The slide has a white background and a black border. In the top right corner, there is a small logo for 'Instructional Technology' with a stylized computer monitor icon and the text 'Instructional Technology'. The title 'Word 2007' is centered at the top in a large, black, sans-serif font. Below the title, there is a bulleted list of three items:

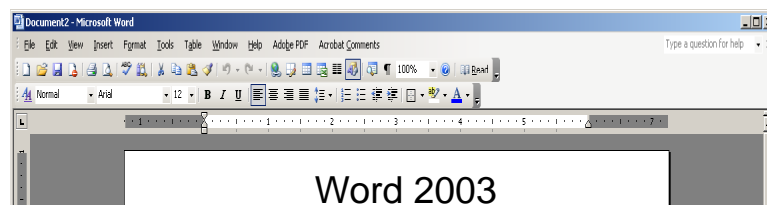
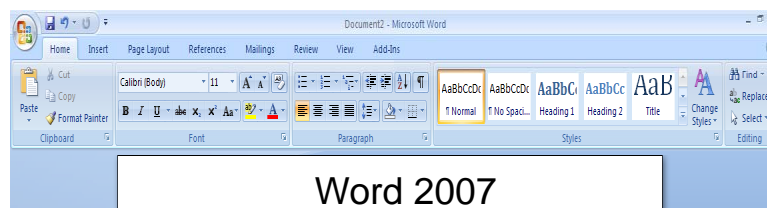
- This tutorial will explain the differences between Word 2003 and 2007 by comparing the Menus and toolbars in Word 2003 with the MS Office Button and Ribbon in 2007.
- There will also be an explanation of new features *exclusive* to Word 2007
- If you would prefer an online tutorial, [click here:](#)



## The New Document Page

- When you open either version of Word, a new blank document page appears.
- Revisions in Office 2007 have created major changes in the layout of this display
- The major differences between the two displays are seen [here](#).

## New Document Page- 2003 and 2007

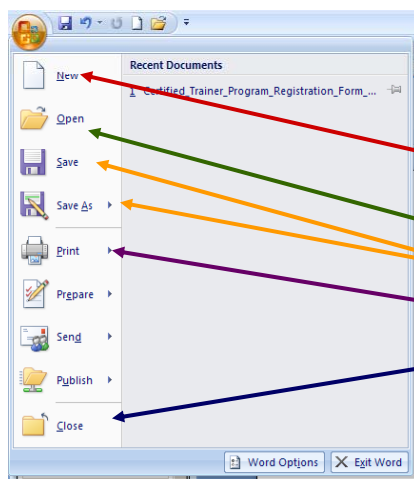


## MS Office Button, the Quick Access Toolbar, & The Ribbon



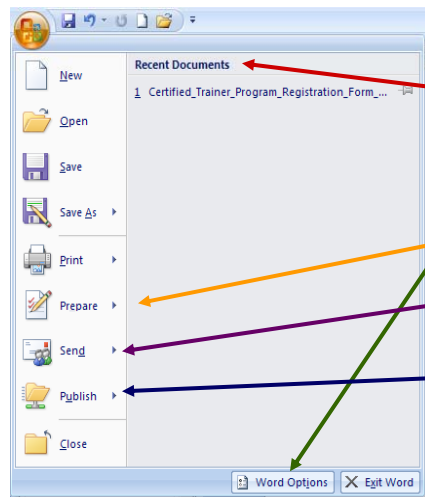
- The **MS Office Button**, **Quick Access Toolbar** and the **Ribbon** replace the Menu, Standard and Formatting Toolbars in Word 2003.

## The MS Office Button



- The MS Office Button is a *New Feature* of Word 2007.
- This button is the access point for:
  - **Creating New Word Documents**
  - **Opening**
  - **Saving**
  - **Printing**
  - **Closing**
- This Button replaces the **File Menu**

## The MS Office Button

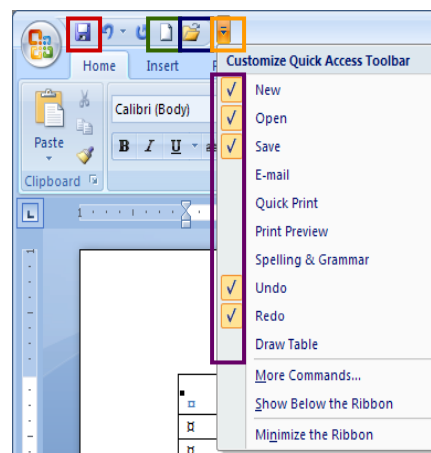


- The MS Office Button also houses
  - A list of **Recently Used** documents
  - **Word Options** (previously located under the Tools Menu)
  - **Prepare** to finalize documents for distribution
  - **Send** which distributes documents through facsimile or email
  - **Publish** to distribute a document to a server, blog, or shared workspace

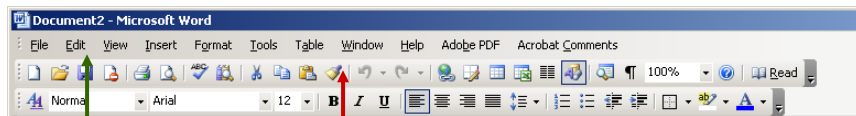
## Quick Access Toolbar



- Located next to the MS Office Button, the **Quick Access Toolbar** offers one-click access to the most widely used office functions.
- By default, there are 3 buttons **Save, New, and Open**.
- Click on the **arrow** next to the toolbar, to open the customize Menu
- Click the **checkbox** next to each feature to add and more options to the toolbar
- *This is a New Feature*



## Menus and Toolbars - 2003



**Menu Bar**      **Standard Toolbar**      **Formatting Toolbar**

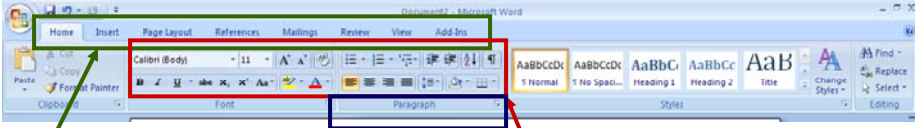
- In Word 2003, different functions within Word are accessed through the **Menu Bar**, **Standard Toolbar**, and the **Formatting Toolbar**

## Menus and Toolbars - 2007



- Office 2007 is arranged differently. All Menus are located within tabs on a Menu bar called the **Ribbon**
- The three parts of the Ribbon are **Tabs**, **Groups**, & **Commands**.

## The Ribbon



The screenshot shows the Microsoft Word ribbon interface. The ribbon is divided into tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. The Home tab is selected and is further divided into groups: Font, Paragraph, Styles, and Editing. The Font group contains various text formatting options like font face, size, bold, italic, and color. The Paragraph group contains options for alignment, bullet points, and indentation. The Styles group shows different document styles like Normal, No Spacing, and Heading 2. The Editing group includes Find, Replace, and Select options.

