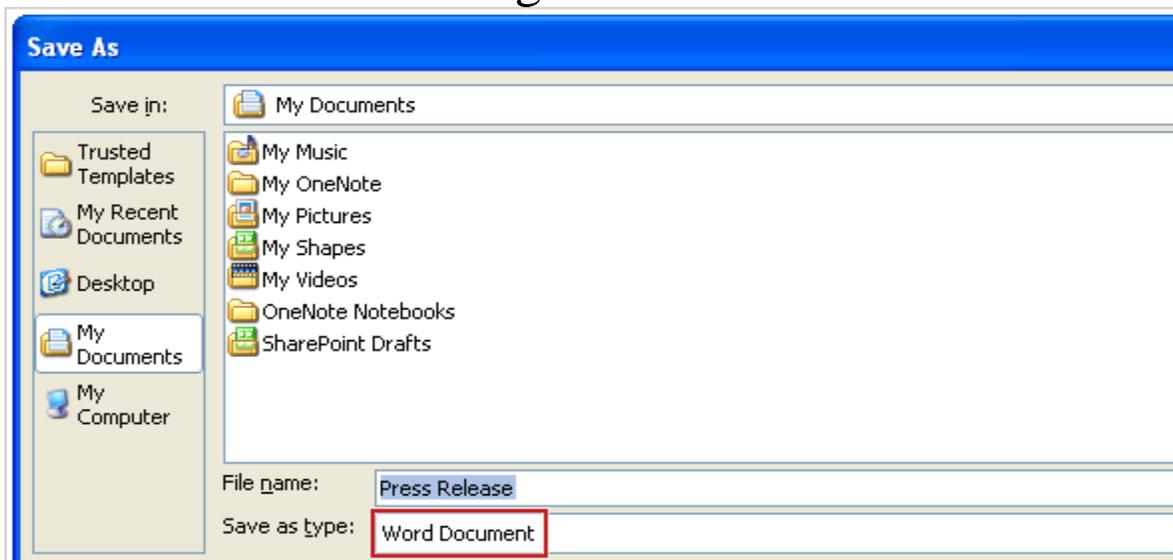


The new file format gives you new features, like SmartArt Graphics.

The new file format also gives you the ability to use features that are available only in Word 2007. One example of such a feature is the new SmartArt Graphics.

The illustration here shows you how to start such a graphic in Word. Notice how many SmartArt Graphic designs are available to choose from.

How do I know I'm using the new format?



If it says **Word Document** in the **Save as type** box, then you're using the new file format.

When you create a new document in Word 2007, and then save the document, the new file format will automatically be chosen for you.

You can make sure of this by looking closely at the **Save As** dialog box. Notice that the **Save as type** box says **Word Document**. This means the new file format is being used.

There's more than one file format?

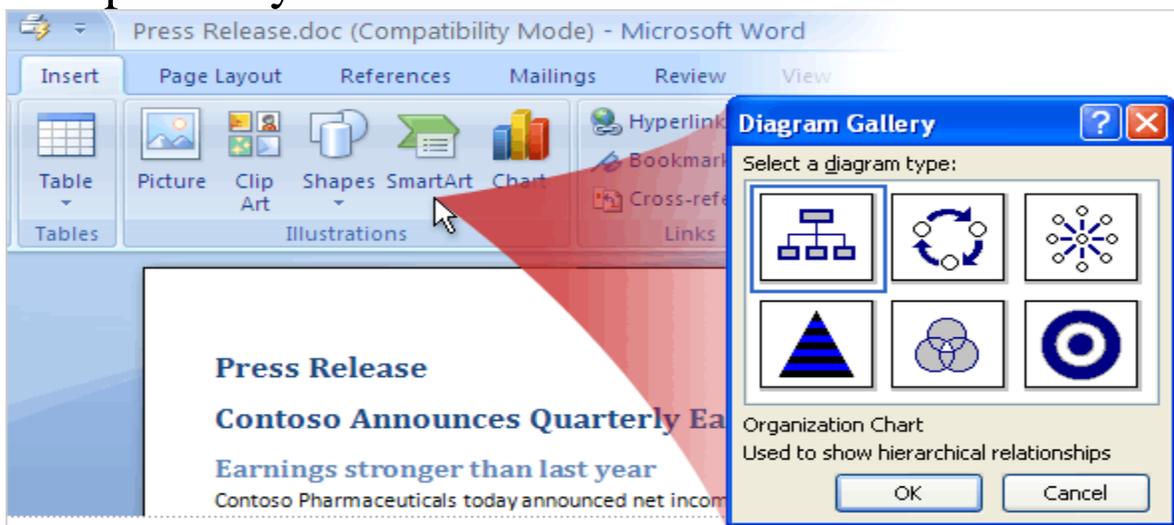
File extension What it's used for

.docx	A standard Word document with no macros or code
.dotx	A Word template with no macros or code
.docm	A Word document that could contain macros or code
.dotm	A Word template that could contain macros or code

The only outward difference you are likely to see with new Word file formats is if you use macros or code. Previously, there were just two types of Word file types: documents and templates (.doc and .dot). With Word 2007 there are four file types: .docx, .dotx, .docm and .dotm (the "x" stands for XML and the "m" for macro).

