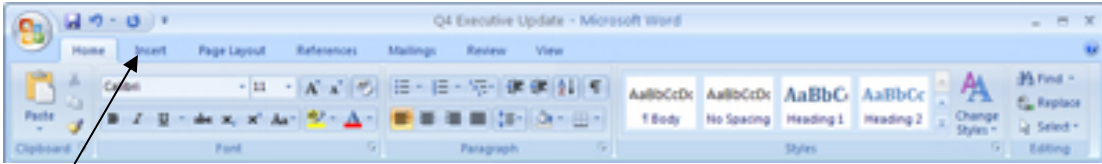


Office 2007

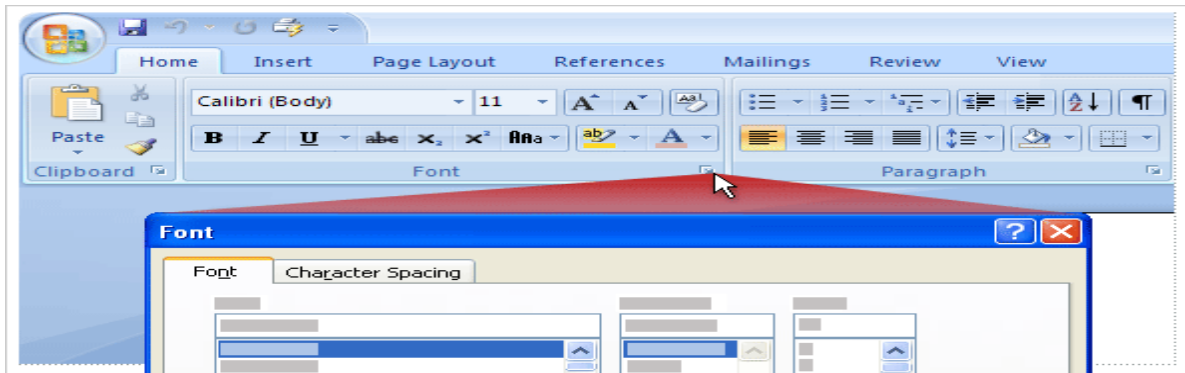
Overview of new features

The Ribbon - a device that presents commands organized into a set of tabs. The tabs on the Ribbon display the commands that are most relevant for each of the task areas in the applications. The Home tab provides easy access to the most frequently used commands.

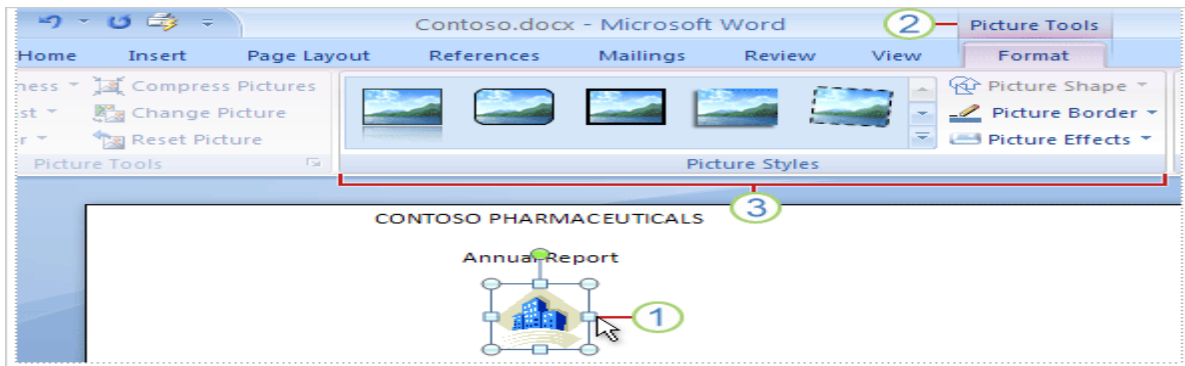


Tabs - each tab on the ribbon opens up other formatting features in groups and commands.

