

# Microsoft Office 2007 Terminology

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## MICROSOFT OFFICE BUTTON



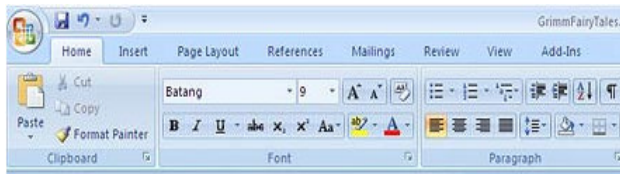
The Microsoft Office Button replaces the File menu and is located in the upper-left corner of these Microsoft Office programs. When you click the Microsoft Office Button, you see the same basic commands available in earlier releases of Microsoft Office to open, save, and print your file.

## QUICK ACCESS TOOLBAR



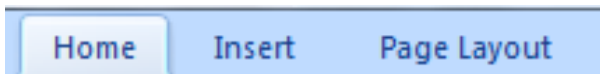
This row of buttons above the Ribbon, part of the Microsoft Office Fluent user interface, already contains several buttons by default, but you can add new commands.

## THE RIBBON BAR



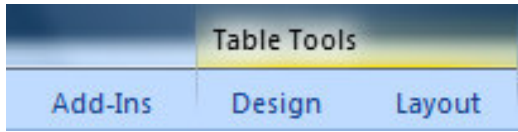
The Ribbon, a panel that houses the command buttons and icons, organizes commands as a set of Tabs, each grouping relevant commands.

## TABS



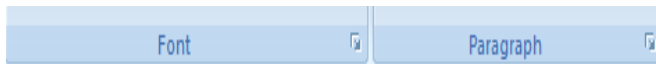
Each application has a different set of tabs which expose the functionality that application offers. Within each tab, various related options may be grouped together.

## CONTEXTUAL TABS



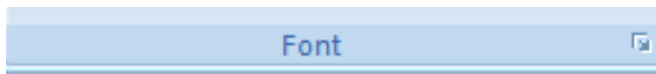
Some tabs, called Contextual Tabs, appear only when certain objects are selected. Contextual Tabs expose functionality specific only to the object with focus. They remain hidden when the object it works on is not selected.

## GROUPS



Each group contains specific commands that pertain to it. For example, the Font Group under the Home Tab on the Ribbon Bar houses common commands, such as bold, italics and underline.

## DIALOG BOX LAUNCHER



**TIP: THE DIALOG BOX LAUNCHER IS INDICATED BY** .

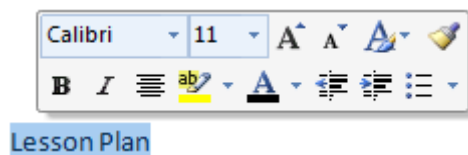
When clicking the square with an arrow in the right-hand corner of a group, a Dialog Box will appear, giving you more options to work with pertaining to that particular group.

## COMMANDS



A command is an item in a group or list. In Office 2007, the most frequently used commands are brought forward for you to use.

## MINI TOOLBAR



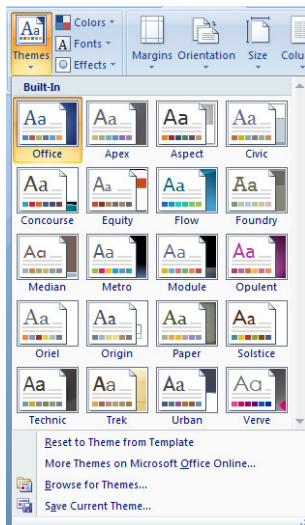
The Mini Toolbar is a type of context menu that is automatically shown (by default) when text is selected. The purpose of this feature is to provide easy access to the most-used formatting commands without requiring a right-mouse-button click. Because the Mini Toolbar is automatically displayed, it remains semi-transparent until the mouse pointer is situated over it.

## ENHANCED SCREEN TIPS



Enhanced ScreenTips are large windows that display more descriptive text than a ScreenTip and can have a link to a Help topic.

