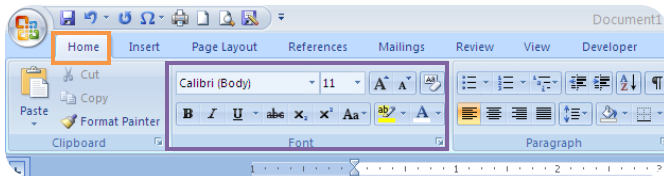


# Malaspina University-College Quick Reference Guide for Microsoft® Word 2007

## Ribbons, Tabs and Groups



The **Ribbon** is the new user interface of Microsoft® Office 2007. Each **Tab** on the Ribbon provides a group of tools. These groups of tools are further divided into sections called **Groups**. Once you are accustomed to the new layout, these groupings make it easier to locate commonly used tools, and with fewer clicks.

## The Office Button



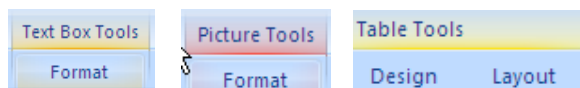
The Office Button is the source of all of the tools that would normally be found in the Office 2003 **File** menu. Click it for all of your **Save**, **Print** and **Sending** needs as well as a **very important button: Options**.

## The Quick Access Toolbar



The Quick Access Toolbar allows you to customize your tools. You can add the tools that you use the most for one-click use by clicking on the drop-down arrow (circled) and selecting the tools you need. Seen above, from left to right, are the **Save**, **Undo**, **Redo**, **Symbol**, **Print**, **New**, **Print Preview** and **Save As** buttons.

## The Disappearing Tabs



In Office 2007, there are toolbars that are used only when certain features are used such as Tables, Pictures, and Text Boxes. While we need these, we don't need them all of the time. Microsoft created magic tabs that appear only when you are working with these features.

## Finding your Commands

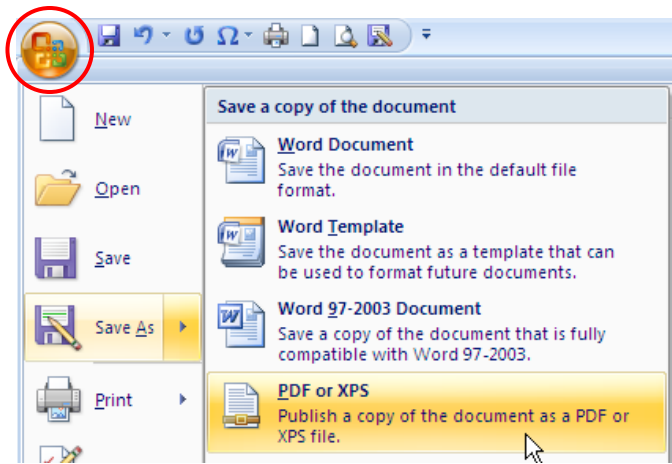
Listed alphabetically below are the commands that you may need to find. These are listed by location first (e.g. Tab, or Office Button), and then by section.