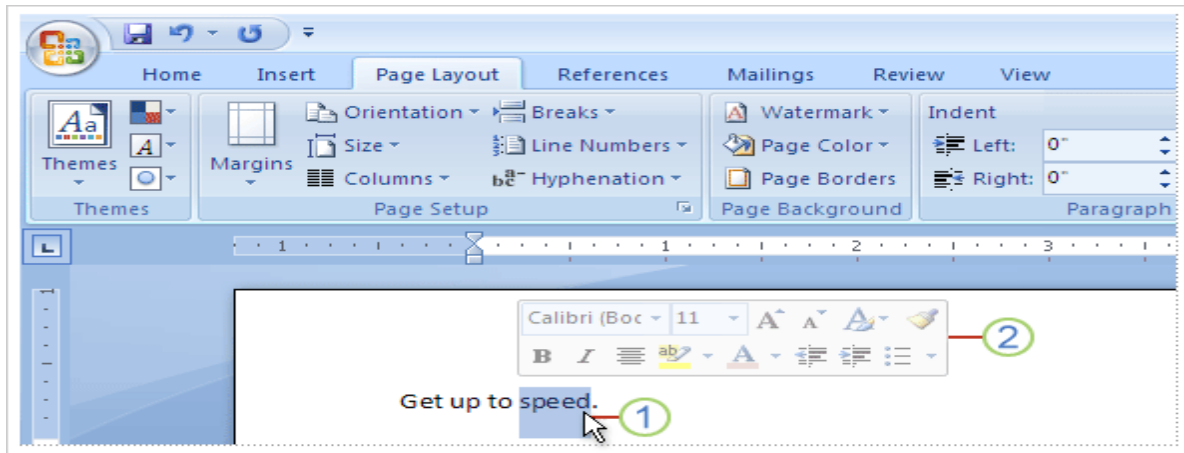
Dialog Box Launcher - more commands within each group.



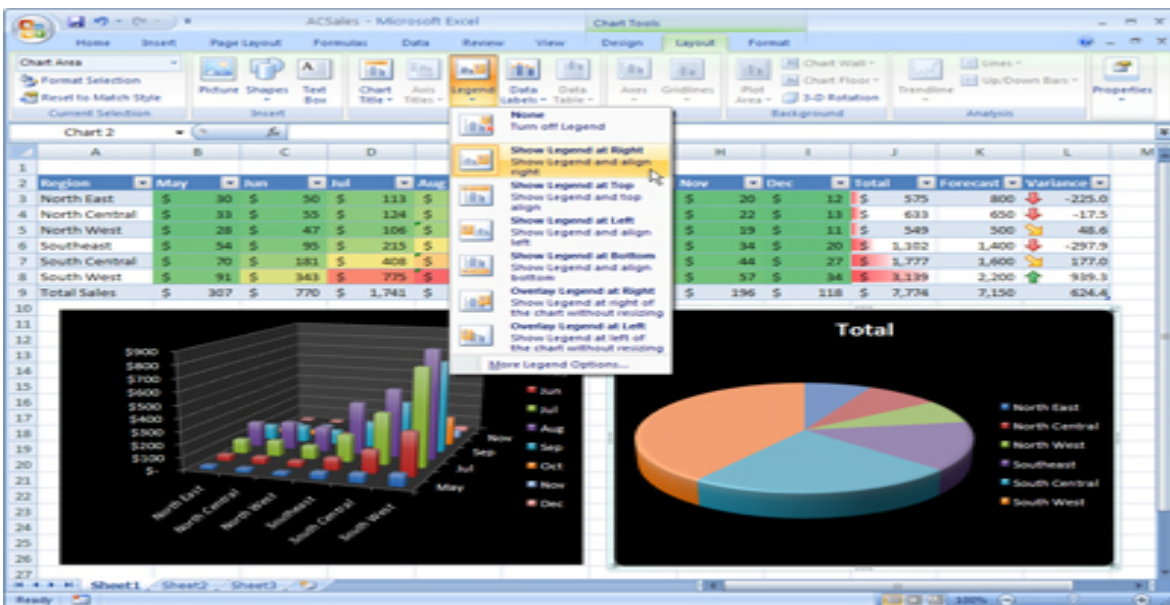
Contextual Tabs - Certain sets of commands are only relevant when objects of a particular type are being edited. Contextual tabs only appear when they are needed and make it much easier to find and use the commands needed for the operation at hand.



