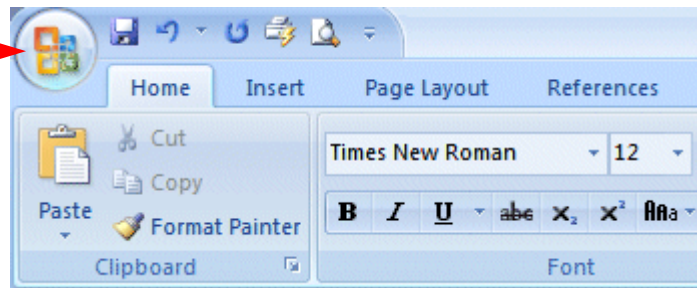


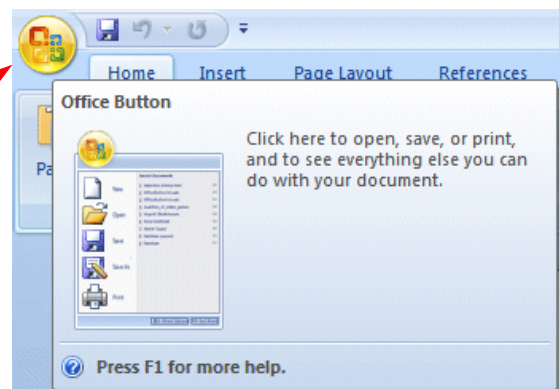
The Microsoft Office Button

The first thing you'll notice, when you open a 2007 Office application is that there is no longer a File choice in the Menu Bar. The arrow above points to the **Microsoft Office Button**, which replaces the File menu.



As you **move your cursor over the Microsoft Office Button** a **preview image** (image on right) will appear.

Click the Microsoft Office button.

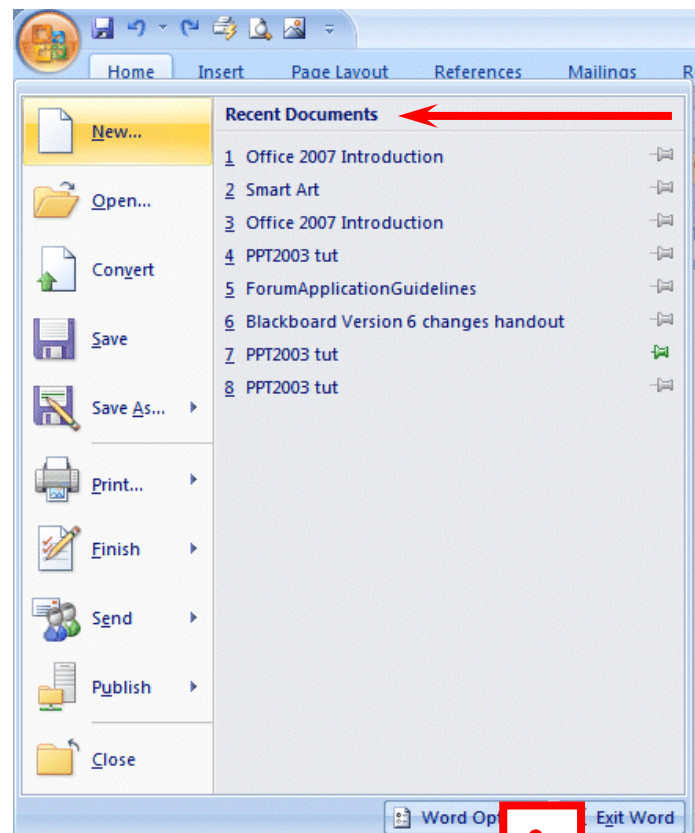


When you **click the Microsoft Office button**, it will turn orange and a **“File like” menu will appear** (similar to the image on the right).

You'll notice that you now have little images for choices and that some of them have little arrows pointing to the right. These arrows indicate that there are additional choices for a selection.

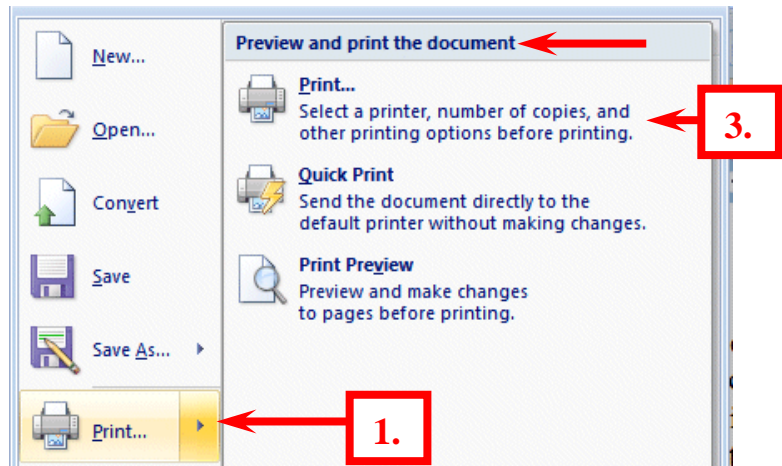
On the **right side of the Microsoft Office Button menu screen** you will see your most recently used files – **Recent Documents** (see arrow above on right).

Each Microsoft Office Button menu is tailored to its Office application (Word, Excel, PowerPoint, etc).

