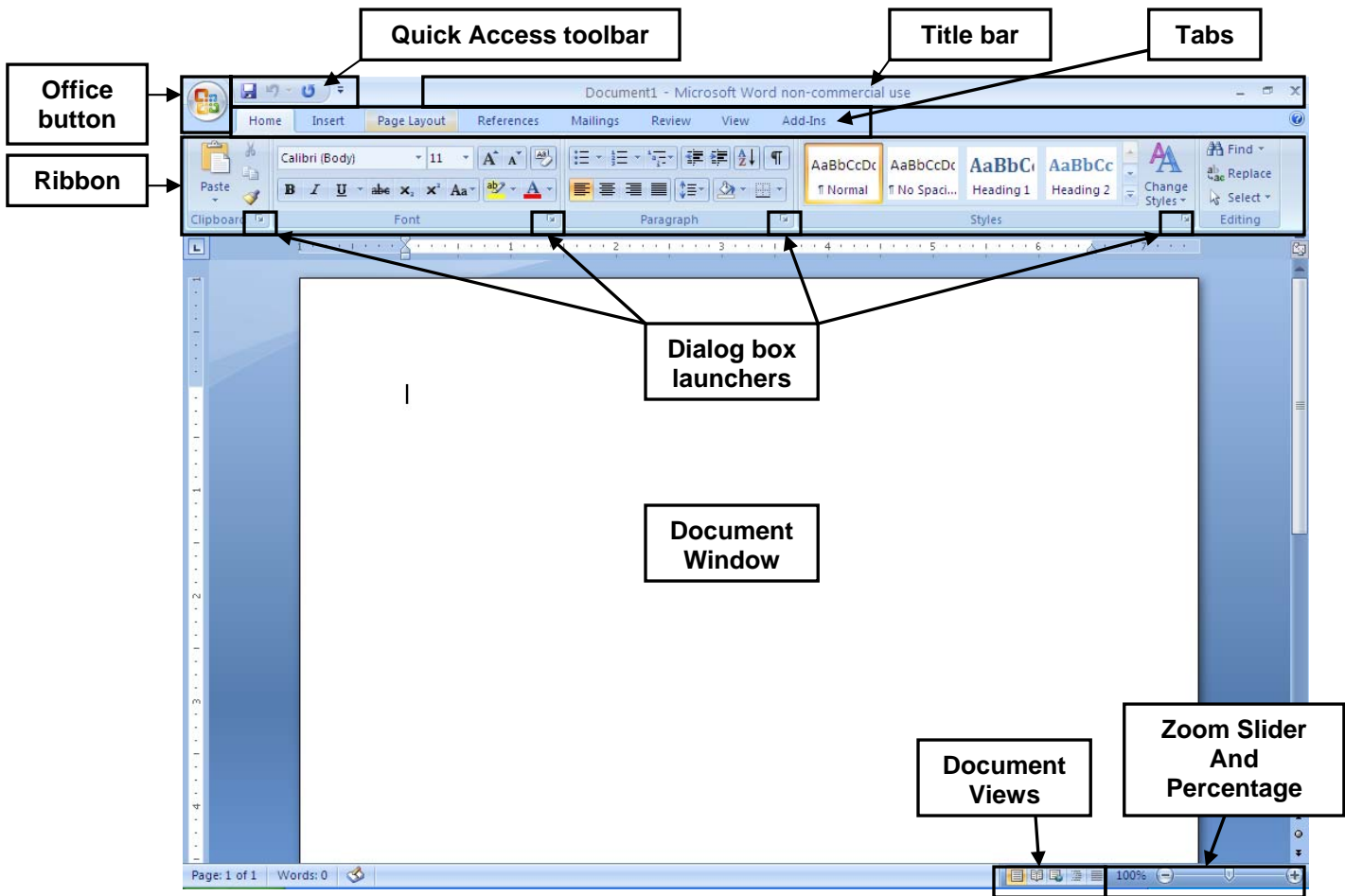







Navigating in Microsoft Office 2007 Quick Reference

The Microsoft Office 2007 Word Window



Microsoft Office 2007 Buttons/Functions	Description
Office Button 	The Office button is a new part of the user interface and is used to access many commands that were previously accessible from the main menu in earlier Office versions. The options available from the Office button will vary a little from program to program.
Quick Access Toolbar 	The Quick Access toolbar provides access to commonly-used functions in Microsoft Office 2007. The default functions are Save, Undo and Redo. You can add functions by right-clicking on the icon and selecting Add to Quick Access Toolbar.
Tabs 	Tabs replace menus in previous versions. Also tabs control the Ribbons, which organize buttons and icons into logical groups. The default tab is always Home, and is the far left tab in all of the Office 2007 programs. The Home tab will access various Ribbons containing the most frequently used tasks.
Dialog Box Launchers 	Some of the Ribbon areas contain dialog box launchers that look like arrows. Dialog box launchers will bring up either a dialog box or task pane.
Zoom Slider and Percentage 	The Zoom Slider and Percentage toolbar allows you to enlarge or shrink the view of your document. This toolbar can be found in the lower right corner of your screen.

Navigating in Microsoft Office 2007 Quick Reference

Office Button Functions



The Office button contains many of the same functions across all of the Office programs. The Office button commands in Microsoft Office Word 2007 are as follows:

- **New** - opens the New Document window that provides access to:
 - ✓ **New blank document**
 - ✓ **New blog post**
 - ✓ **Templates (installed)**
 - ✓ **Templates (Microsoft Office Online)**
- **Open** - opens the Open window for locating files
- **Convert** - converts current document to a Microsoft Office Open XML file format.
- **Save** - saves current document in Microsoft Office 2007 file format
- **Save as** - saves current document in a variety of formats including:
 - ✓ **Microsoft Office Word 2007**
 - ✓ **Microsoft Office Word template**
 - ✓ **Microsoft Office Word 97 - 2003**
 - ✓ **Other file formats**
- **Print** - brings up the Print Window to select options for printing your document.
 - ✓ **Print** - brings up the Print window for selecting various print options.
 - ✓ **Quick Print** - sends the current document to the printer without bringing up the Print window. The default print options apply.
 - ✓ **Print Preview** - displays the current document as it will look in print. Also provides options for changing the view, page setup, and printing.
- **Prepare** - prepares the document for distribution in a variety of ways including:
 - ✓ **Properties** - allows you to view and edit document properties including such areas as author, title, subject, keywords, etc.
 - ✓ **Inspect document** - searches for personal information or metadata hidden in the document.
 - ✓ **Encrypt document** - adds security to the document by adding encryption.
 - ✓ **Restrict permission** - allows you to manage document permissions including editing, copying and printing.
 - ✓ **Add a digital signature** - allows you to add a hidden digital signature to the document for file validation.
 - ✓ **Mark as final** - allows you to finalize the document and convert it to read-only.
 - ✓ **Run compatibility checker** - checks the document for Microsoft Office 2007 features which are not supported in earlier Office version.
- **Send** - sends document in any of the following formats:
 - ✓ **E-mail**
 - ✓ **E-mail as PDF Attachment**
 - ✓ **E-mail as XPS Attachment**
 - ✓ **Internet Fax**
- **Publish** - distributes the current document to other people in the following ways:
 - ✓ **Blog** - allows you to create a blog posting for the current document
 - ✓ **Document management server** - saves the current document to a document management server so that it can be shared with others.
 - ✓ **Create document workspace** - puts the document on a new site and keeps it synchronized, so that others can work on it.
- **Close** - closes the current document