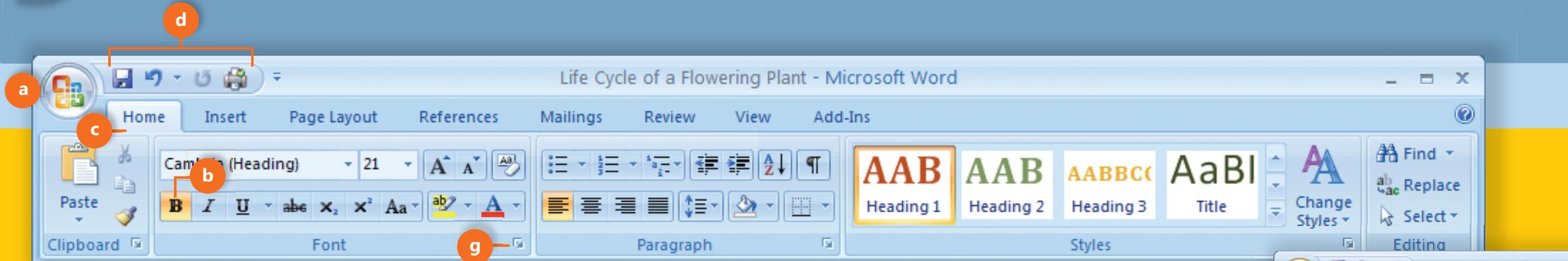


get results with the ribbon



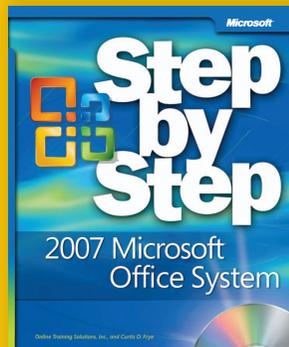
- a** **Microsoft® Office Button.**  Here's where you'll find the basics, such as New, Open, Save, Print, and Recent Documents.
- b** With the Ribbon, it's now easier to see and find the **commands** you want.
- c** Commands and tools are organized by task on **tabs**. Just click a tab and easily find the commands you need.
The "Home" tab displays the most common commands for your program. Here's what Home looks like in Microsoft Office Word.
- d** Add favorite commands to the **Quick Access Toolbar**. See back of poster to learn how.
- e** With **contextual tabs**, you get the right tools for the job without hunting. Want to fine-tune a picture? Just click on it and a tab full of picture tools appears.
- f** Visualize your options! With **galleries**, you can "pick and click" from ready-made styles. You can even try a **live preview**—and see how styles look before you apply them.
- g** For even more options, click the **Dialog Box Launcher**.



Reporting

welcome to the ribbon

Your quick reference to the new user interface in Microsoft® Office



See more learning resources at microsoft.com/mspress

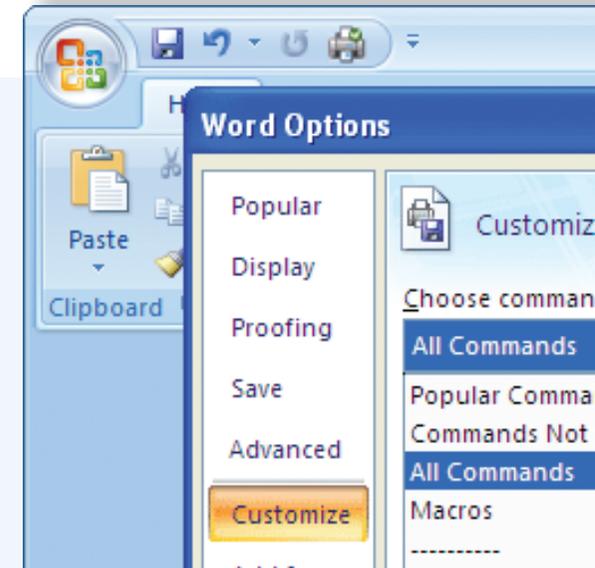
Customizing Your Workspace

Add frequently used commands to the Quick Access Toolbar

1. Click the **Microsoft® Office Button** and then click **Options**.
2. In the list at the left, click **Customize** then choose your commands.

or

1. Right-click a command or command group on the Ribbon.
2. Click **Add to Quick Access Toolbar**.



Collapse the Ribbon

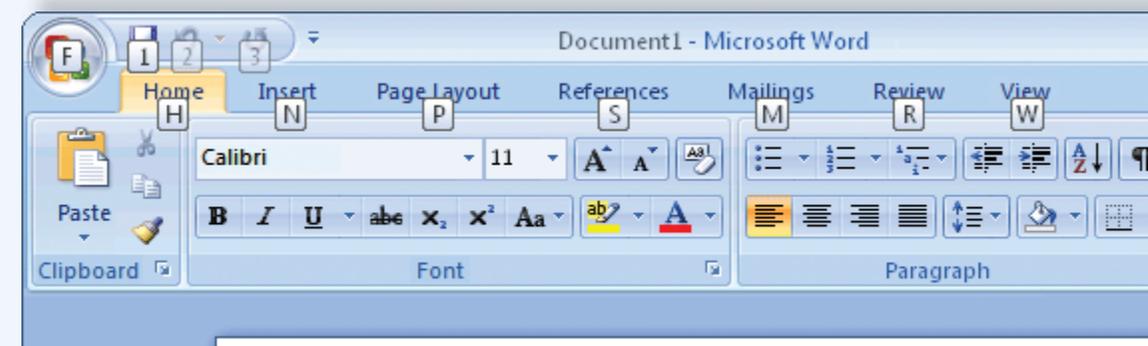
To reduce the Ribbon to a single line of tabs, press **CTRL + F1** or click **Customize Quick Access Toolbar**  and then click **Minimize the Ribbon**.

Clicking on a tab while the Ribbon is minimized will temporarily restore the Ribbon. After you have made your selection, it will collapse again.

Use keyboard shortcuts to access commands

1. Press and release the **ALT** key.

KeyTips are displayed for each Tab on the Ribbon, as well as the **Microsoft Office Button** and the **Quick Access Toolbar**.



2. Type the letter(s) shown in the KeyTip for the feature you want to use. Typing the letter associated with a Tab will display KeyTips for every command on that Tab.