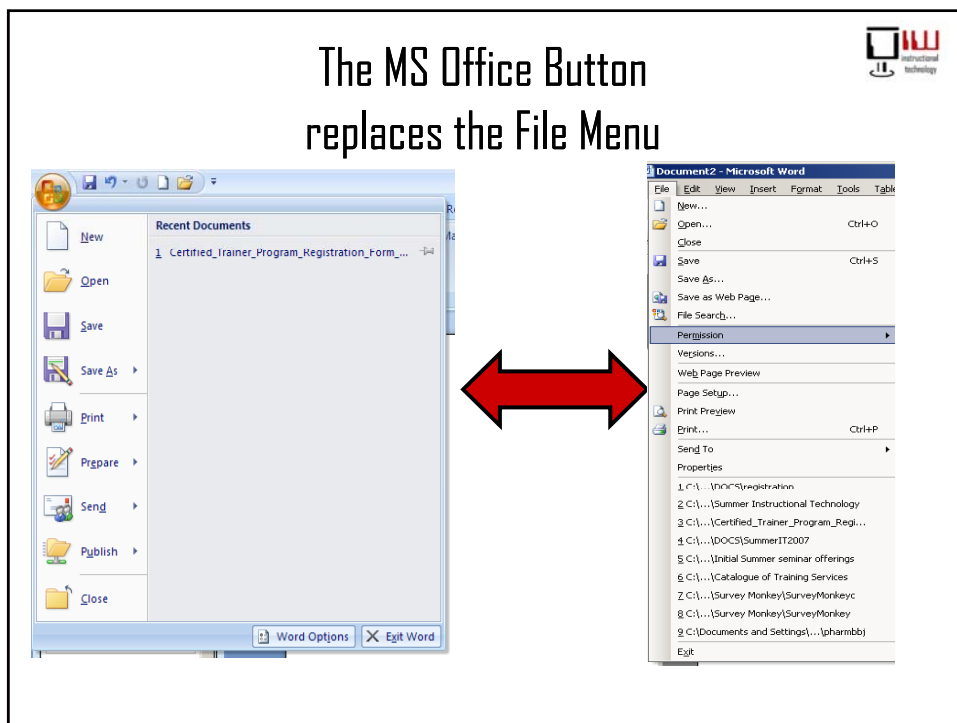
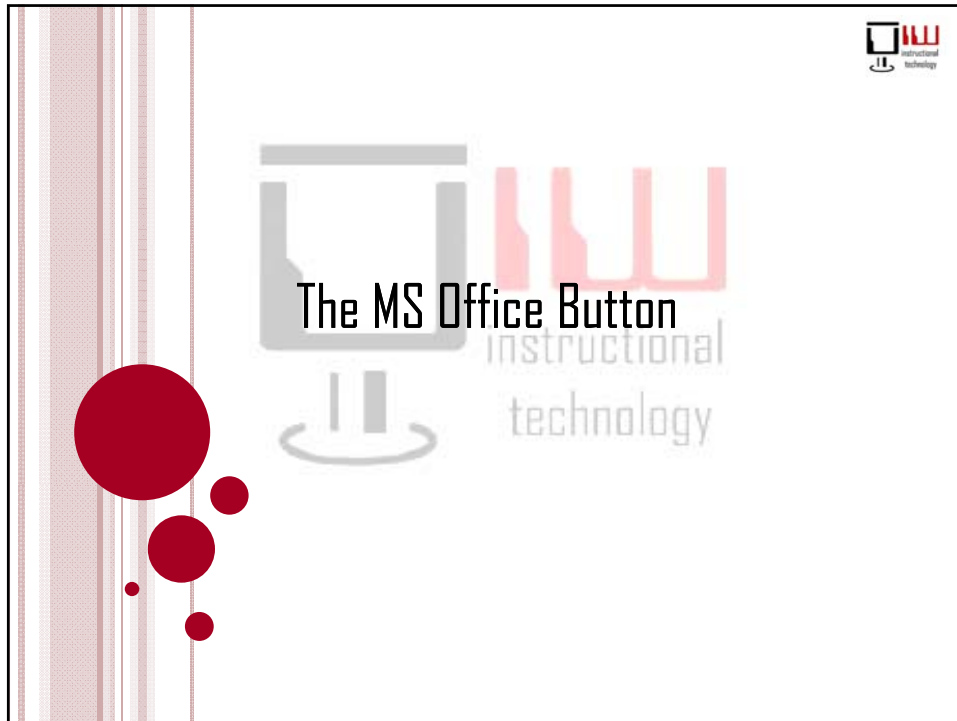
**Tabs:** 8 tabs representing common related activities

**Groups:** Sections containing Related items or tasks

**Commands:** Buttons, boxes or Menus relating to specific functions within Word

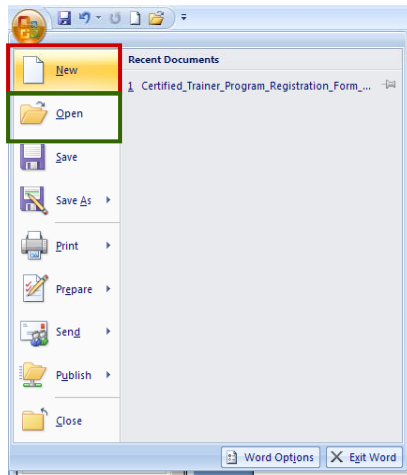
## Help

- In Office 2007, there is not a Help Menu. Instead, each item on the ribbon has an expanded balloon that explains the feature or option.
- In some cases, the F1 Button is also available. This opens a new window with an definition and an expanded explanation of how to use the feature or option





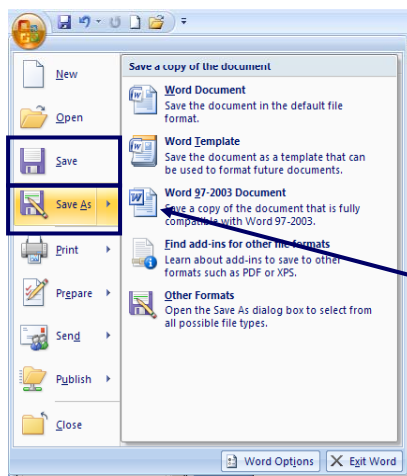
## New and Open



- **New** – Opens New Document
- **Open** – Opens the browse function so you can open an existing document (*You may also open a document by clicking on the document name in **Recent Documents***)

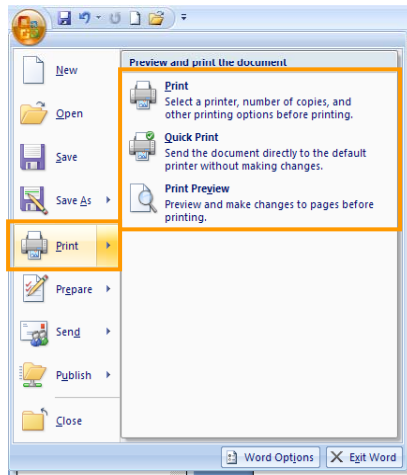


## Save



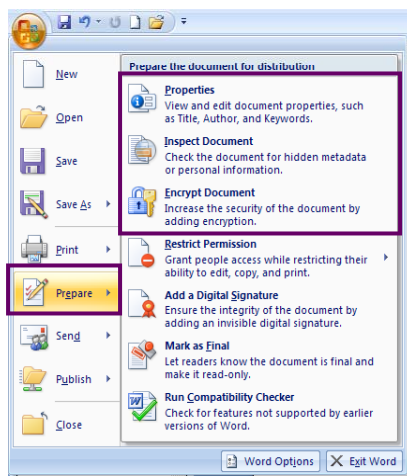
- **Save** – Saves Documents
- **Save As** – Saves document with another name or document extension.
- *You **MUST** save documents in **Word 97-2003** format to open them in older versions of Word*

## Print



- **Print** – Prints document and offers a Menu to make adjustments to the print function (i.e. # of copies)
- **Quick Print** – Sends document directly to printer
- **Print Preview** - Shows you what the document will look like prior to printing

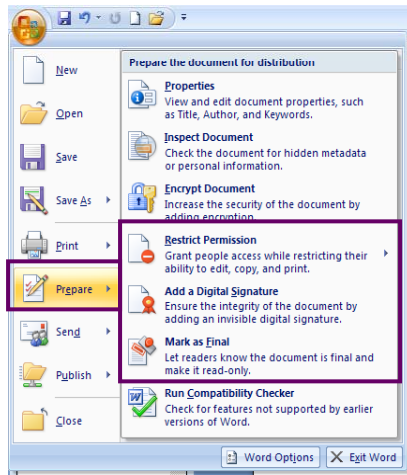
## Prepare



- **Prepare** – Prepares the document for distribution. There are several functions within this Menu
  - **Properties**: Feature previously located in the File Menu in 2003
  - **Inspect Document**: *This is a New Feature*
  - **Encrypt Document**: Feature previously located in the Security tab of the Options Menu in 2003



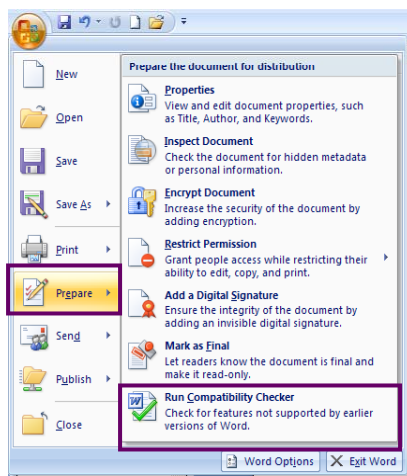
## Prepare



- **Restrict Permission:** Feature previously located in the File Menu in 2003
- **Add Digital Signature:** Feature previously located in the Security tab of the Options Menu in 2003
- **Mark as Final:** This feature previously located in the Track Changes tab of the Options Menu in 2003

