

Tuesday TechTip:

Do you need more screen real estate?

In Microsoft Office 2007, the Ribbon is part of our new user interface. Whether you love it or hate it, we can all probably agree that it takes up approximately an inch of screen real estate.

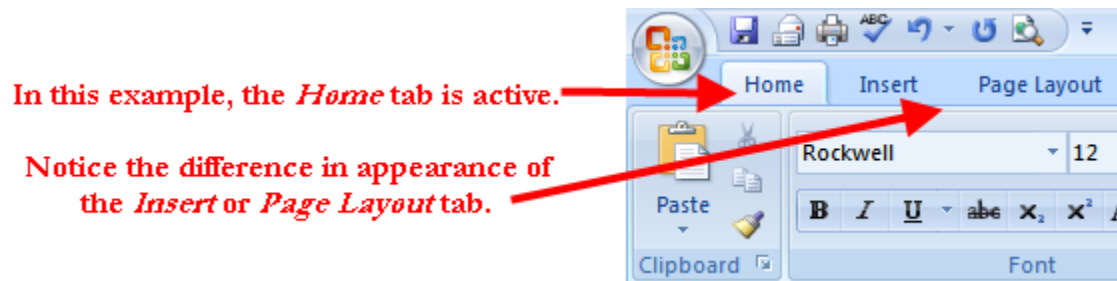
Why minimize the Ribbon?

Often when typing a document we do not need many of the commands offered within Office 2007. To provide more white space on a document you may minimize the Ribbon!

Minimize the Office 2007 Ribbon:

To minimize the Ribbon for a short time, follow the steps below:

1. Double-click the name of an active Tab.



2. When the Ribbon is minimized, single click on any tab to view and/or use commands located on the Tab.
3. Double-click any Tab to restore the Ribbon.

NOTE: You may still use keyboard shortcuts while the Ribbon is minimized.

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