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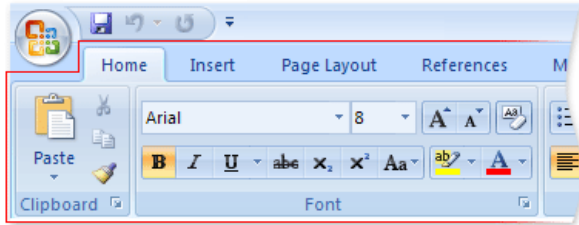Search all of Office.com                                        🔍

# Use the Ribbon instead of toolbars and menus

When you first start some of the programs in 2007 Microsoft Office system, you may be surprised by what you see. The menus and toolbars in some programs have been replaced with the Ribbon, which is part of the Microsoft Office Fluent user interface.

＋ Show All

**Applies to:**
Access 2007, Excel 2007, Outlook 2007, PowerPoint 2007, Word 2007



The Ribbon as it appears in Microsoft Office Word 2007

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected.

## In this article

⇩ Programs that use the Ribbon

⇩ Learn more about using the Ribbon

⇩ Minimize the Ribbon

## Programs that use the Ribbon

The Ribbon is featured in the following 2007 Microsoft Office system programs:

- Office Access 2007

- Office Excel 2007

- Office PowerPoint 2007

- Office Word 2007

- Office Outlook 2007 (in open items such as Mail, Contacts, and Appointments)

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## Learn more about using the Ribbon

Click any of the following items for links to topics, training, and demos that can help you get up to speed with the Ribbon.

＋ 2007 Office release

＋ Microsoft Office Access 2007

＋ Microsoft Office Excel 2007

＋ Microsoft Office Outlook 2007

＋ Microsoft Office PowerPoint 2007

＋ Microsoft Office Word 2007

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## Minimize the Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups that are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from the earlier versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on your screen.

### Always keep the Ribbon minimized

1. Click **Customize Quick Access Toolbar** ▾.

2. In the list, click **Minimize the Ribbon**.

3. To use the Ribbon while it is minimized, click the tab you want to use, and then click the option or command you want to use.

   For example, with the Ribbon minimized, you can select text in your Microsoft Office Word document, click the **Home** tab, and then in the **Font** group, click the size of the text you want. After you click the text size you want, the Ribbon goes back to being minimized.

## Keep the Ribbon minimized for a short time

- To quickly minimize the Ribbon, double-click the name of the active tab. Double-click a tab again to restore the Ribbon.

**Keyboard shortcut**  To minimize or restore the Ribbon, press CTRL+F1.

## Restore the Ribbon

1. Click **Customize Quick Access Toolbar** .

2. In the list, click **Minimize the Ribbon**.

**Keyboard shortcut**  To minimize or restore the Ribbon, press CTRL+F1.

  TIP  You can still use the keyboard shortcuts while the Ribbon is minimized. For more information about keyboard shortcuts, see Use the keyboard to work with Ribbon programs.

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Did this article help you?

| Yes |   | No |   | Not what I was looking for |