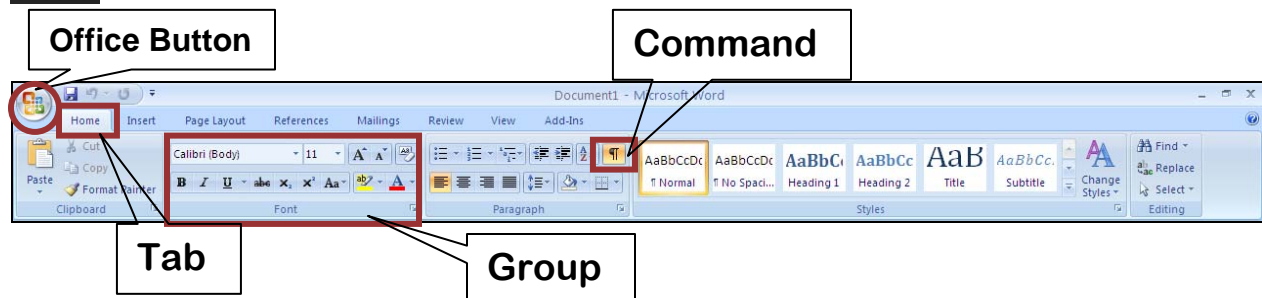




Did you know...

In Office 2007, the Menu and Toolbars are combined to make the Ribbon.



The ribbon has 3 main groups:

1. The **tabs** are what we used to call toolbars.
2. **Groups** are tools that relate to each other. For example, the formatting tools are in one group.
3. Within the groups of tools are the **commands**, the individual icons for the feature you can use.

The **Office Button** has items from the **File** and **Tools** menus.