Command	Tab Location	Group Heading
Background	Page Layout Tab	Page Background
Bold	Home Tab	Font
Bookmarks	Insert Tab	Links
Chart	Insert Tab	Illustrations
Clip Art	Insert Tab	Illustrations
Colours	Page Layout Tab	Themes
Copy	Home Tab	Clipboard
Cross-reference	Insert Tab	Links
Cut	Home Tab	Clipboard
Document Map	View Tab	Show/Hide
Effects	Page Layout Tab	Themes
Find & Replace	Home Tab	Editing
Font format	Home Tab	Font
Footer	Insert Tab	Header & Footer
Format Painter	Home Tab	Clipboard
Header	Insert Tab	Header & Footer
Hyperlinks	Insert Tab	Links
Italics	Home Tab	Font
Mail Merge	Mailings Tab	Start Mail Merge
Open/New	<b>Office Button</b>	---
Page Break	Insert Tab	Pages
Page Layout	Page Layout Tab	---
Page Number	Insert Tab	Header & Footer
Paragraph format	Home Tab	Paragraph
Paste	Home Tab	Clipboard
PDF	<b>Office Button</b>	Save As (hover)
Picture	Insert Tab	Illustrations
Position	Page Layout Tab	Arrange*
Print	<b>Office Button</b>	---
Print Preview	<b>Office Button</b>	---
Protect Document	Review Tab	Protect
Save	<b>Office Button</b>	---
Save As	<b>Office Button</b>	Hover for menu
Signature	Insert Tab	Text
Smart Art	Insert Tab	Illustrations
Spelling	Review Tab	Proofing
Styles & Headings	Home Tab	Styles
Symbol	Insert Tab	Symbols
Table	Insert Tab	Tables
Table of Contents	References Tab	Table of Contents
Text Box	Insert Tab	Text
Themes	Page Layout Tab	Themes
Thesaurus	Review Tab	Proofing
Tracking	Review Tab	Tracking / Changes
View/Zoom	View Tab	---
Watermark	Page Layout Tab	Page Background
Window	View	Window
Word Art	Insert Tab	Illustrations
Word Count	Review Tab+	Proofing

\* May only be available when special features are selected  
 +Also permanently visible at the bottom left of the window.

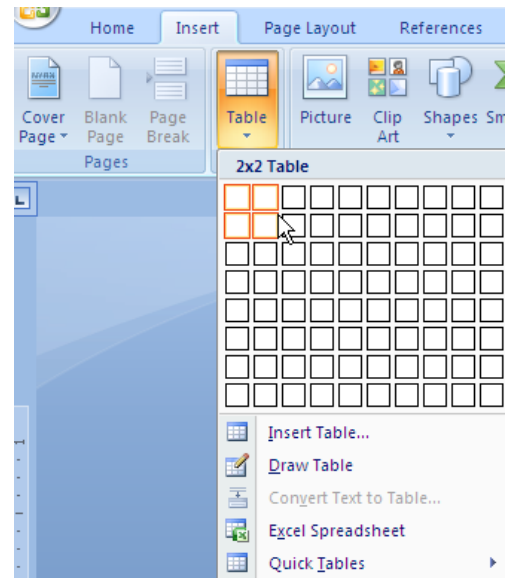
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## Creating a PDF



Microsoft® Office 2007 does not interact as well with Adobe® Acrobat Professional as previous versions of Office®. For this reason, the *Create PDF* buttons and the creating a PDF using the *Print* feature are not viable options. The best way to create a PDF from a document is to select the *Office Button* (circled), and then *hover* over *Save As* until the option of *PDF or XPS* appears. If this feature is not available, you can add it.

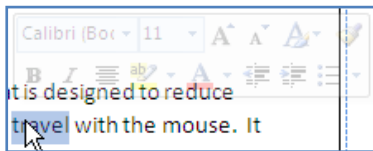
## Creating a Table



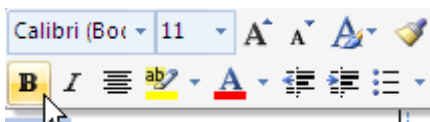
This feature works in much the same way as in previous versions of Office, however, all table tools are now attached to a single button on the *Insert Tab*. By clicking on *Insert*, then the *Table* button, the Table menu appears.

## The Mini Toolbar

This is a new feature that is designed to reduce distance that one has to travel with the mouse. It appears when you highlight text, and provides the user with the most commonly used formatting tools.



Notice above that when the word travel was highlighted, a ghostly toolbar figure is visible above the word. By moving the mouse onto this toolbar it will solidify and become useable.



## Hover-Over Formatting

This is one of the most useful additions to the new Microsoft® Office Suite. If you want to change the format of the text, but you are not sure what it will look like, now you can highlight the text to be formatted, and *hover over* the formatting in the ribbon to *preview* the effect. This eases the selection process and saves time.

For example, hovering over:

**T ALGERIAN** causes **CHANGES.**

Likewise, hovering over:

AABBCCDE  
Subtle Ref causes CHANGES.