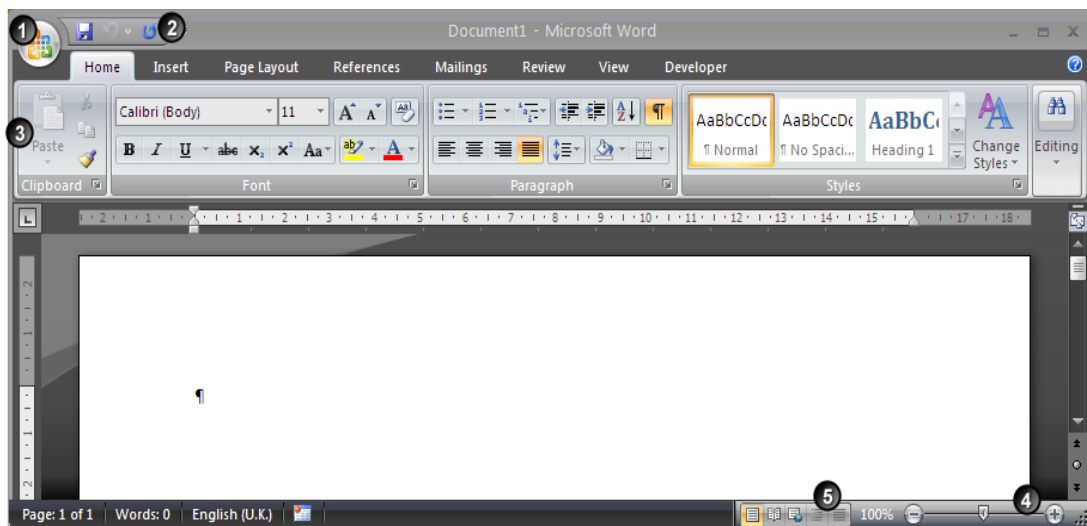


Microsoft Word - The Screen



The Screen

The Office 2007 interface is now totally different from earlier versions of Office. The menus and toolbars have been replaced by the Office button and the Ribbon.



1. The Office Button – gives the standard open, close, print and save commands
2. Quick Access Toolbar that can be customised as necessary.
3. Ribbon –replaces the toolbars and menus. It cannot be changed and so is identical on all machines!
4. Zoom -
5. Layout – how the document is presented to see on screen.