Basic documents and templates (.docx and .dotx) can no longer contain macros or code, which is how they are made safer for everyday use — no-one can slip hidden code into a document. But because macros are useful things to have, there are two additional file types to support documents and templates which contain code: .docm and .dotm.

Compatibility mode



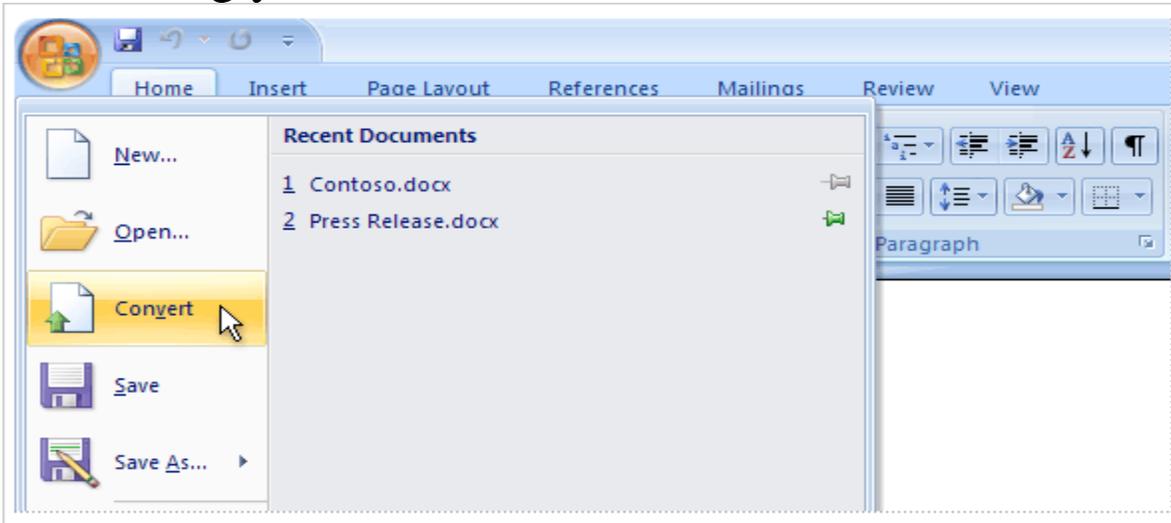
In compatibility mode, this diagram dialog box doesn't have as many choices.

What's compatibility mode all about? In short, Word is telling you that the document uses an older file format. Because that file format doesn't understand some of the new features in the new version of Word, those features are either turned off or modified so that they approximate an older version of Word.

In the example shown here, an older Word 2003 document was opened in the new version of Word. Notice that the title bar includes **(Compatibility Mode)**. And as you can see, the **Choose a SmartArt Graphic** dialog box doesn't appear at all — the **Diagram Gallery** appears instead. In fact, this **Diagram Gallery** is just like the one in Word 2003 and has the same range of functions.

It's a good idea to stay in compatibility mode if you know you'll be sharing your documents with a lot of people who are using older versions of Word. That way, what you see is what they see. And you will be able to anticipate what they can and can't do in their version of Word.

Converting your old files



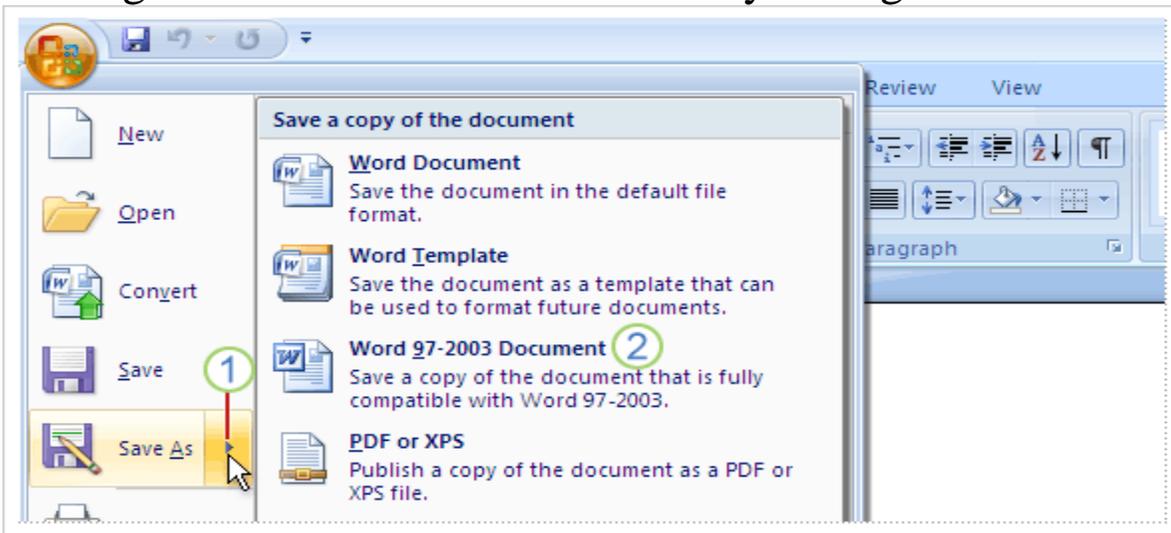
How to convert your files to the new file format.