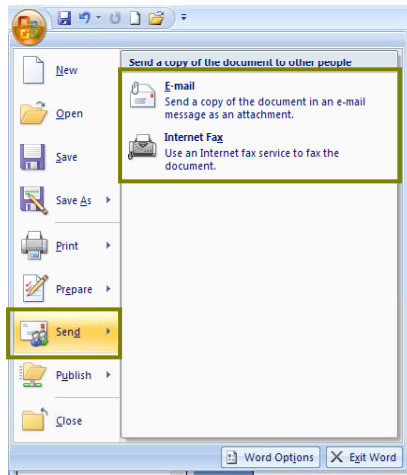


## Prepare



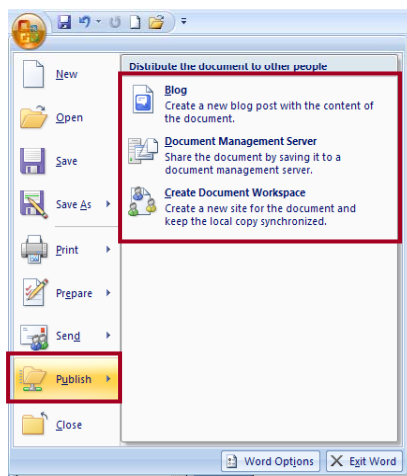
- The **Run Compatibility Checker** checks to see if a feature used in the Word 2007 document is compatible with earlier versions of Word in case the document needs to be saved in an earlier format

## Send



- **Send:** Transmits the document to
  - MS Outlook
  - Internet Fax transmission

## Publish

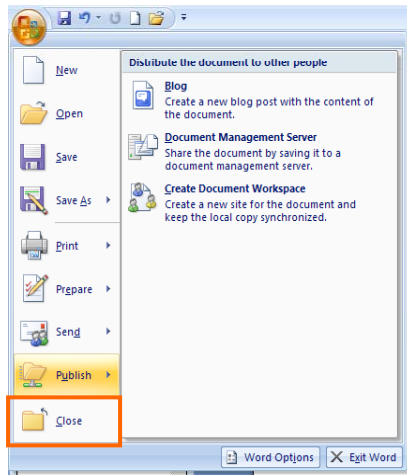


- **Blog:** *This is a New Feature* which creates a post to your Blog when the document is completed and transmitted
- **Document Management Server:** *This is a New Feature*, and it replaces the *File>Save as* step, by sending the document directly to Document Management server
- **Create Document Workspace:** Creates a separate, online workspace for the a Word document and all related office (i.e. Excel, Word) documents related to that document. This feature was originally located in the **Shared Workspace Task Pane** in Word 2003



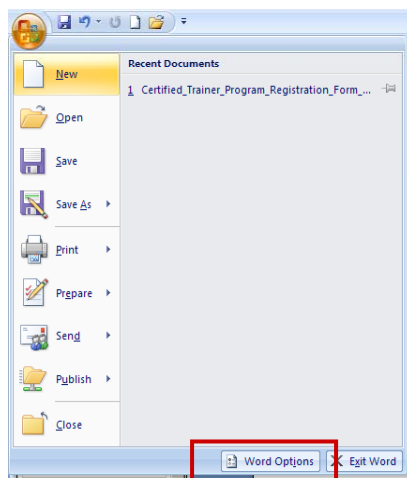
## Publish

- **Close:** Closes a Document



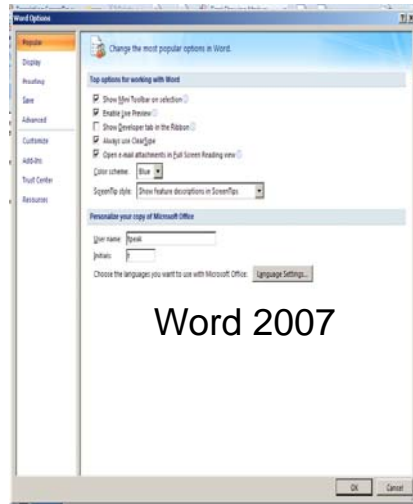
## Word Options

- **Word Options** – Opens the Options Menu previously located on the Tools Menu. These options have changed significantly in 2007, so take a minute to look over the changes





# Word Options



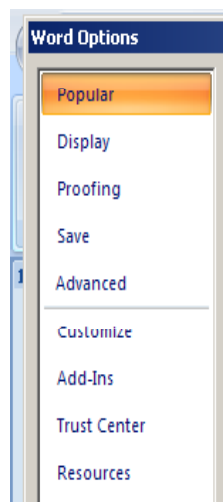
Word 2007



Word 2003

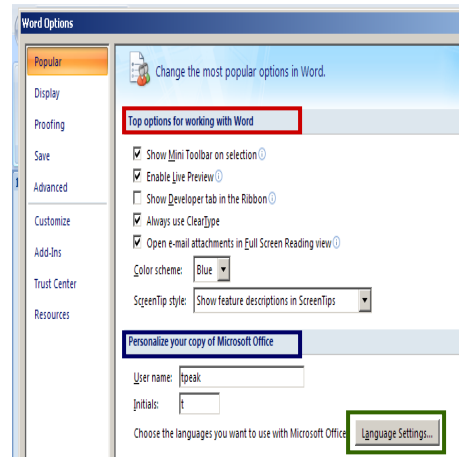


# Word Options



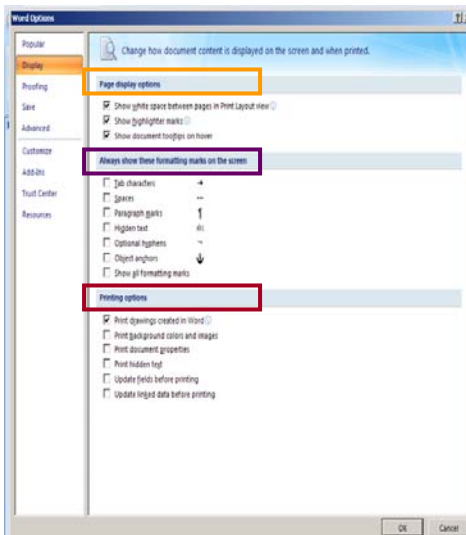
- There are 9 categories of Word Options:
  1. Popular
  2. Display
  3. Proofing
  4. Save
  5. Advanced
  6. Customize
  7. Add-Ins
  8. Trust Center
  9. Resources

## Popular



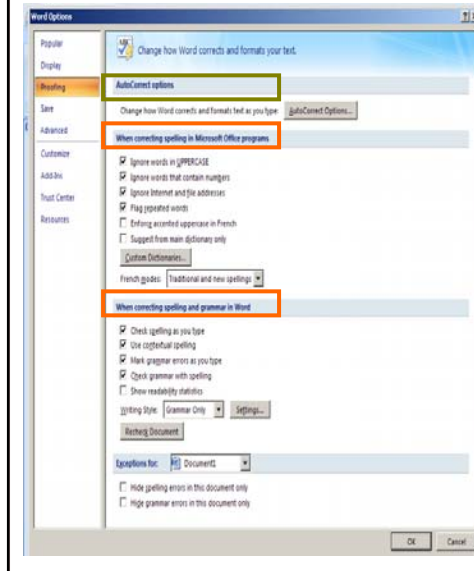
- **Top Options for Word:** *This is a New Feature.* Choose options by clicking the checkboxes
- **Personalize your copy of MS Office:** Replaces the **User Information** tab on the *Word 2003 Options Menu*
- **Language Settings** replaces the **Set Language** option on the *Word 2003 Tools Menu*

