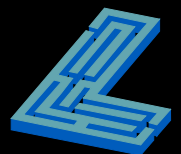


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Lesson 5: Working with the New Ribbon Interface

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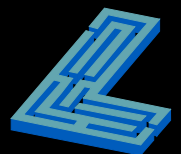


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Office Suite Applications

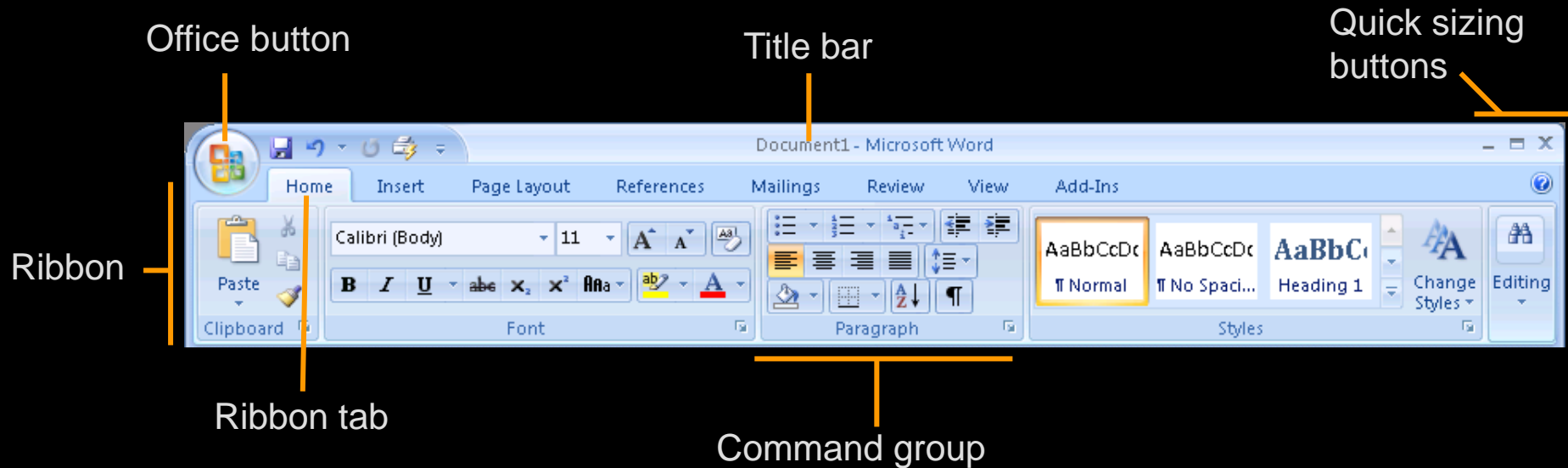
- **Word**
- **Excel**
- **PowerPoint**
- **Access**
- **Outlook**
- **Publisher**
- **OneNote**

