

## The MS Office 2007 interface

The new common user interface for the MS Office suite (Word, Excel, PowerPoint, etc.) is radically different from earlier interfaces, which were centered on menus and dialog boxes. The new interface uses a rectangle at the top of the screen, which Microsoft calls the “Ribbon.” The ribbon’s contents depend on what the user activity is at the time. The ribbon may be hidden by accessing the rightmost item at the top left of the screen, which is an upside-down triangle with a horizontal line above it, and checking “minimize the ribbon.”

Above the ribbon is a horizontal series of tabs, each of which displays a different version of the Ribbon. For each tab (and each ribbon), there is a set of “Command groups,” and each command group horizontally across the screen has a set of commands shown on it. The commands are buttons or menus.

Features of the Office 2007 interface:

- What was once the File menu is now called the “Office” menu and is accessed via the logo at the top-left of the screen;
- What was once the Format menu is called the “Home” tab;
- Some applications have a “Design” tab that appears in order to enable design operations; for example, operations on pie charts in Excel;
- Some global formatting features must be accessed in multiple steps; e.g., in PowerPoint the Master Page is not enough; to edit slide footers the Insert tab must be used;