## Display



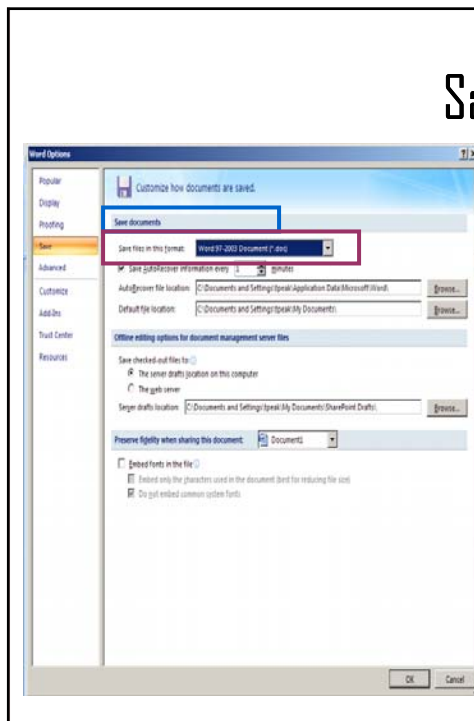
- **Page Display Options, Always Show Formatting Marks, and Printing Options** replace the options in the **View Tab** on the *Word 2003 Options Menu*
- These items can also be selected by clicking on the **Show Formatting Icon** on the **Home Ribbon**

## Proofing



- **AutoCorrect Options** replaces the **AutoCorrect** tab on the *Word 2003 Tools Menu*
- **Spelling and Grammar Options** replace the **Spelling and Grammar** tab on the *Word 2003 Options Menu*

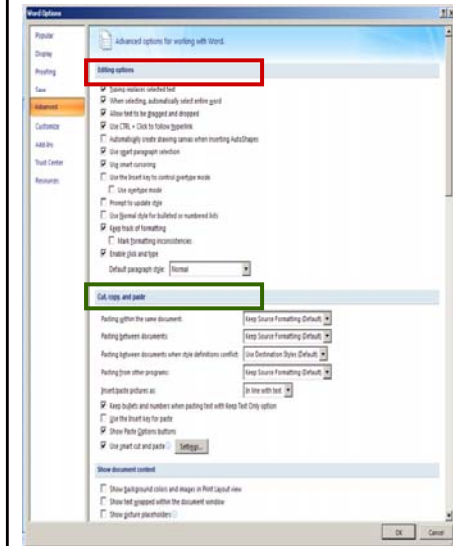
## Save



- **Save Options** replaces the **Save** tab on the *Word 2003 Options Menu*
- Click **Save in this Format** to change the file type to **Word 97-2003 document**. This way, all of your documents can be edited in both Word 2003 and 2007.



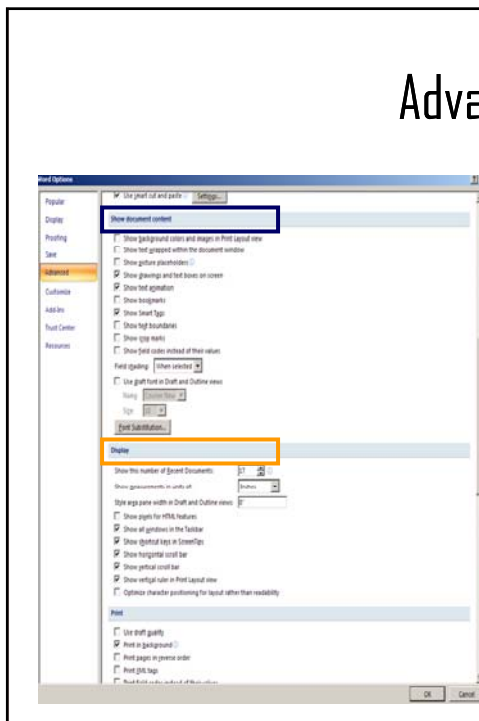
# Advanced



- The **Advanced** Tab has several options, scroll down to view all of them
- **Editing Options** and **Cut, Copy & Paste** replace the **Edit** tab on the *Word 2003 Options Menu*



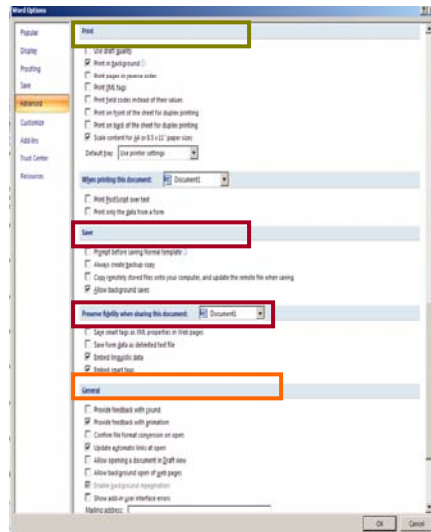
# Advanced



- **Show Document Content** replaces the **View** tab on the *Word 2003 Options Menu*
- **Display** replaces functions found under both the **View** and **General** tabs on the *Word 2003 Options Menu*



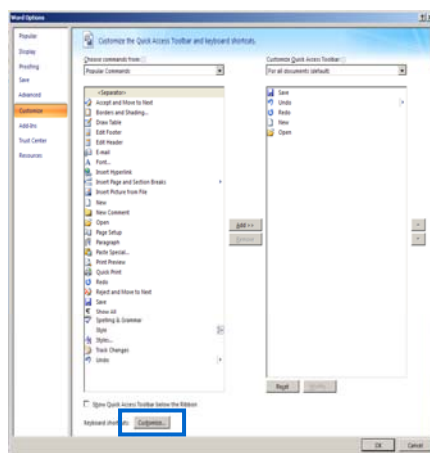
## Advanced



- **Print** options replace the **Print tab** on the *Word 2003 Options Menu*
- **Save** and **Preserve Fidelity** options are *New Features*
- **General Options** replace the **General tab** on the *Word 2003 Options Menu*
- **Compatibility Options** replace the **Compatibility tab** on the *Word 2003 Options Menu*



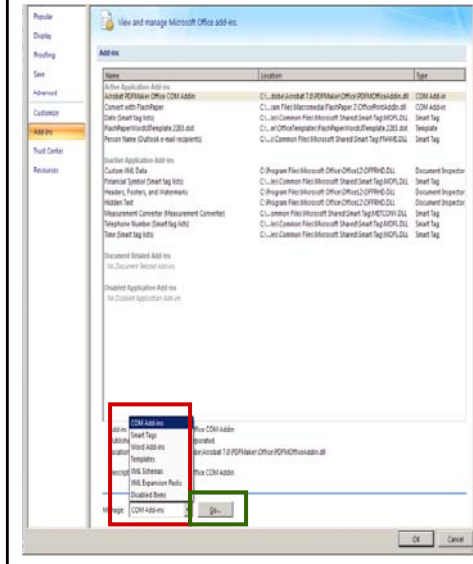
## Customize



- **Customize** replaces the **Customize option** on the *Word 2003 Tools Menu*



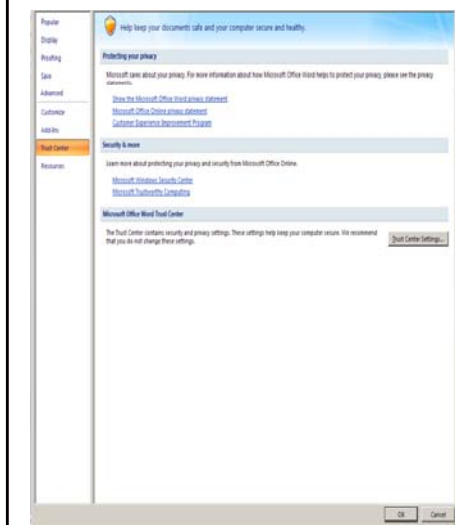
# Add-Ins



- Add-Ins are customizable by user
- There are lists of both active and inactive Add-In
- To activate an Add-In, choose from the **Manage** drop down Menu at the bottom of the page
- Click **Go**
- Check the options that you want to Add-In and click **Ok**

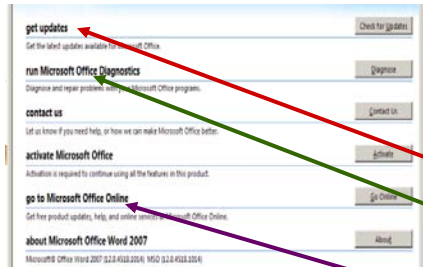


# Trust Center



- The Trust Center allows you to choose security settings for your documents.
- There are several tutorials that can be accessed by clicking on the links