These applications feature the Ribbon



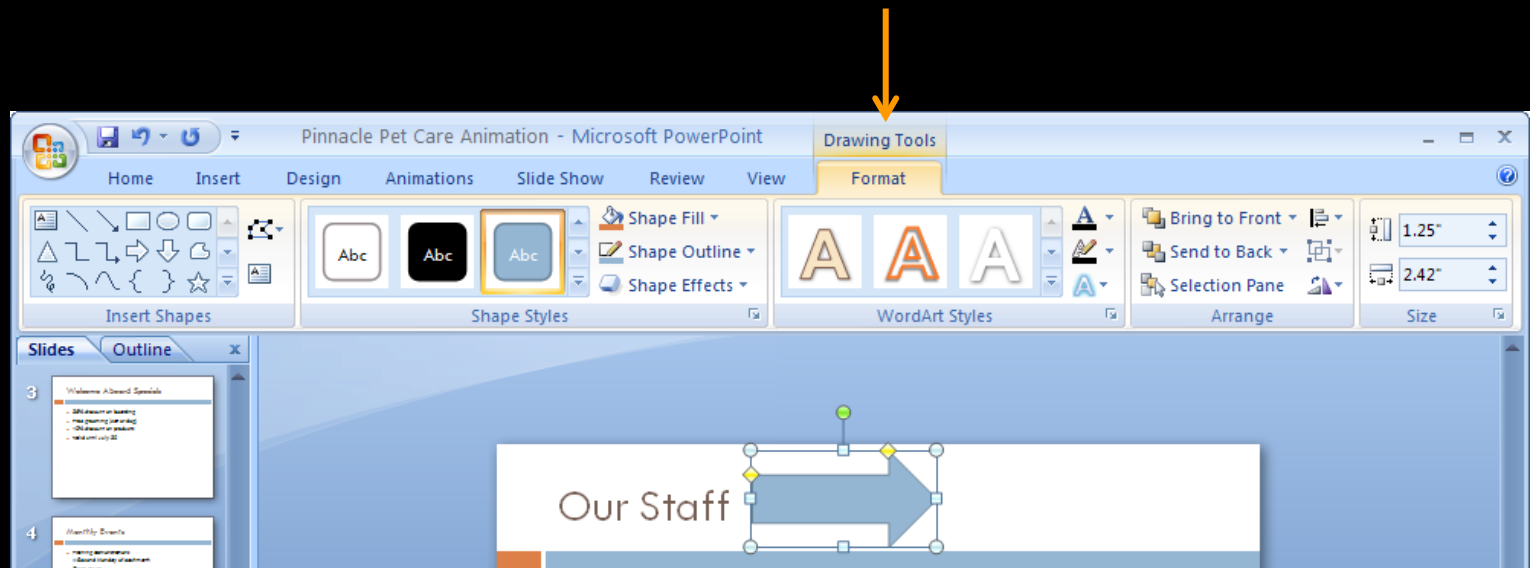
The Ribbon

- Replaces the menu bar and toolbars
 - ▲ A visual menu
 - ▲ Makes hard-to-find commands easier to locate



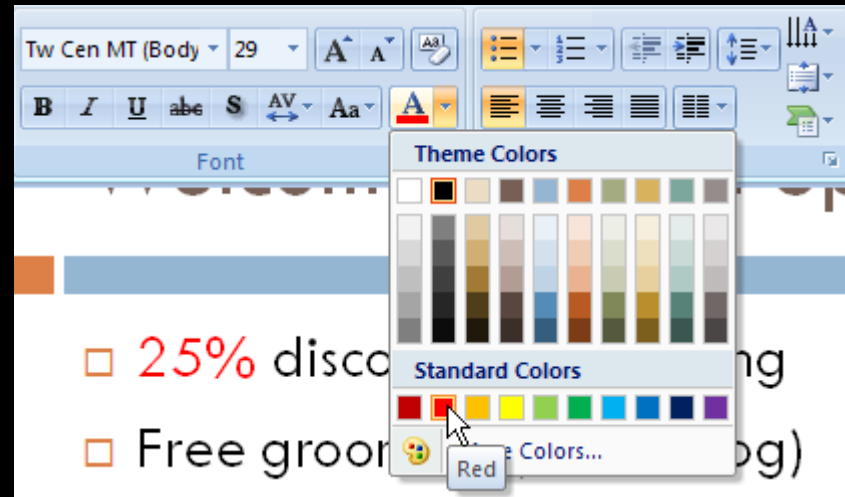
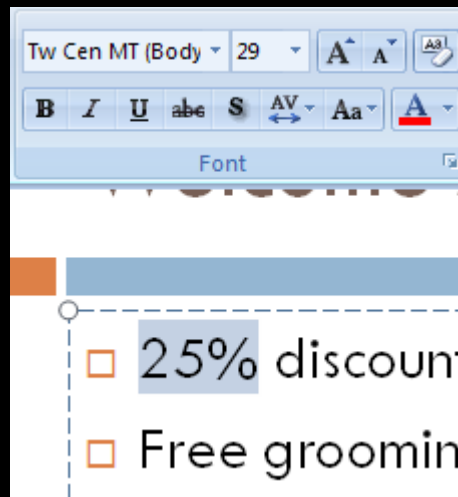
Contextual Tabs

- Appear when you select specific objects
 - ▲ Provide additional commands for the object



