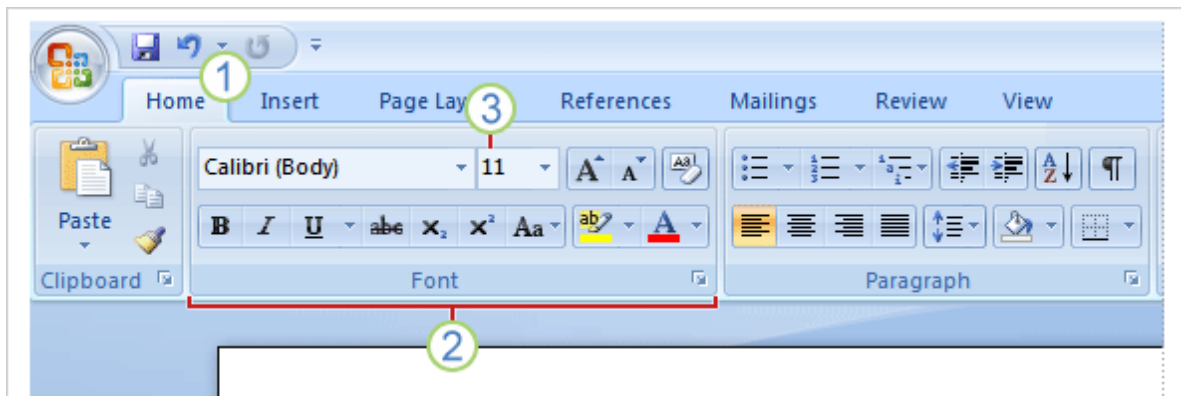


Office 2007 Overview

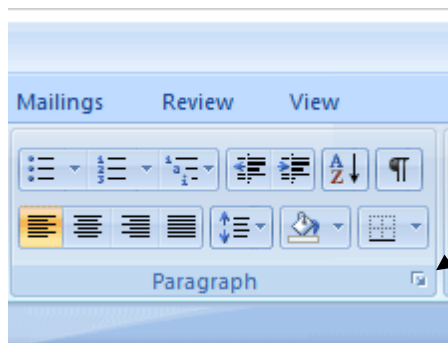


If you've recently purchased or upgraded to Office 2007, here's a quick rundown of the new user interface. Instead of Toolbars, you now have the Ribbon.

The **Ribbon** is divided into three areas:

1. **Tabs**, representing the core tasks you will perform in a document
2. **Groups**, which are sets of related commands
3. **Commands**, which are arranged in groups

File and Program options are available from the **Office button** in the upper-left corner of the screen.



For additional commands, many Group bars have launcher arrows which will display additional commands in a dialog box.

Office 2007 saves files in a new version which is not compatible with earlier versions of Office. If you plan on sharing or emailing your document to someone who may not have this version, you can save in the 97-2003 format by selecting **Save As** from the Office button.

