



Ribbon Interface

Starting in Office 2007, the standard toolbars were replaced by a ribbon interface. The ribbon interface has the advantage of showing more options depending on what you are working on. Many veteran users of Office did not initially like the ribbon interface because it involves more mouse pointing and less keyboard commands, which tends to slow down your work.



Figure 1 The old toolbar in previous versions of Word

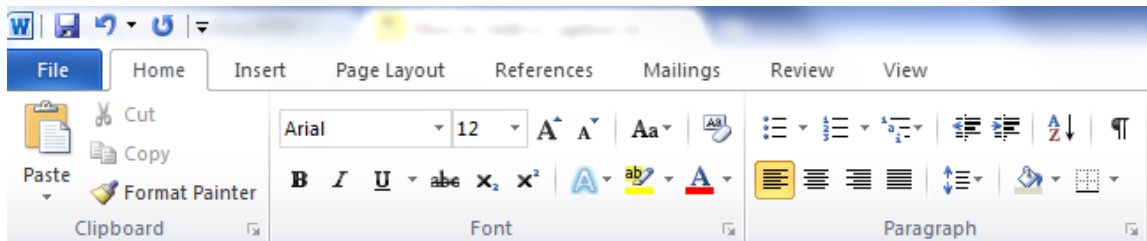


Figure 3 The new ribbon interface

For this assignment, click through the tabs at the top of the page (Home, Insert, Page Layout) and find the commands below. Write down the ribbon each command appears on (for example, the **Paste** command appears on the **Home** tab).

Command	Tab in Ribbon Interface
Chart	1.
Header	2.
Margins	3.
Zoom	4.
Insert Caption	5.

Email me the answers above to rhp@denovodental.com. The subject line is **compapp 2-4 lastname**.