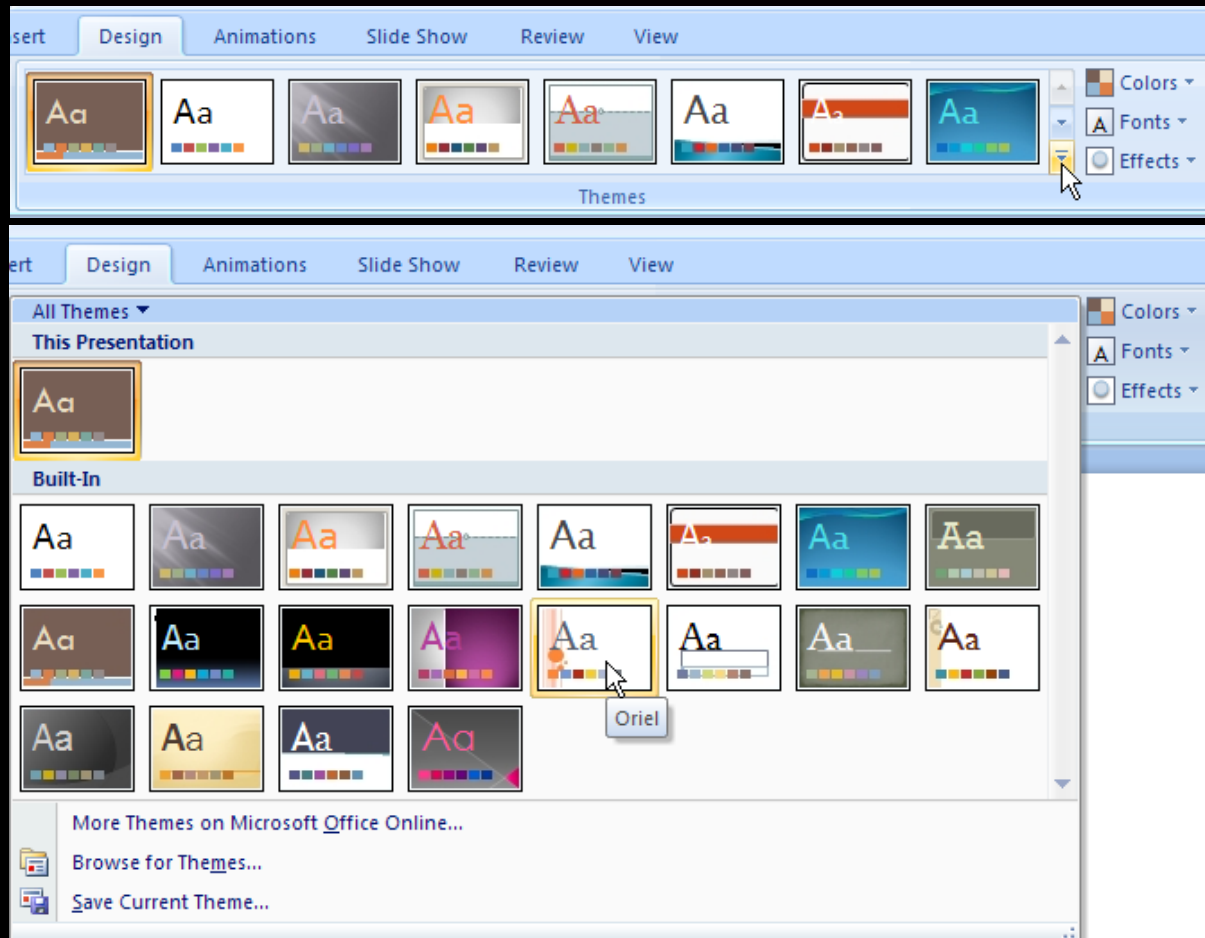
Live Preview

- Allows you to see changes before applying a command



Galleries

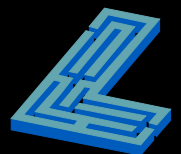
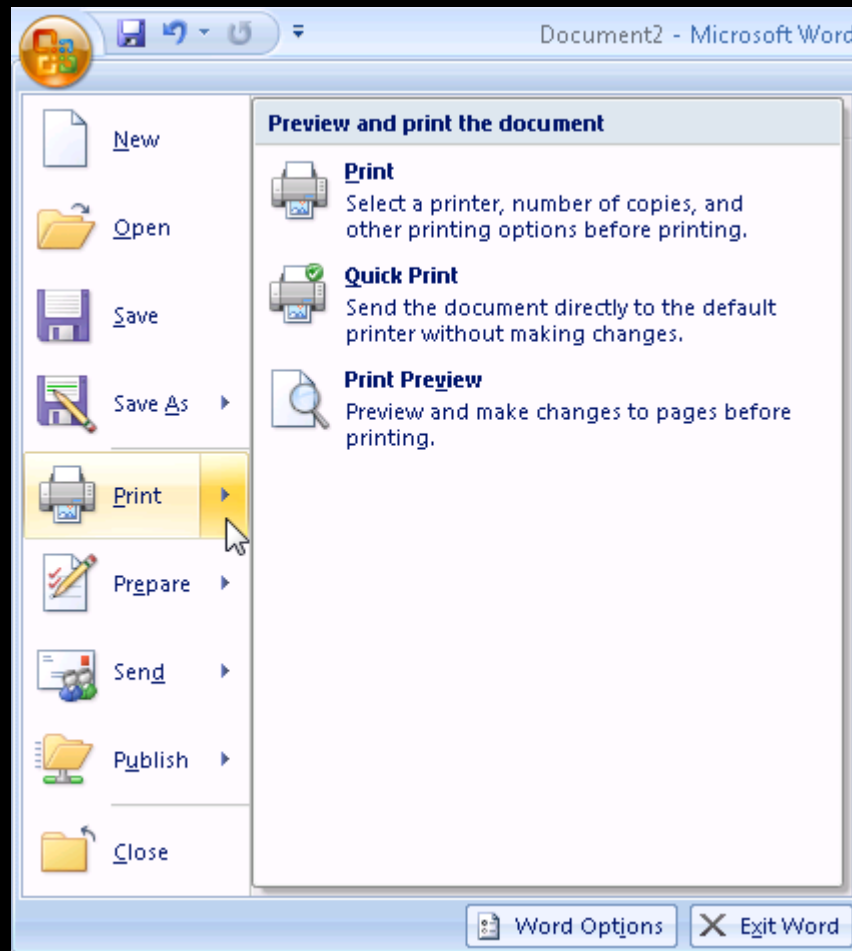
- Display the various options without the need to scroll a narrow drop-down list