## Resources



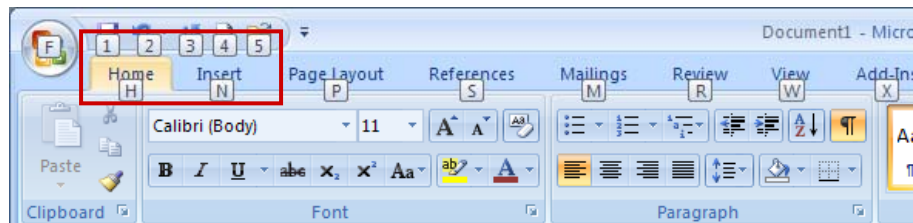
- The **Resources Page** is a one-stop location for
  - **Downloading updates,**
  - **Troubleshooting** software problems
  - **Help** online



## The Ribbon

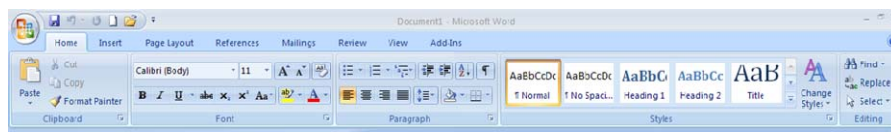


## Key Tips



- **Key Tips** are shortcuts to Tab and Menu options on the Ribbon. *This is a New Feature*
- Push the **alt** key to show the Key Tips, then push the corresponding letter on the keyboard to activate the Key Tip.

## The Ribbon



- As Noted earlier, the Ribbon is broken up into the three parts: **Tabs, Groups, & Commands.**
  - **Tabs:** 8 tabs representing common related activities
  - **Groups:** Sections containing Related items or tasks
  - **Commands:** Buttons, boxes or Menus relating to specific functions within Word

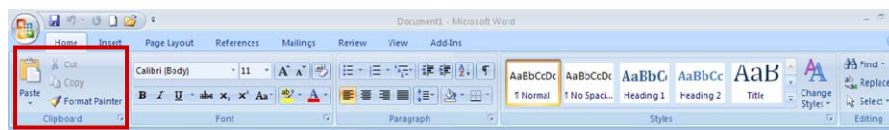


## The Ribbon Tabs

1. **Home:** Popular Word options found on the Standard and Formatting Toolbars in Word 2003
2. **Insert:** Items associated with the Insert Menu
3. **Page Layout:** Items relating to how a document is set up before any text is typed on the screen
4. **References:** Functions found on the Insert/References Menu. These include Tables of Contents Indexes, and Bibliographies
5. **Mailings:** Replaces the Mail Merge Task Pane
6. **Review:** Options for Proofing, Comments, Tracking Changes and Document protection
7. **View:** Options for how you see documents on the screen
8. **Add-ins:** Converts document to PDF or Flash Paper format

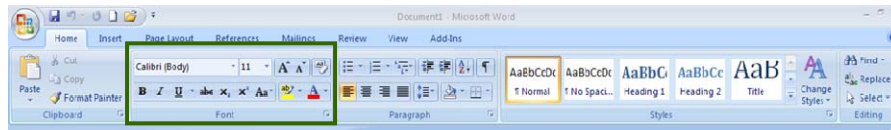


## The Home Tab



- **Clipboard Group:** Options to cut, copy and paste text, plus the Format Painter. This group replaces the cut, copy and paste options on the Standard Toolbar and in the Edit Menu in Word 2003
  - Additional **Paste Functions** are activated by clicking on the arrow. These include **Paste Special** and **Paste as Hyperlink** options.
  - Click on the arrow on the **Clipboard Command**, to open the **Clipboard** task pane. Up to 24 items can be saved on the Clipboard

## The Home Tab



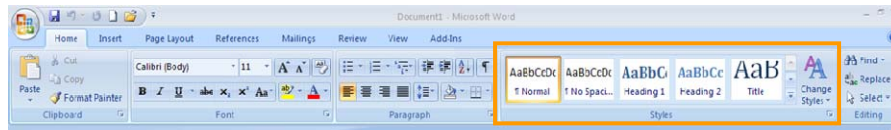
- **The Font Group:** Options to edit fonts, font colors and font sizes & font styles. It replaces the font formatting functions on the Formatting Toolbar and under the Format Menu in Word 2003
  - The **Font Menu** is accessed by clicking on the **arrow** on the **Font Command bar**

## The Home Tab



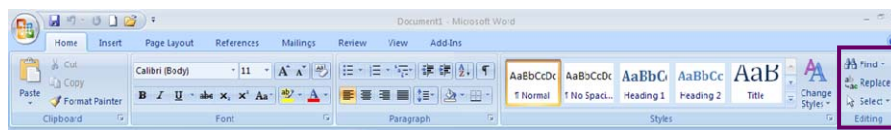
- **The Paragraph Group:** Options to edit bullets and numbering, indentation, sorting, show/hide paragraph marks, text alignment, line spacing, shading, and borders.
  - Clicking on the arrows next to **line spacing, shading, and borders**, opens additional Menu options
  - Click the arrow next to the **Paragraph command** to open a Menu with additional paragraph editing options

## The Home Tab



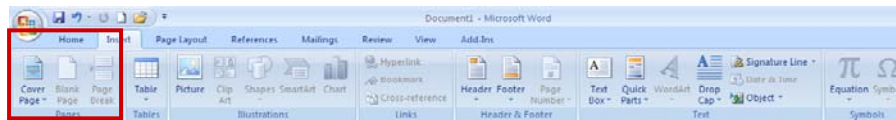
- **The Styles Group:** Options to insert or change formatting styles in a Word Document. The group highlights the 5 most popular formatting styles. *This is a New Feature.* It replaces the Formatting Styles Menu on the Formatting Toolbar
  - The **Styles Command**, accessed with a click on the arrow under **Change Styles** or the **Style Command Bar**

## The Home Tab



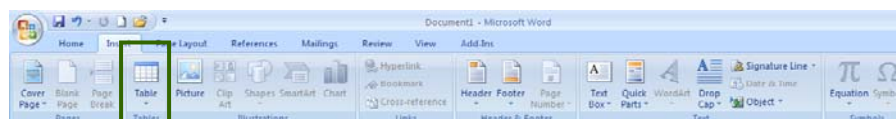
- **The Edit Group:** The find, replace, go to and select options are located here. It replaces above mentioned options on the Edit Menu
  - **Find:** Will locate a text item within a document
  - **Replace:** Will replace the found item with a different item (i.e. you can change a Word that is repeated multiple times within a document using the find and replace functions)
  - **Go To:** Locates and browses to another page in a document
  - **Select:** Will select (highlight) all of the text or similarly formatted text or objects in a document *This is a new feature*

## The Insert Tab



- **The Pages Group** – Inserts pages into a document
  - **Cover page:** Inserts a pre-formatted color cover page for your document. *This is a New Feature.*
  - **Blank Page:** Inserts a blank page and page break
  - **Page Break:** Inserts a page break

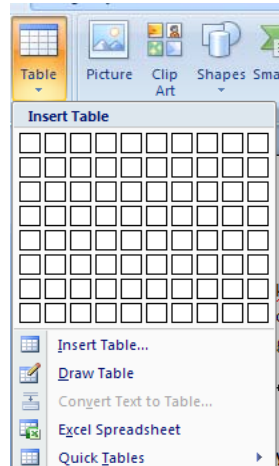
## The Insert Tab



- **The Table Group:** Inserts tables into a document.
  - After the table is created, **The Table Tools Tab** opens with two additional ribbons, **Design** and **Layout**. *This is a New Feature.* These tabs replace the table Menu bar



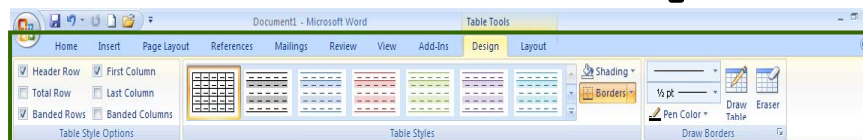
## The Table Group



- **Insert Table:** Mouse over the cells to create a table
- **Insert Table:** Click on this icon to create a table using the insert table menu
- **Draw Table:** Click here to draw a table manually
- **Convert Text to Table:** Select text and click this icon to convert it to a table
- **Excel Spreadsheet:** *This is a New Feature.* Click on this icon to imbed an Excel spreadsheet into your document. When chosen The Excel programs opens within Word
- **Quick Tables:** *This is a New Feature.* Opens a Menu with 8 preformatted tables, including 4 calendars.