Can you convert an older document to the new file format? Naturally. With the document open in Word 2007, you just click the **Microsoft Office Button**, then click the **Convert** command on the menu.

This conversion gives you the benefits of the new format (helps make files smaller, more secure, and so on) and *also* the new features in their full, undiminished fashion. For example, you will have all of those choices that you saw in the **Choose a SmartArt Graphic** box, not the smaller set.

Note If you have Windows configured to show file extensions, the file name changes from My Document.doc to My Document.docx. The "x" stands for XML.

Sharing documents between versions by saving with an older format



How to save a document created in the new version of Word in an older file format.

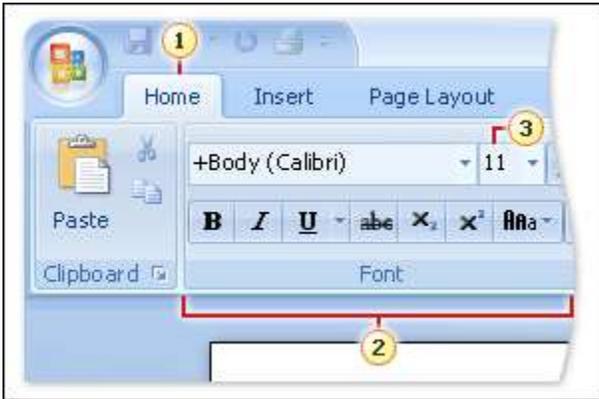
If you're concerned that John doesn't have his installation of Office 2000 fully updated, then you'll want to save your document with an older file format before e-mailing it to him. Here's how:

1. Click the **Microsoft Office Button**, and on the menu, point to the arrow at the end of the **Save as** command.
2. Click **Word 97-2003** format on the list of options.

You may get a warning that saving in the older file format will cause certain features to be lost or modified. For example, if your document contains a new diagram, Word will notify you that the diagram will be combined into a single, uneditable object. That way John can at least see the diagram. But John won't be able to edit it, because his version of Word doesn't understand how to work with this new feature.

Quick reference card

The Ribbon



Three parts of the Ribbon

The Ribbon has three basic components. It's good to know what each one is called so that you understand how to use it.

1. **Tabs.** There are six of them across the top. Each represents an activity area.
2. **Groups.** Each tab has several groups that show related items together.
3. **Commands.** A command can be anything from a button, a drop-down list, or a box to enter information.

Quick Access Toolbar

The Quick Access Toolbar is the small area to the upper left of the Ribbon. It contains some commands that you use over and over every day: **Save**, **Undo**, and **Repeat**. You can add your favorite commands to it so that they are available no matter which tab you are on.

To add commands to the Quick Access Toolbar, right-click the command you want to add, then click **Add to Quick Access Toolbar**.

More commands in dialog boxes

When you see a small arrow  (called the **Dialog Box Launcher**) in the lower-right corner of a group, it means there are more detailed or advanced options available for the commands in the group. Click the arrow to open a dialog box or a task pane where you can work with the available options.

What happened to the File menu?

The File menu has been replaced in Microsoft® Office Word 2007 with the Microsoft Office Button . Click this button, in the upper-left corner of the program window, to get the same basic commands as before to open, save, and print your documents.

Click the **Word Options** command at the bottom of the menu and you'll also find the program settings that control things like your preferences for correcting spelling, which used to be found on the **Tools** menu, under **Options**.

Use the keyboard

Shortcuts that start with the CTRL key (for example, CTRL+C for copy or CTRL+ALT+1 for Heading 1) remain the same as in previous versions of Word. Keyboard shortcuts that start with the ALT key, however, have changed.

1. Press the ALT key.
Badges showing the Key Tips appear.
2. Press the key for the tab or Quick Access Toolbar command you want.
 - o If you press a Quick Access Toolbar command, the command is executed.
 - o If you press a tab Key Tip, you'll see the Key Tips for every command on that tab. Press the key (or keys) for the command you want. Depending on what command you choose, an action might be executed or a gallery or menu might open; in the latter case you can choose another Key Tip.

Note Most of Office 2003 menu access keys (those that start with ALT) still work. However, you'll need to know the full shortcut from memory. There are no on-screen reminders of what keys you need to press.

A new file format

The new Word document file format is based on the new Office Open XML Formats (XML is short for Extensible Markup Language). You don't have to understand XML. Just keep in mind that the new XML-based format:

- Helps make your documents safer by separating files that contain scripts or macros, making it easier to identify and block unwanted code or macros.
- Helps make your document file sizes smaller.
- Helps make your documents less susceptible to damage.