

Microsoft® Office 2007 Fluent™ User Interface

Quick Reference Card Highlights Sheet



Product Features

This unique two page product can be used as a valuable quick-reference aide or as a learning tool to get you up to speed quickly on the use of the Microsoft Office 2007 Fluent user interface. Teach yourself visually using graphical elements that clearly illustrate the user interface components that you will see on-screen. Quick Reference Cards are printed in color and have a matte finish to reduce glare and protect it for long-time use. This particular product contains two pages of content and has a finished size of 8.5 x 11 inches.

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Product Topics and Visual Preview

This card can be used as an effective quick reference or learning tool. It includes the following sections and topics:

“Microsoft Office 2007 Interface” describes how the Office user interface has been redesigned. It also identifies and describes new user interface components and their usage.

Microsoft Office 2007 Interface

The noticeable change in Microsoft Office 2007 is the results-oriented user interface, which has been referred to as the **Microsoft Office Fluent user interface**. It is designed to allow you to quickly access commands and perform tasks. This has been achieved by reorganizing and grouping commands onto the Ribbon, among other screen components, which replaces the menu bar and the toolbars. In addition, various task panes and dialog boxes have been redesigned with galleries that display available formatting and other options all in a glance. Pointing to gallery items invokes the **Live Preview** feature, which allows you to see formatting without actually applying it. Note that these user interface changes apply to Word, Excel, PowerPoint, and Access in their entirety, while only portions apply to Outlook. Other Microsoft Office 2007 applications use the traditional user interface.

Quick Access Toolbar - Used to allow quick access to button commands you use often. Click the **Save** button to change behavioral properties and customize the Quick Access Toolbar by adding and removing button commands. See "Customizing the Quick Access Toolbar" on page 1.

Microsoft Office Button - Opens the Microsoft Office menu containing commands commonly used to manage documents of a given Office 2007 application. The illustration shows (left) its location in Microsoft Office Excel 2007. In many cases, the commands located in this menu are the same or similar to the commands previously available in the traditional "File" menu. See "Exploring the Microsoft Office Menu" on page 1.

Ribbon - Used as the primary means of navigation in most Office 2007 applications. The Ribbon is organized into three levels: tabs (e.g., **Home**), which contain groups (e.g., **Font**), which contain buttons or menu commands (e.g., **B**). See "Navigating and Exploring the Ribbon" on page 2.

Enhanced ScreenTips - Provide a detailed description of a command. They may also include the command's shortcut key and a link to a Help topic.

Dialog Box Launcher - Used to open the dialog box or task pane associated with the group. It provides additional commands if they are required. The Clipboard task pane is shown to the right, as the result of clicking the Dialog Box Launcher button in the Clipboard group.

Status bar - Displays various status and mode indicators, e.g., **Ready** or **Exit** mode in the case of Excel, as well as screen components such as the **Zoom Slider**. Right-click the Status bar to customize it.

Mini toolbar - A miniature, semi-transparent toolbar that appears automatically above selected text/data, and provides access to frequently used formatting commands. Note that the Mini toolbar and enhanced ScreenTips may not be displayed simultaneously as shown here. See "Exploring the Mini toolbar" on page 2.

Zoom and Zoom Slider - Click the **Zoom** button to select a predefined zoom level. Click the **Zoom Slider** or drag the slider to left to decrease the zoom level. Click the **Zoom** button or drag the slider to right to increase the zoom level.

Customizing the Quick Access Toolbar

- Click the Customize Quick Access Toolbar button to open the Customize Quick Access Toolbar menu.
- Select one of the default command names to add it to the Quick Access Toolbar.
- If the desired command is not available, select **More Commands...**. They select the desired command from the list on the left side, and then click the **Add** button to add the selected command to the Quick Access Toolbar. Repeat this step to add additional commands, and then select **OK**.

