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The Office 2007 Ribbon:

Once you open each Office 2007 application, you'll see a radically different, blue interface that's brighter than in the past. Word, Excel, and PowerPoint arrange features within a tabbed Ribbon toolbar that largely replaces the gray drop-down menus and dialog boxes. The Office logo menu, docked in the upper left corner, bundles many commands from the old File and Edit menus. There's a core set of always-on tabs, as well as tabs that hide until the software detects that you need them. Pull-down Style Galleries let you preview how new fonts, color themes, chart styles, images and such appear before you apply the change. This is great for selecting from menus of fonts or page templates. On the one hand, newbies to Office software may find the 2007 interface easier to master than Office 2003. Icons label most of the commands, and many expand into pull-down menus. The Ribbon Customizer lets you organize the Office ribbon to suit your special needs. Then it saves your customization scheme and lets you switch instantaneously between different schemes. You can activate multiple schemes at the same time, or you can deactivate all schemes and revert to the standard ribbon with a single click of your mouse. It is a little tricky at first but once you start looking around you will find this layout more efficient and fun to use.

Word's Built-in Thesaurus:

Need a quick thesaurus to help in writing your document? This is one of the simplest commands and easily accessible. Place your cursor within any word. Right-Click to open a short menu of options. You will see an option called Synonyms with a sub-choice of Thesaurus. You may pick from the choices of synonyms or choose from the thesaurus. If you pick the later, a window will open on the right titled Research. You can also open this screen by placing your cursor within a word and then choosing the Research icon from the toolbar.

Disclose an Email Address in Outlook:

Did you ever get an email that was sent to a group of recipients? Would you like to disclose the email address of someone on the list? Once you have the recipients showing in your email, simply right-click on the name and choose Outlook Properties. The person's full email address will be exposed. Another option is to choose Send Mail. That will open a new email ready to be sent to that person. You can also Add To Outlook Contacts. This will save this person's address in your contacts.

Basic Training:

The Catherine Eberly Center for Women on the campus of UT offers basic computer training at very reasonable prices. This is a non-credit series of 5 classes that focus on the novice user. Classes are forming now! Call 419-530-8570.

Next Issue: Watermark

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail questions or comments to jwpctutor@gmail.com. Contact her for personal or group training at 419-885-4255. Visit www.ohcomputertraining.com for archived articles and classes.