## The Table Tools Tab - Design



- **Design Tab:** This ribbon features table design options that replace the **Table Menu** options and **Table Options** on the **Standard Toolbar** in Word 2003.
  - **Table Style Options Group:** Click on the appropriate checkbox to choose the cells and rows that will be shaded. *This is a New Feature.*
  - **Table Styles Group :** A series of shading options accessed by mouse click. *This is a New Feature.* This group also includes options for **Borders and Shading** on the **Format Borders and Shading Menu** and **Formatting Toolbar** in Word 2003
  - **Draw Borders Group:** Replaces the **Draw Table** option on the **Table Menu** and the **Tables Toolbar**



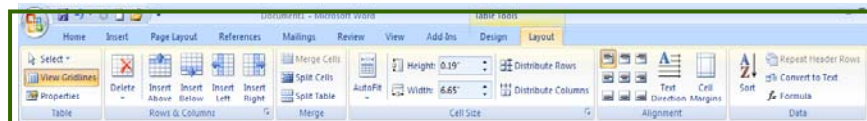
## The Table Tools Tab



- **Layout Tab:** As with the Design Tab, the groups on this ribbon replace options on the **Table Menu** and the **Tables and Borders Toolbar**
  - **The Table Group:** Includes **Table Properties** and the **View/Hide Gridlines** option. There is also a **Select** option that allows you to select (highlight) a cell, row, column, or an entire table. *This is a New Feature*
  - **The Rows and Columns Group:** Offers options to insert and delete rows, and columns. These options were found on the Table Menu in Word 2003
  - **The Merge Group:** Options to Merge and split cells, found on the Table Menu in Word 2003



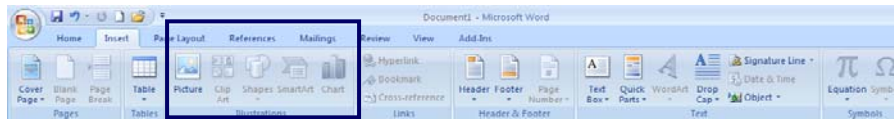
## The Table Tools Tab



- **The Cell Size Group:** Options to AutoFit cell data found on the Table Menu in Word 2003, plus manual cell resizing, which is a *New Feature*
- **The Cell Alignment Group:** These options were found on the table properties in Word 2003
- **The Data Group:** Includes options to sort, convert data to text and write formulas. These options were on the Table Menu in Word 2003



## The Insert Tab



- **The Illustration Group:** Inserts images and graphics. It replaces similar functions on the Insert Menu in Word 2003
  - **Picture, Clipart and Chart:** Insert these types of graphics
  - **Shapes:** Replaces the AutoShapes Menu on the Drawing Toolbar. Several new shapes have been added to this Menu
  - **Smart Art:** Similar to Visio, it adds pre-formatted visual icons to show process or make graphic points. *This is a New Feature.* Here's a tutorial:  
<http://office.microsoft.com/training/training.aspx?AssetID=RC101772971033>
- Inserting an image from the illustration group opens the Picture Tools tab

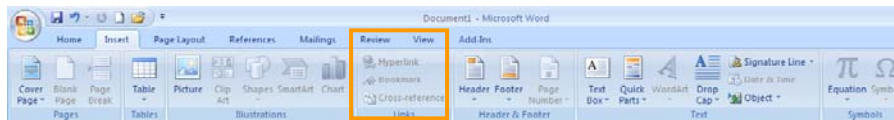


## The Picture Tools Tab



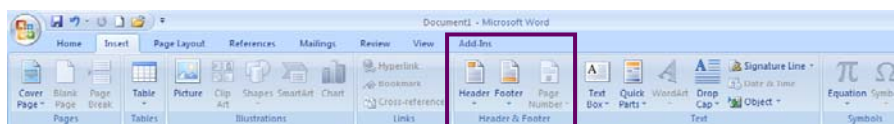
- **The Picture Tools Tab** replaces the Picture Toolbar in Word 2003.
  - **The Adjust Group:** Edits images brightness, contrast, color, image quality, replaces images, or resets image back to original settings
  - **The Picture Styles Group:** Adds frames, effects, shadows and shapes to an image. *This is a New Feature.*
  - **The Arrange Group:** Formats images that are imbedded within text.
  - **The Size Group:** Edits an images size, and allows an image to be cropped

## The Insert Tab



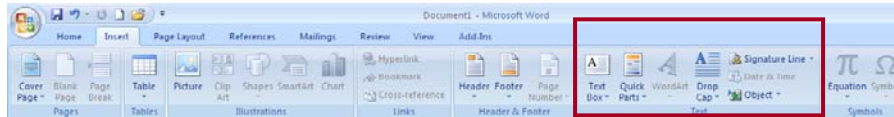
- **The Links Group:** Places different types of links in a document. This group replaces the same functions found in the Insert Menu
  - **Hyperlink:** Adds a hyperlink to another page, document, or website.
  - **Bookmark:** Allows you to identify text to revise later
  - **Cross-Reference:** Links to a reference, image or item found in another location in a document

## The Insert Tab



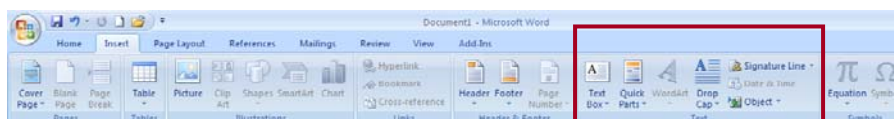
- **The Header/Footer Group:** Inserts a header, footer, or page number in a document. Again, these features are located in the Insert Menu in Word 2003
  - **Preformatted Header/Footers** with colors and graphics that match the cover pages are accessed by clicking on the drop-down Menu. *This is a New Feature.*
  - The **Page Numbering** functions are simplified on one dropdown Menu

## The Insert Tab



- **The Text Group:** This group Inserts several different text items.
  - **Text Box:** In addition to a plain or blank text box, a click on the drop –down Menu reveals several pre-formatted text boxes. *This is a New Feature.*
  - **Quick Parts:** A series of User-defined document properties, building blocks or fields that can be inserted into a document at any time. This *New Feature* is a more advanced relative of the Auto Format function found in Word 2003.
  - **Word Art:** this feature has not changed from Word 2003

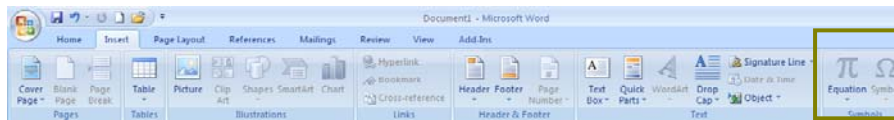
## The Insert Tab



- **Drop Cap:** Adds a Drop Cap (a Capital letter at the beginning of a sentence or paragraph that is a larger font that the other letters)
- **Signature Line:** Adds a digital signature to business correspondence
- **Date and Time:** Replaces the Date and Time insert function, in one of several formats
- **Object:** Inserts an object (text, graphic, Word slide, Excel Document, or other document into the Word document)
- A drop down Menu next to these functions denotes a variety of additional options for these features



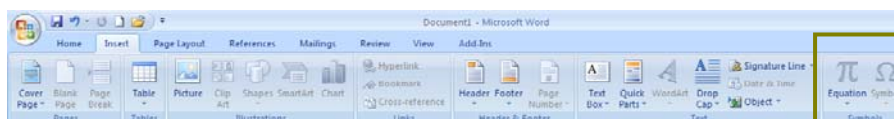
## The Insert Tab



- **The Symbols Group:** This group replaces the Insert Symbol function on the Insert Menu bar
  - **Insert Equation:** includes several pre-formatted algebraic and scientific equations. There are a dozen common pre-formatted equations.
  - Clicking on **Insert Equation** at the bottom of the Equation Menu opens the **Equation Tools Tab**
  - Equations may also be saved as Building Blocks in the **Equation Gallery**. *This is a New Feature.*

