From the start of the 2009/10 academic year, new staff PCs will have Office 2007 installed by default. Our training, therefore, will be based on Office 2007.

Microsoft Office 2007 includes:

- Microsoft Office Outlook 2007
- Microsoft Office Word 2007
- Microsoft Office Excel 2007
- Microsoft Office Powerpoint 2007
- Microsoft Office Access 2007
- Microsoft Office Publisher 2007
- Microsoft Office OneNote 2007

**The Ribbon**

- Menus and Toolbars have been replaced by the Ribbon.
- Presents commands organised into a set of tabs.

**The Microsoft Office Button**

- Central location for non authoring features.
- Share, protect, print, publish, send document.