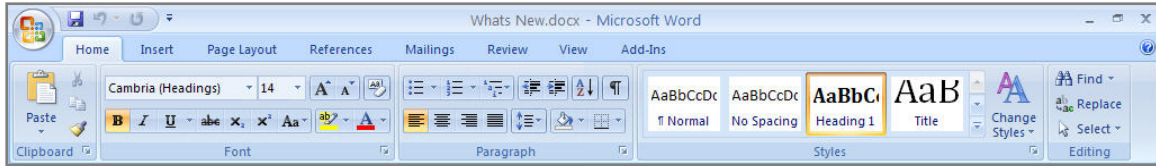


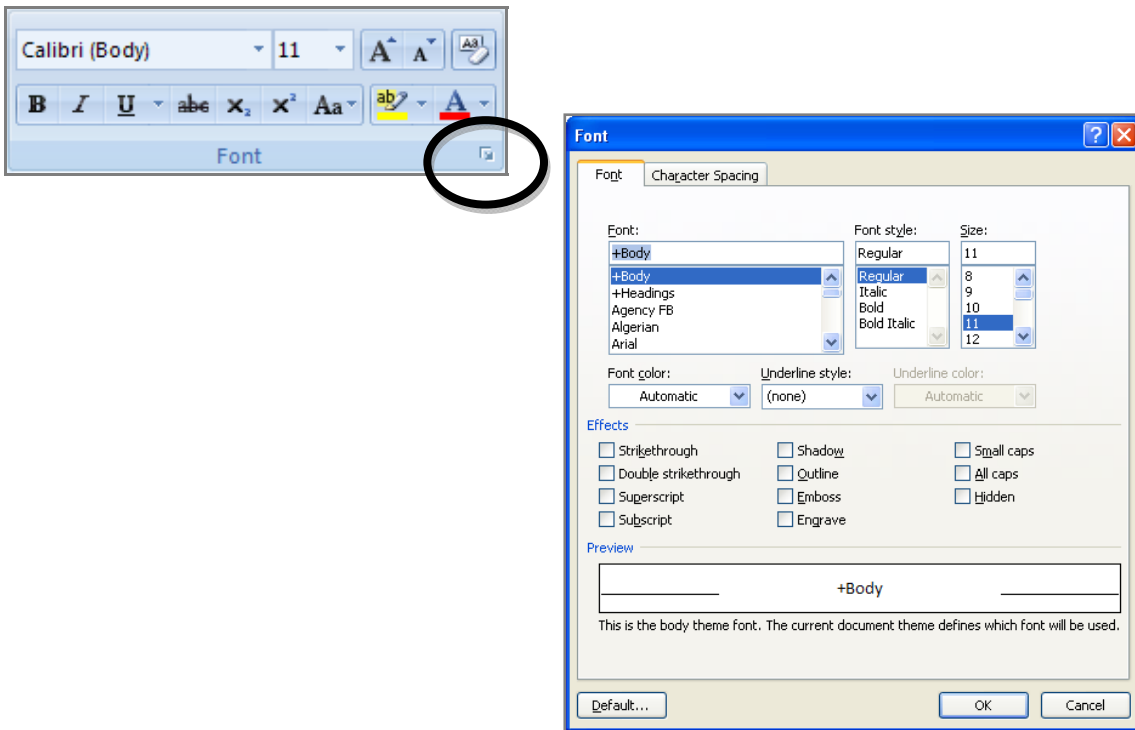
# The Office 2007 Ribbon

You may be surprised to see that the menus and toolbars in most Office 2007 applications have been replaced with the Ribbon. The Ribbon is designed to help you quickly find the commands you need. Commands are organized into groups, and groups are placed logically under tabs.

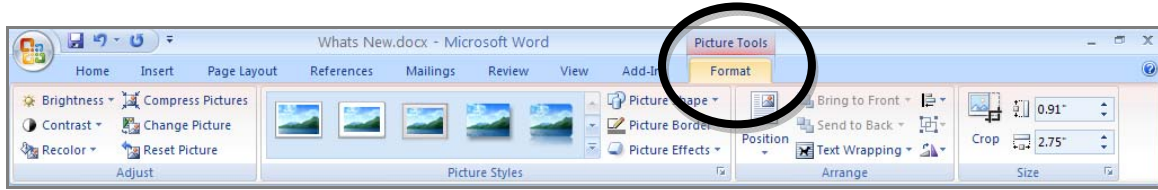


For example, the **Home tab** contains the frequently-used commands such as copy, cut and paste, all located under the **Clipboard group**. The **Font group** is the next group in the Home tab and includes font face, font size, bold, italic, underline, and font color commands. The **Paragraph group** follows with commands for creating bullets and numbering, indentation, alignment and line spacing.

The ribbon may not show all commands in each group. To access commands not shown, you must click the **Launcher button** located at the bottom of the grouping. For example, to see other Font-related commands that are not shown, click the **Font dialog launcher button** at the bottom of the grouping and the **Font Dialog box** will open.



Some tabs are shown only when needed. The image below shows the **Picture Tools** tab, which is only available when a picture is selected.



To quickly minimize the Ribbon, double-click the name of the active tab. Double-click the tab again to restore the Ribbon. The keyboard shortcut to minimize the ribbon and restore is **CTRL + F1**.