The Office Menu

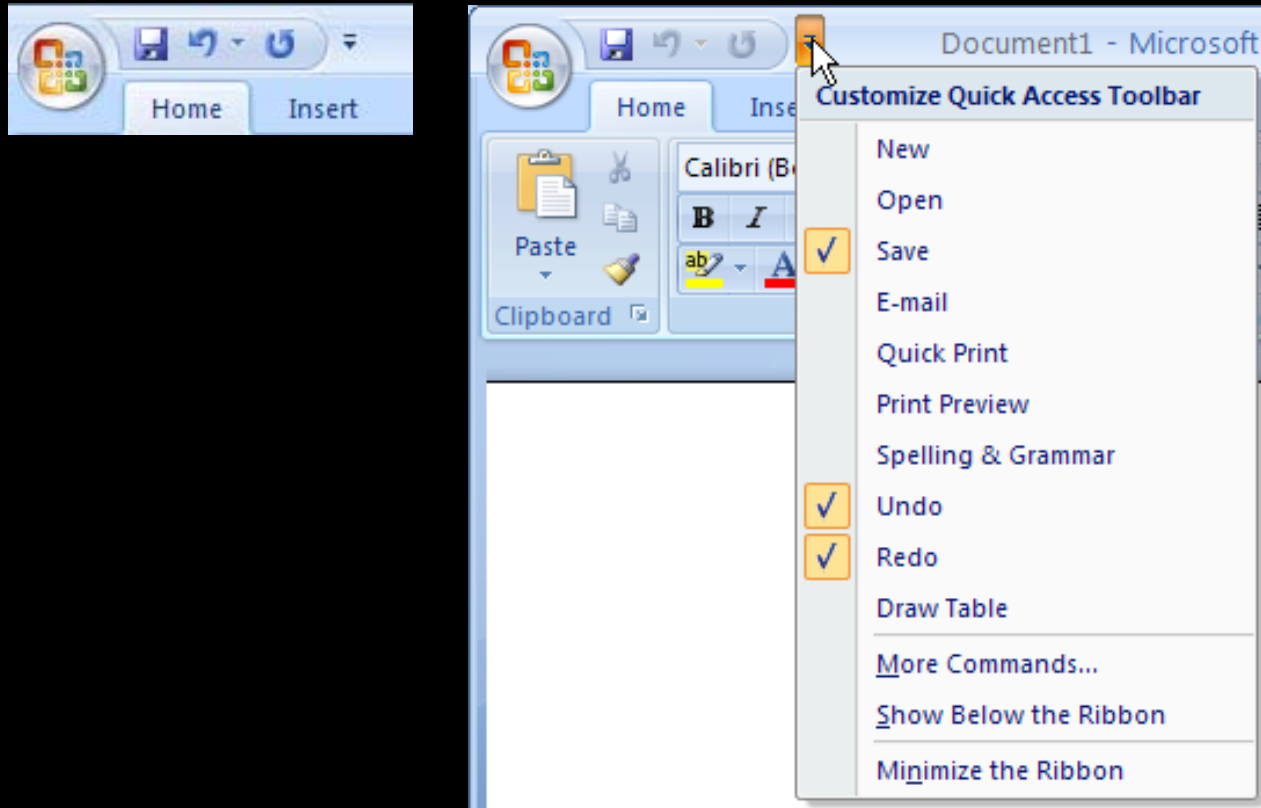


- Replaces the old File menu on menu bars




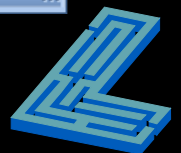
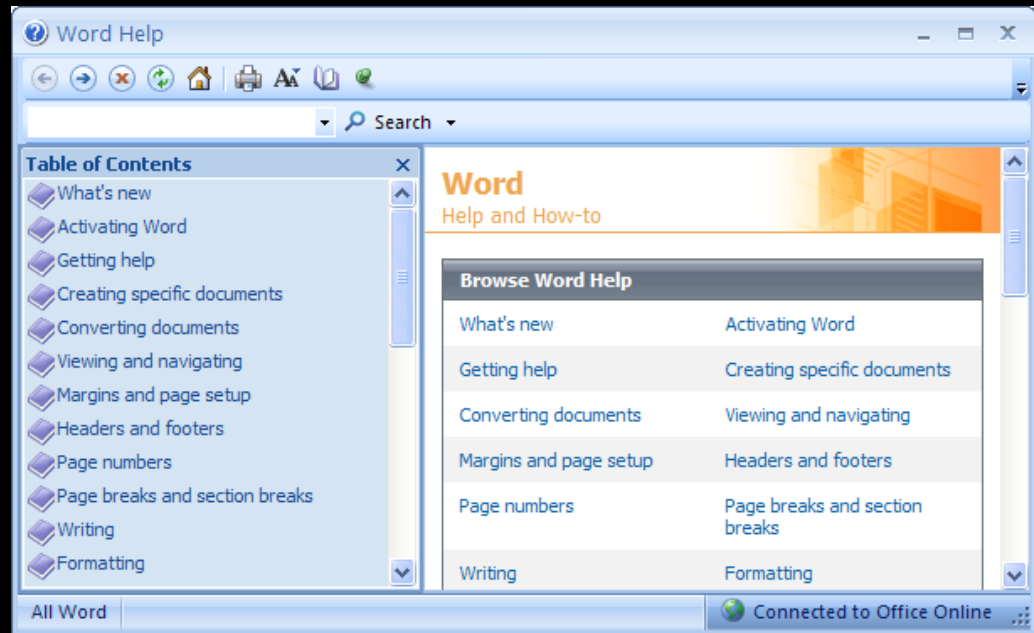
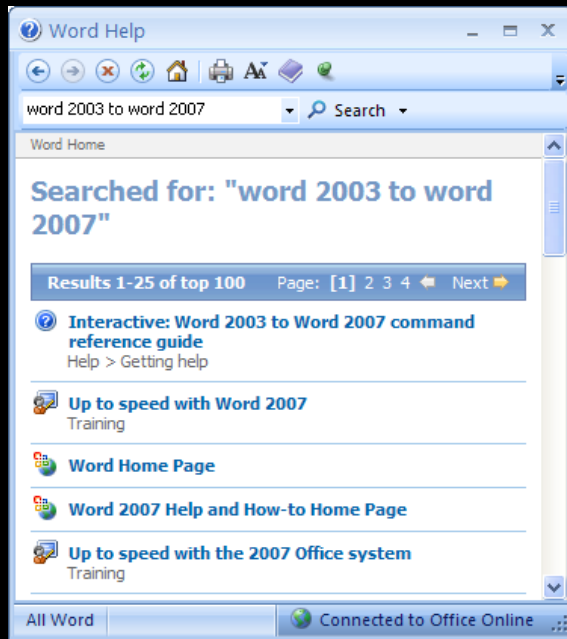
The Quick Access Toolbar

- Customizable buttons



Getting Help

- The Help button 
- Table of Contents search
- Finding commands from old versions

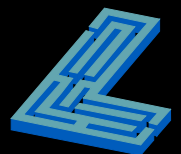


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