

The New Microsoft® Office 2007 Fluent User Interface

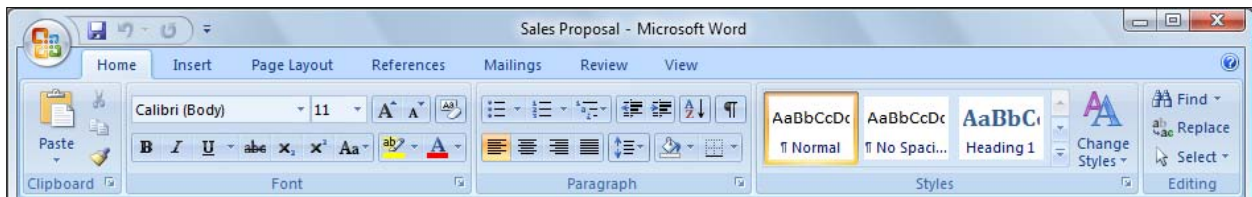
In previous releases of Microsoft Office applications, people used a system of menus, toolbars, task panes, and dialog boxes to get their work done. This system worked well when the applications had a limited number of commands. However, in the previous Office versions too many program features were too hard for many users to find.

The dramatic redesign of the look and feel of the Microsoft Office system does away with the overabundance of toolbars and the layers of nested dialog boxes and commands. Microsoft's overriding design goal for the new Office user interface is to make it easier for people to find and use the full range of features these applications provide.

The key new features of Office 2007 applications are as follows:

The Ribbon

In the new Office user interface the traditional menus and toolbars have been replaced by the **Ribbon** — a new interactive device that presents commands organized into a set of tabs. The tabs on the Ribbon display the commands that are most relevant for each of the task areas in the applications. These tabs simplify accessing application features because they organize the commands in a way that corresponds directly to the tasks people perform in these applications.



The Microsoft Office Button

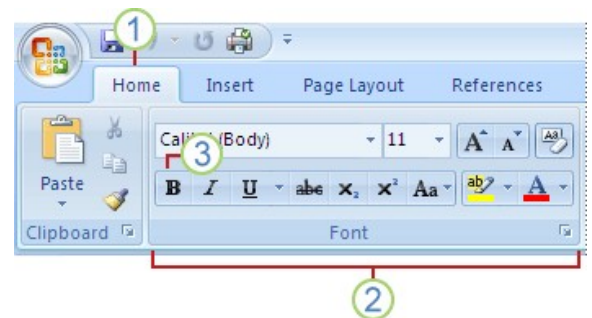
Debuting in Office 2007 is the **Microsoft Office button**. It replaces the File menu in previous versions and provides access to functionality common across all Office applications, including but not limited to Opening, Saving, Printing, Sharing, Preparing, and Publishing a file. The Microsoft Office Button is a single location for the most commonly used commands in any office program.



Command Tabs and Groups

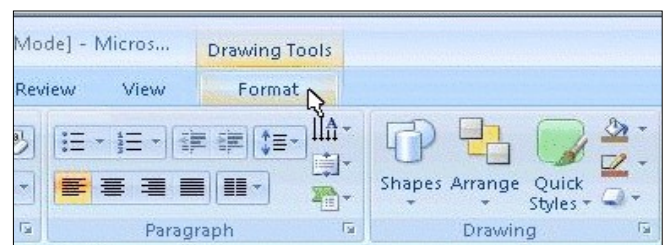
Certain sets of commands are only relevant when objects of a particular type are being edited. For that reason, the new Ribbon groups your tools by task and the commands you use most frequently are close at hand.

1. Tabs are designed to be task-oriented.
2. Groups within each tab break a task into subtasks.
3. Command buttons in each group carry out a command or display a menu of commands.



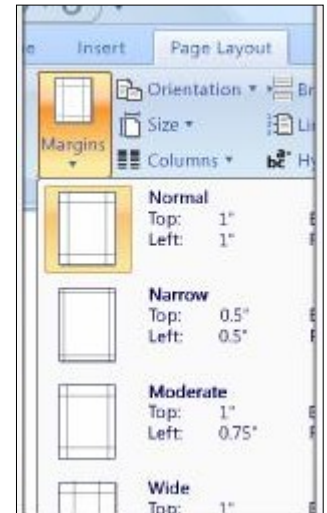
Contextual Tabs

Contextual tabs only appear when they are needed and make it much easier to find and use the commands needed for the operation at hand. For example, the commands for editing a chart are not relevant until a chart appears in a spreadsheet and the user is focusing on modifying it.



Galleries

Office **Galleries** are graphical representations of formatting options you can apply to given elements in an Office document. While some gallery options are simple formatting changes, as they were in previous Office environments (e.g., font characteristics such as boldface), others are collections of what used to be many individual settings in previous Office environments. It is not easy to fully map this function directly to the way older Office suites worked. By presenting a simple set of potential results, rather than a complex dialog box with numerous options, Office Galleries simplify the process of producing professional looking work.



Live Preview

Office **Live Preview** is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over the results presented in a Gallery. This new, dynamic capability streamlines the process of laying out, editing, and formatting so users can create excellent results with less time and effort.

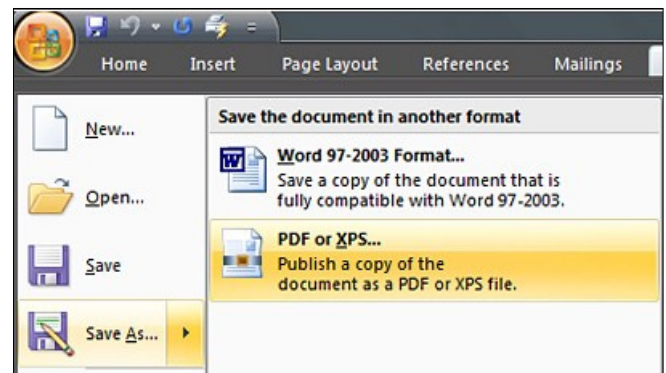
Mini Toolbars

The **Mini toolbar**, which appears near any selected text, provides access to frequently used formatting commands. If you move your cursor away from it, the toolbar becomes semi-transparent so that you can see whatever appears below it. When you move the mouse over it, the toolbar becomes opaque. It also appears above the contextual menu if you right-click selected text.



Save as PDF

From within any of the Office 2007 programs, you have the ability to quickly and easily create a PDF document using the option found in the Microsoft Office button. The PDF format preserves document formatting, enables file sharing, ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and prevents data in the file from being easily changed.



SmartArt

SmartArt can help demonstrate visual presentation processes, data concepts, hierarchies, cycles, and relationships that otherwise may have been difficult to understand. SmartArt graphics enable you to create sophisticated diagrams quickly by customizing them with pictures, descriptive text, and more.



Note: The redesigned user interface of Office 2007 was not incorporated into Publisher 2007.

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