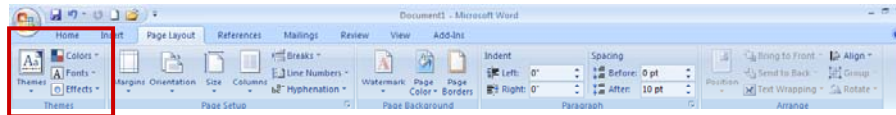


## The Insert Tab



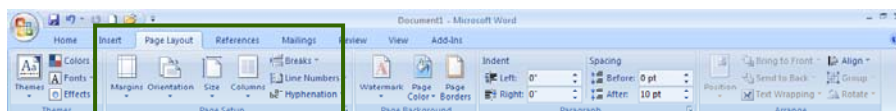
- **Insert Symbol:** Offers users access to several types of commonly used symbols
- After clicking on the drop-down arrow, and a click on **More Symbols**, opens up the Symbols Menu for all of the font styles in your computer

## The Page Layout Tab



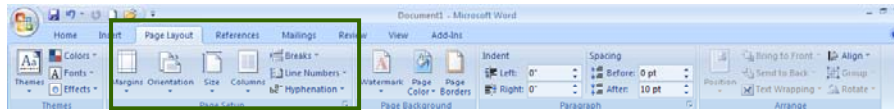
- **The Themes Group:** Similar to Design Templates in PowerPoint, Themes are a series of designs that for background color, font color and effects
  - Themes were located under the Format Menu in Word 2003. Themes can be changed in their entirety or edited by individual characteristics.

## The Page Layout Tab



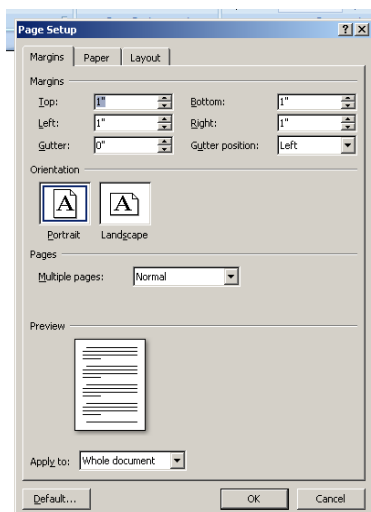
- **The Page Set-up Group:** Page set up replaces the Page Setup function under the File Menu in Word 2003. Click on the drop down menu, and Page Set-up offers access to
  - Margins: Office 2007 adds several default margin options
  - Page Orientation: (Portrait or Landscape)
  - Paper Size: Several paper options are available
  - Columns: (This function was also on the Standard Toolbar)

## The Page Layout Tab



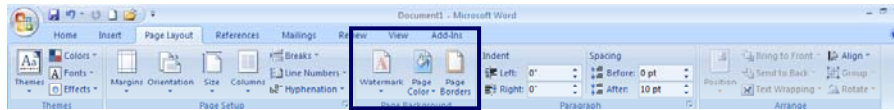
- **The Page Set-up Group:** To the right of the page setup options are three additional options:
  - Breaks (Replaces the Insert Page Break function). This is where Section Breaks are located. In addition, there is a visual explanation of the different types of page breaks
  - Line Breaks: located on the page options Menu in Word 2003
  - Hyphenation: Sets parameters for using hyphens (for APA and MLA formatting) also located on the page options Menu in Word 2003

## The Page Layout Tab



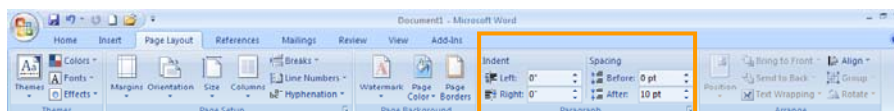
- Click on the **Page Command** and the Page Setup Menu Opens, containing all of the functions found in the group.

## The Page Layout Tab

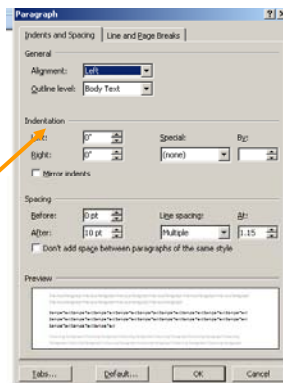


- **The Page Background Group:** This replace the Format Background function of Word 2003. There are 3 options with dropdown menus which provide additional options:
  - Watermark
  - Page Color
  - Page Borders (Originally located in the Format Menu, this opens the Borders and Shading Menu)

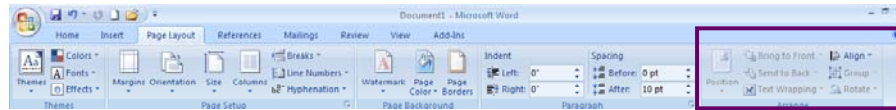
## The Page Layout Tab



- **The Paragraph Group:** This group contains functions for indentation and character spacing
- Click on the **arrow** on the Paragraph Command, and the Paragraph Menu opens

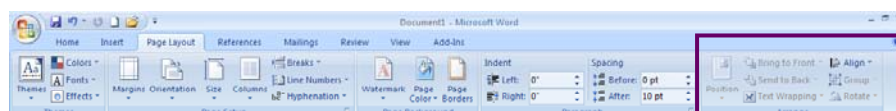


## The Page Layout Tab



- **The Arrange Group:** Formats images that are imbedded within text. These options were located within the Draw Menu in Word 2003 (The Draw Menu was located at the bottom of the page, on the left), the Format Picture Menu or the Picture Toolbar

## The Page Layout Tab



- There are several options
  - Position: Place the images either in line with text (as a text object) or in one of 9 pre-formatted options with text wrapping.
  - Bring to front: places a selected image at the front of a group of images (foreground)
  - Send to back: Move an image to the back of a group (as a background)
  - Text wrapping: Opens the Text wrapping Menu which allows you to position an image wherever you need it
  - Group: Clusters several images together, as one image
  - Ungroup: Un-clusters images
  - Rotate: Allows image to be moved from 1 to 360 degrees

## The References Tab



- **The Table of Contents Group:** This group contains all of the functions for creating a Table of Contents (TOC). This feature is found in the Insert/Reference section of Word 2003.
  - **Table of Contents:** Clicking on the arrow next to this function opens a second Menu with a variety of TOC formats.
  - **Add Text:** adds levels to the TOC
  - **Update Table:** Updates a TOC as new TOC items are added

## The References Tab



- **The Footnotes Group:** Options to insert, add, edit, and revise footnotes and endnotes. These options were located under the Insert/References section in Word 2003
- **The Footnotes Command:** Click on the arrow at the bottom of the command bar to reveal a footnote/endnote formatting Menu

## The References Tab



- **The Citations and Bibliography Group:** This feature contains options for formatting citations and the bibliography *This is a New Feature.*
  - **Insert Citation:** Includes options for inserting citations or place holders for citations
  - **Manage Sources:** Opens a Menu to managed sourced materials
  - **Style:** Formats references in a variety of citation formats including APA and MLA
  - **Bibliography:** Inserts a reference page in Bibliography or Works Cited format, based on citations in the document

## The References Tab



- **The Captions Group:** Options to add, edit, revise and insert Captions, a Table of Figures, or Cross-references. These options were located under the Insert/References section in Word 2003

## The References Tab



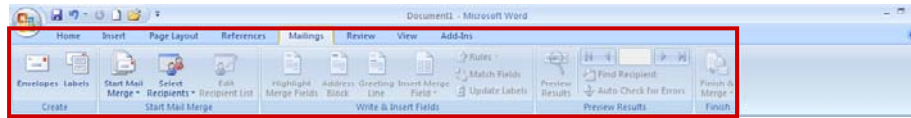
- **The Index Group:** Options to insert, add, edit or revise an Index. These options were located under the Insert/references section in Word 2003