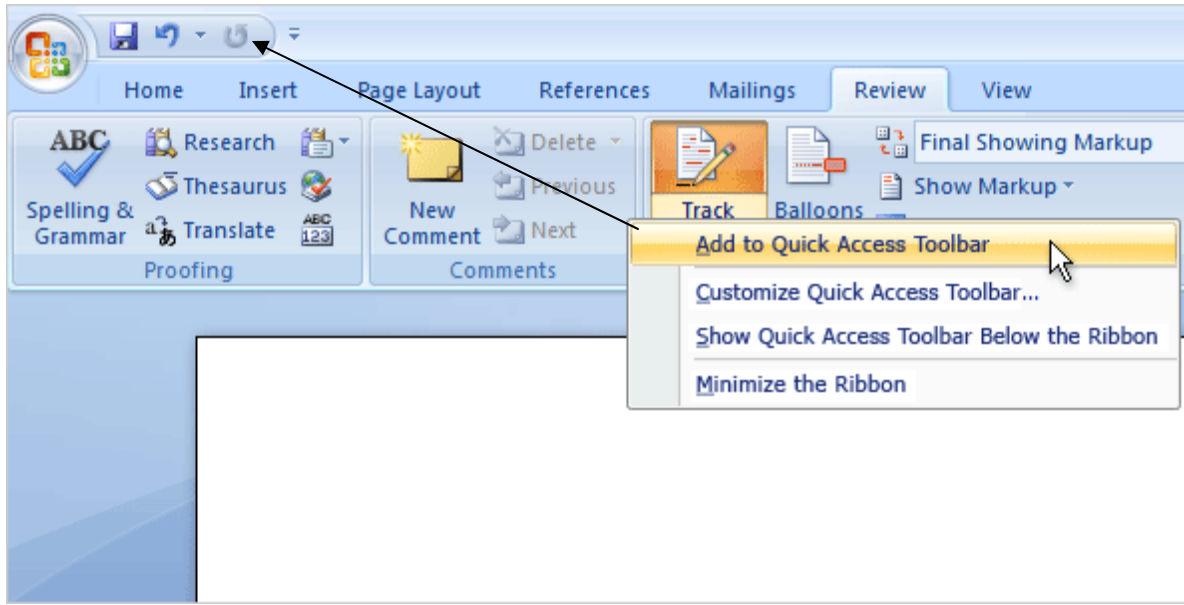
Mini Toolbars – pop up command gallery.



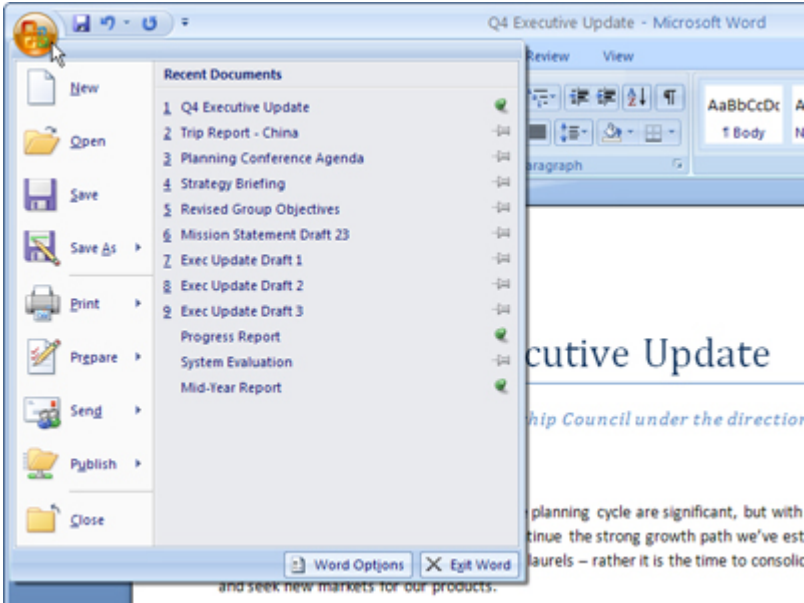
Galleries - Galleries provide you with a set of clear results to choose from when working on a document, spreadsheet, presentation, or Access database. Galleries simplify the process of producing professional looking work.



Quick Launch Toolbar – 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**.



Microsoft Office Button - brings together the capabilities of the Microsoft Office system into a single entry point: the Microsoft Office Button.



Live Preview - Live Preview is a new technology that shows the results of applying an editing or formatting change as you move the pointer over the results presented in a Gallery. This streamlines the process of laying out, editing, and formatting.

Key Tips — takes the place of keyboard shortcuts. Click Alt to view the key tips.