

Getting To Know Office 2007

I. [The Interface](#)

Office 2007 offers a new user interface for Word, Excel, PowerPoint, Access and some parts of Outlook. They consist of the Office Button, Quick Access Toolbar and Ribbon.



[Office Button](#)

In previous versions of office, the file menu was clearly labeled File. In office 2007, the file menu appears when you click the Office Button in the upper-left corner. Here you can save, open, print, etc.