## The References Tab



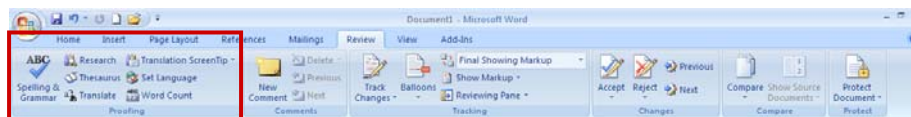
- **The Table of Authorities Group:** Options to insert, add, edit or revise a Table of Authorities. These options were located under the Insert/references section in Word 2003

## The Mailings Tab



- **The Mailings Tab:** The Mailings tab replaces the Mail Merge Task Pane in Word 2003.
- The pane is arranged chronologically, so begin with the **Create Group** (Letters or Envelopes), and continue until the merge is completed (the **Finish Group**)

## The Review Tab



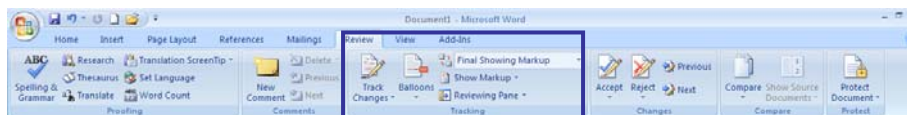
- **The Proofing Group:** This group contains options for revising a document. These options were previously located on the **Standard Toolbar** and the **Research Task Pane**.
  - Spell check
  - Thesaurus
  - Translate: Translates English into another language.
  - Set language: Sets language for the document.
  - Word Count

## The Review Tab



- **The Comments Group:** Comments were located on the Insert Menu and on the Track Changes Toolbar in Word 2003
- Options include: Insert New, Delete, and Skip to Next or Back to Previous comment

## The Review Tab



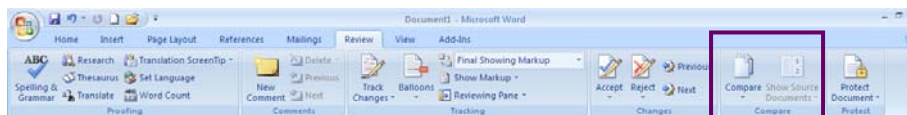
- **The Tracking Group:** Replaces the Track Changes Toolbar. These options were located in the Tools Menu in Word 2003
  - Track Changes Icon: Opens Track changes. Click on the arrow to open the Track Changes option menu. There are new features such as the ability to change a username, and new color designations for multiple revisions
  - Balloons: Options for changing how a revision is displayed. *This is a New Feature*
  - Markup/Show Markup: Markup options are the same as in Word 2003
  - Reviewing Pane: Option to show reviewing pane (a list of document changes), on the bottom or the left side *This is a New Feature*

## The Review Tab



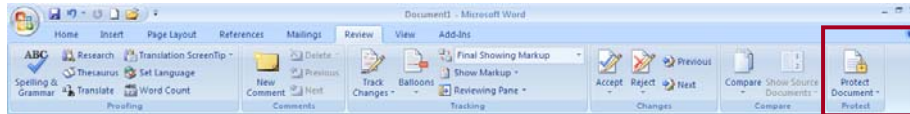
- **The Changes Group:** Once Changes are reviewed, this group allows for the review, acceptance or rejection of changes, as a whole, or individually.
- These options were located on the Track Changes Toolbar in the Tools Menu in Word 2003

## The Review Tab



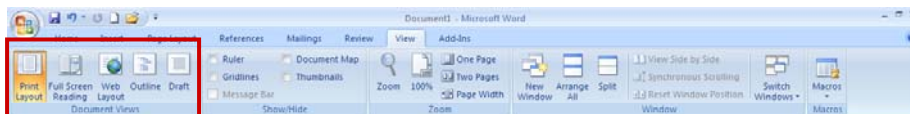
- **The Compare Group:** This options allows users to compare two documents side by side.
  - **Compare Button:** Allows documents to be compared side by side or merged into a single document
  - **Show Source Documents:** Allows the original and the revised document to be compared side by side
- These options were located in the Tools Menu in Word 2003

## The Review Tab



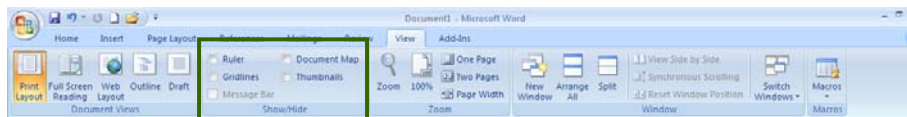
- **The Protect Document Group:** Allows for shared documents to be protected from change without permission. Click on the Protect Document option to choose the level and type of document protection.
- These options were located in the Tools Menu in Word 2003

## The View Tab



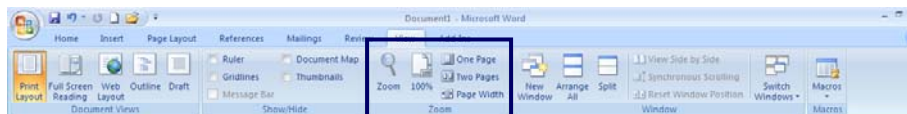
- **The Document Views Group:** This group replaces the options found in the View Menu in Word 2003. There are 4 options:
  - Print Layout
  - Full Screen Reading
  - Web Layout
  - Outline
  - Print

## The View Tab



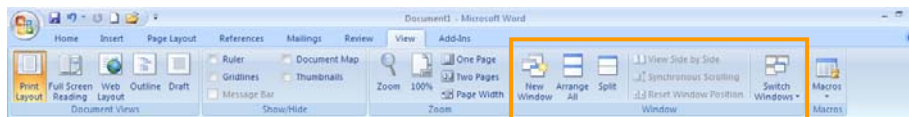
- **The Show/Hide Group:** This group replaces options found under the View Menu in Word 2003
  - **Ruler:** Shows margins and tabs
  - **Gridlines:** Shows a grid pattern over the entire document. Useful with the formula option on the Insert Tab. *This is a New Feature*
  - **Document Map:** Shows document formatting
  - **Thumbnails:** Shows each page as a thumbnail image on the left side of the screen

## The View Tab



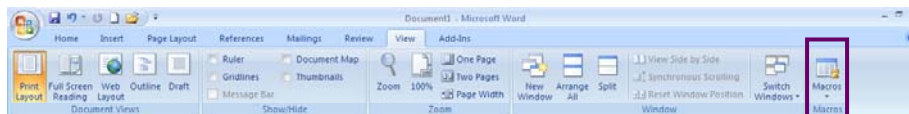
- **The Zoom Group:** Replaces the Zoom function on the Standard Toolbar. Options are similar to those found in the Print Preview function, however *this is a New Feature*
  - **Zoom:** Opens a Menu of zoom options
  - **100%:** Increases document to fill screen
  - **One page:** Displays document as a full page
  - **2 Pages:** Shows two pages at once
  - **Page Width:** Adjusts how wide the page appears on the screen
- The **Zoom Function** is also located at the bottom right of the document screen

## The View Tab



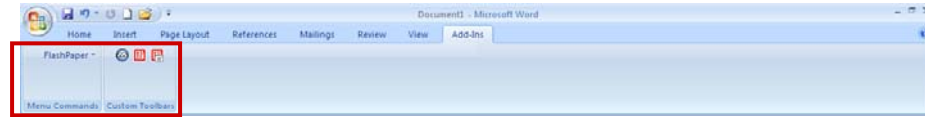
- **The Window Group:** This group allows users to view multiple documents at the same time. *this is a New Feature*
  - **New Window:** Opens a document in a new Window
  - **Arrange all:** Arranges documents horizontally or vertically.
  - **Split:** Splits the screen so that two different parts or pages of the same document can be seen at the same time
  - **Switch Windows:** Allows documents windows to change in prominence

## The View Tab



- **The Macros Group:** Click on the icon to open the Macro function for recording or editing a Macro
- Macros were located on the Tools Menu in Word 2003

## The Add-Ins Tab



- **Add-Ins:** Allows for document to be converted to Flash Paper objects or PDF documents
- This function was located on the Acrobat Menu in Word 2003

## The Mini Toolbar



- The **Mini Toolbar** is a Menu of frequently used formatting tools that appears when text is highlighted in a Word document.
- This is a *New Feature*.



## Brought to You By..

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