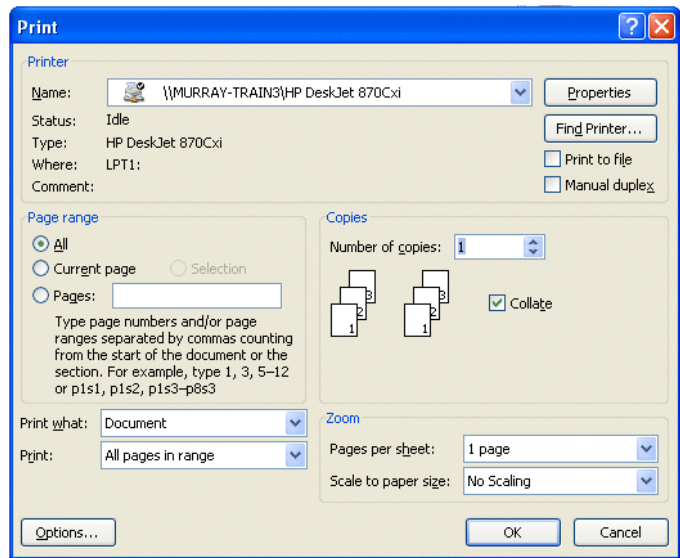


Move your cursor over the arrow to the right of the Print button (1.), a menu of print choices will appear on the right – under Preview and print the document (2.) (image on right).

Click Print (3.) at the top of the Menu.



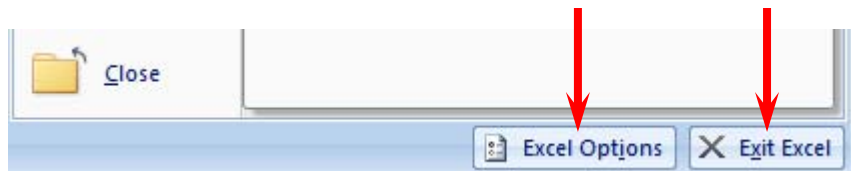
A standard Print Menu screen will appear.



It is suggested that you spend a few minutes clicking the various choices in the Microsoft Office Button menu screen to familiarize yourself with what they do.

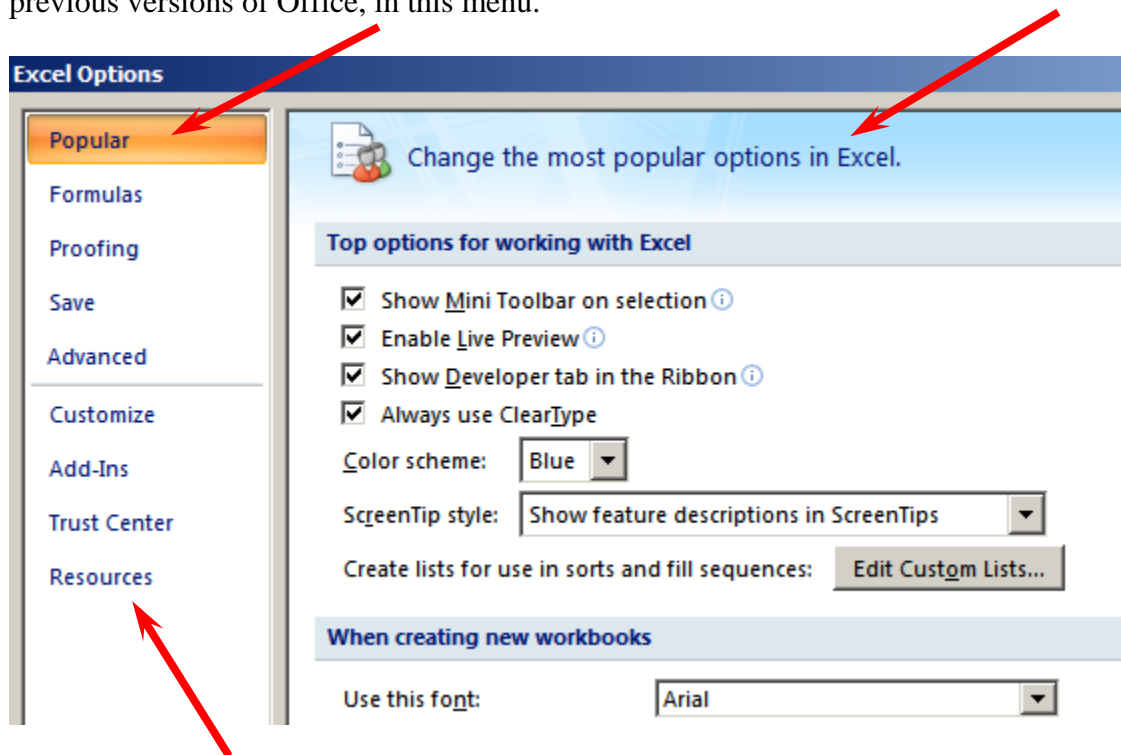
If you look at the bottom of the Microsoft Office Button menu screen you will see two buttons. Since we're using Excel, the buttons indicate Excel Options and Exit Excel.

The buttons change with each application (e.g. PowerPoint will indicate PowerPoint Options).



When you **click** the **Excel Options** button the **image below** will **appear**. **Notice**, on the **left side** of the **menu screen** there are a number of choices (e.g. Popular, Formulas, Proofing, etc.). When you click a choice on the left side of the screen, the options for that choice appear on the right.

You will see that Microsoft has placed a lot of resources that were under File-Tools-Options, in previous versions of Office, in this menu.



The last choice – **Resources** – furnishes a lot of online resources for the application which you are using.