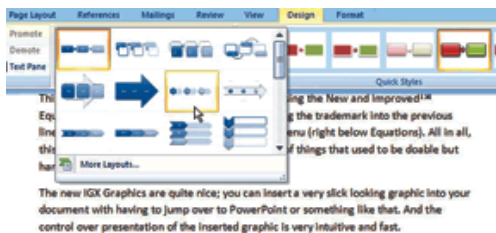
## GALLERIES



Instead of a complex dialog box appearing, a Gallery temporarily shows you more options pertaining to a particular task. When you navigate away from the gallery you are in, it disappears. Commands with down arrows contain galleries.

**TIP: LOOK FOR THE DOWNWARD ARROW TO FIND GALLERIES ON THE RIBBON.**

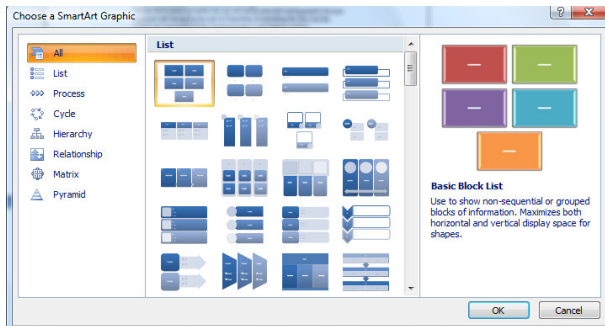
## LIVE PREVIEW



Live Preview temporarily applies formatting on the focused text or object when any formatting button is moused-over. The temporary formatting is removed when the mouse pointer is moved from the button.



## SMARTART



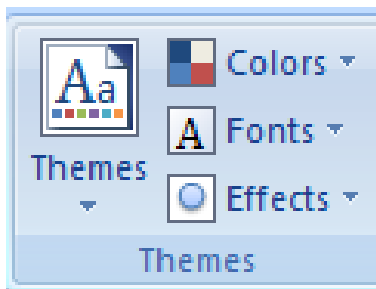
SmartArt, found under the Insert tab in the ribbon is a new group of easily editable and formatted diagrams. There are 115 preset SmartArt graphics layout templates in categories such as list, process, cycle, and hierarchy.

## ZOOM SLIDER



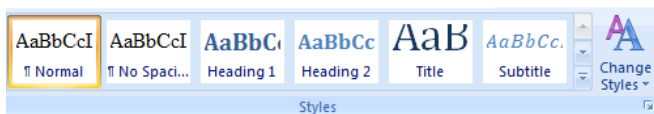
Zoom Slider, present in the bottom-right corner on the status bar, allows for dynamic and rapid magnification of documents.

## THEMES



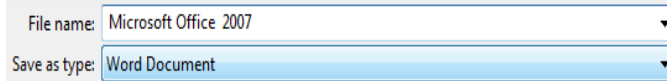
The Document Theme defines the colors, fonts and graphic effects for a document. Almost everything that can be inserted into a document is automatically styled to match the overall document theme creating a consistent document design.

## STYLES



Quick Styles are galleries with a range of styles based on the current theme. There are quick styles galleries for text, tables, charts, SmartArt, WordArt and more. The style range goes from simple/light to more graphically/darker.

## NEW FILE FORMAT (XML)



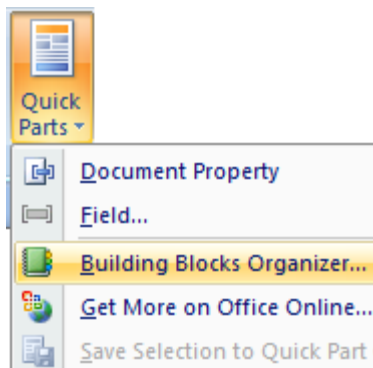
Microsoft Office uses a new file format, called Office OpenXML, as the default file format. Word documents are now saved using a .docx extension rather than the traditional .doc extension. Word 2007 can also save documents in the old format which is compatible with previous versions of Word.

## WORD HELP



The Office Assistants have been completely removed from Office 2007 because of the much-improved help system. One feature of the new help system is the extensive use of Super Tooltips which explains in about one paragraph what each function performs.

## BUILDING BLOCKS



Building Blocks lets one save frequently used content, so that they are easily accessible for further use. Building blocks can have data mapped controls in them to allow for form building or structured document authoring.