Exploring the Microsoft Office Menu

A characteristic of the Office menu is the panel contained within it. In the image below, the panel lists recently saved documents, which offers a quick method for opening a document. You can click a file to pin the document to the Recent Document list or to remove it from being replaced by another document as new ones are saved.

Panel containing other options will appear when you position the mouse pointer over commands containing a **+**. The image below is the result of positioning the mouse pointer over the **Save As** command. Note that you can also click commands containing a **+** to directly select the default action.

Click the **Excel Options** button to open the **Excel Options** dialog box, from which various application and document settings may be adjusted. Although these images relate to Microsoft Office Excel 2007, other Office 2007 applications are similar. Use caution when this dialog box is open.

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“Customizing the Quick Access Toolbar” details the steps used to customize this toolbar.

“Exploring the Microsoft Office Menu” explains the use of this menu, its characteristics, and some of its commands.

“Exploring the Mini Toolbar” describes its use and illustrates various instances of when it will appear.

“Navigating and Exploring the Ribbon” identifies Ribbon components, their usage, characteristics, as well as how to navigate the Ribbon. It also identifies special Ribbon tabs that appear in certain instances.

“Exploring Galleries and Live Preview” explains the purpose and usage of galleries and how they relate to Live Preview feature.

Navigating and Exploring the Ribbon

Groups - Contain related commands. For example, the **Font** group shows above group commands that pertain to formatting text. Note: Special tabs, such as **Program tabs** and **Contextual tabs** are described at the bottom of this column.

Commands buttons - Are used to perform tasks. For example, click the **Bold** button shown above to apply bold formatting. Some command buttons contain a drop-down **+** button, which may be used to list additional commands associated with the action, as shown above on the **Font Color** command button.

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Exploring Galleries and Live Preview

Galleries - In general, are predefined sets of formatting options that enhance the appearance of a document, spreadsheet, presentation, or database. Applying a gallery item can significantly impact the appearance of a document, as they generally contain multiple formatting characteristics, such as fonts, colors, effects, etc. Each Microsoft Office 2007 application has its own sets of galleries, as they relate to a given application. For example, **Word 2007** has the **Quick Styles** gallery and **Excel 2007** has the **Cell Styles** gallery just to name a few. Some galleries are common among Microsoft Office 2007 applications. For example, **Document themes** are available in Word 2007, Excel 2007, and PowerPoint 2007.

Live Preview is used in conjunction with gallery items. While pointing to (not clicking) a gallery item in a document appears as if it was (if the gallery item was applied). This allows you to see how the formatting would appear without actually applying the gallery item, thus saving time.

Using Live Preview

- Select the text, cell, object, etc. to which the gallery item is to be applied.
- Click the gallery item. Note: In the example shown, the pie chart is selected.
- Locate and click the gallery item and point to the desired item. Note: The Shape Styles gallery is open and the mouse is pointing to a gallery item named **Subtle Effect - Accent 2**. As a result, **Live Preview** is invoked and the pie chart appears formatted.

Exploring the Mini toolbar

The Mini toolbar appears when you:

- your mouse pointer over selected text or data. It becomes more visible as you use pointer forwards it.
- your right mouse button is clicked on selected text or data, including some objects to open a Shortcuts menu. Note: The Mini toolbar is context sensitive, so if displays only the items that are relevant to the selected item.

Mini toolbar based on selected text. Mini toolbar based on a selected shape.

Mini toolbar based on selected text in a shape.

Minimizing and Restoring the Ribbon

- Click the **Customize Quick Access Toolbar** button.
- Select **Minimize the Ribbon** to minimize the Ribbon.
- Press **CTRL + F1** to minimize/restore the Ribbon.

Note: While the Ribbon is minimized, tab names are still visible, but groups are hidden.

Program tabs - Appear in place of the standard Ribbon tabs when a different view or mode is activated, e.g., **Print Preview**.

Contextual tabs - Appear (in addition to the standard tabs) containing grouped commands that may be used when a particular item or object is selected. For example, a picture in Word, or a chart in Excel, etc.