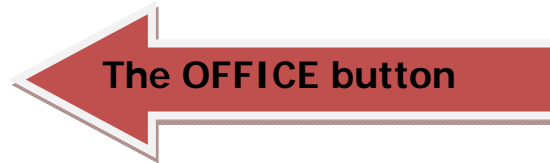
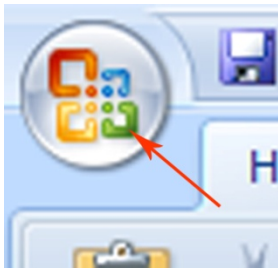


Word 2007 For Geniuses that think they're Dummies

QUICK INTRO



Mostly borrowed from www.ask-leo.com

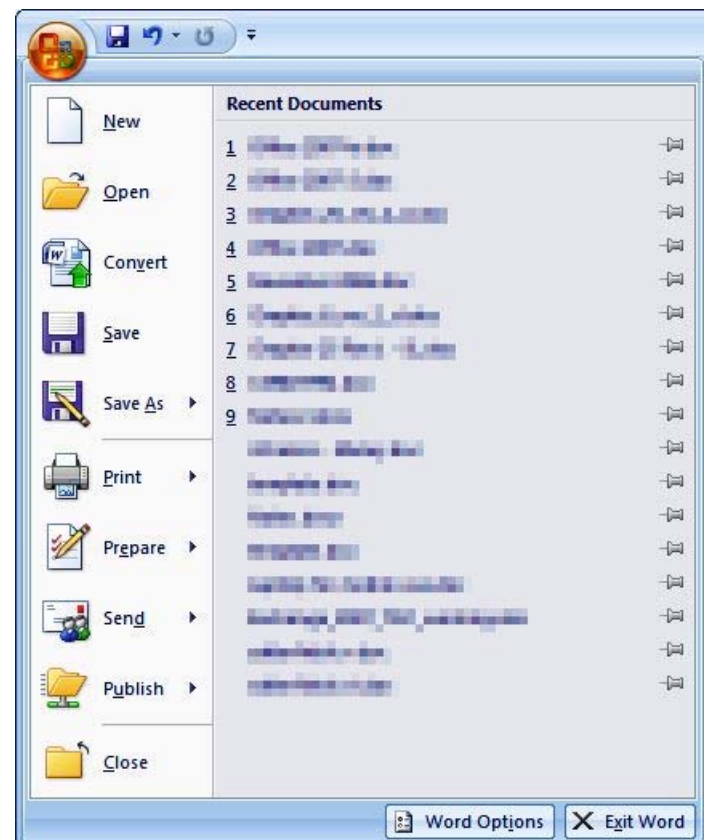
The Office button

At the very top left corner of the Office window, you'll see what is referred to as the Office button, mainly because it has the Office logo on it, but also because it gives you quick access to many of Office's most important tasks. Among these tasks: open a document, save your work, print your document, publish your work to a shared work space, and a lot more. From this button, you can also access a list of the most recent dozen and other documents you've worked on.

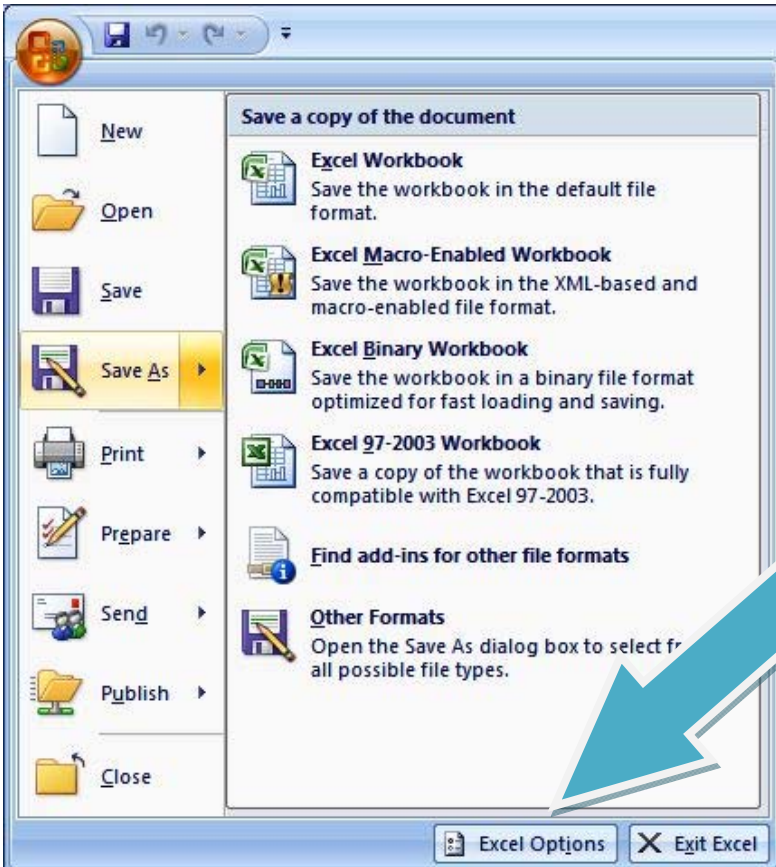
The Office button also takes all of the non-document related activities and puts them in one spot. By "non-document," I mean tasks that do not directly relate to the editing task at hand. These items include Open, Save, Print, Close, and more. From the button, you can also configure overall product options. In Word, for example, you can set your proofing options, save options and more.

What's on the Office button?

Items on the Office menu that have arrows to the right of the entry have sub-options. For example, in Excel 2007, when you click on the Office button and hover over Save As, you're provided with a list of the possible save options:



<http://office.microsoft.com/en-gb/training/FX100565001033.aspx?ofcresset=1>



The OPTIONS button