

Ribbon Interface

User Interface Changes

Ribbons and Tabs

Between Office 2003 and Office 2016 the Office application user interface changed dramatically. The concept of “ribbons” of functionality under each tab was introduced. Functionality was grouped and moved, and the interface became more consistent between applications

Ribbon Tab	General Purpose	Excel	Word	PowerPoint
File	Save, Open files on desktop or OneDrive	X	X	X
Home	General Document Formatting	X	X	X
Insert	Things added into a document	X	X	X
Design	Template Design Themes	-	X	X
Page Layout	Margins, Fonts, Position	X	X	-
Formulas	Pre-defined math formulas	X	-	-
References	Index, Cross Ref, Table of Contents	-	X	-
Data	Inputting, Outputting Managing Data	X	-	-
Mailings	Mail merge, labels, mailing Lists	-	X	-
Transitions	Transitions between slides	-	-	X
Animations	Animation of text on a slide	-	-	X
Slide Show	View a PowerPoint slide show	-	-	X
Review	Spelling, track changes, translate	X	X	X
View	Print, edit, and other views	X	X	X

NOTE: All the features are still there, just in different places

Desktop Word 2016 ribbon review

Word

Recent

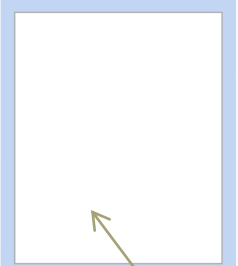
You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.

 Open Other Documents


Search for online templates

Suggested searches: Business Personal Industry Print Design Sets Event Education

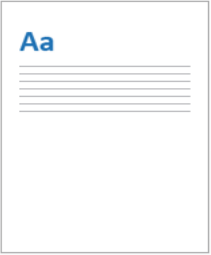
Office 365 Test
O365Test@MontgomeryCountyMD.gov
Switch account




Blank document




Welcome to Word



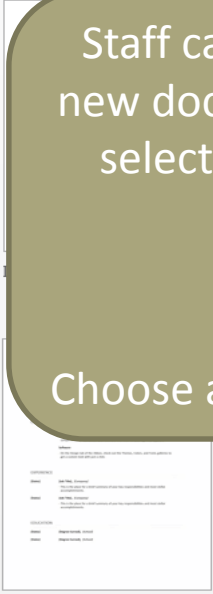
Single spaced (blank)




Blog post



Report design (blank)



Resume



Business flyer

Staff can start a new document by selecting this.

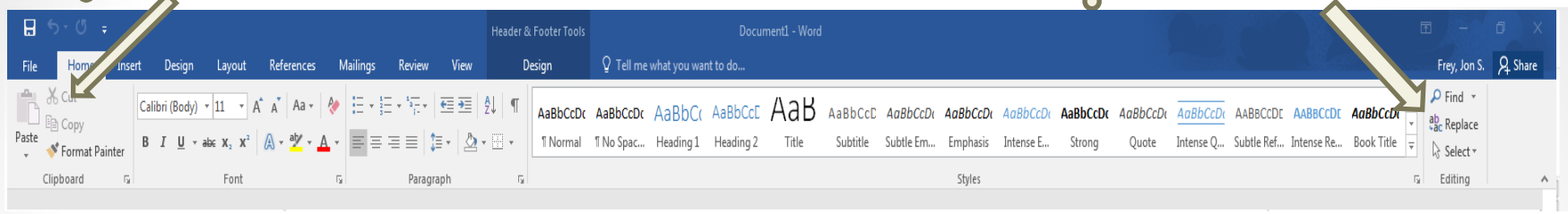
or

Choose a template

HOME

Paste Special
now here

Find, Replace
now here

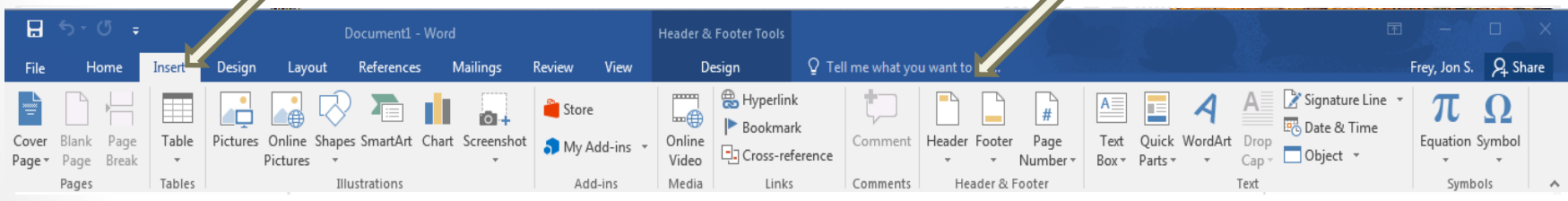


The HOME tab contains basic document editing and formatting features

INSERT

Insert Table
now here

Header, Footer
now here



The INSERT tab contains items that can be added to a document such as pictures, text, tables...

DESIGN

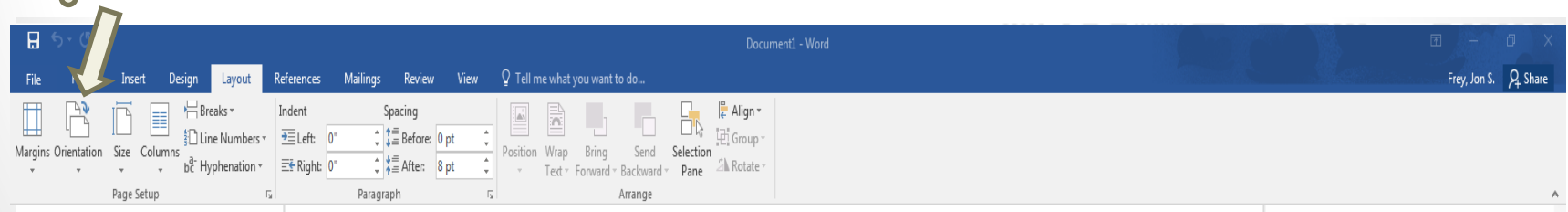
Watermark now here



The DESIGN tab contains template design themes

Portrait or Landscape now here

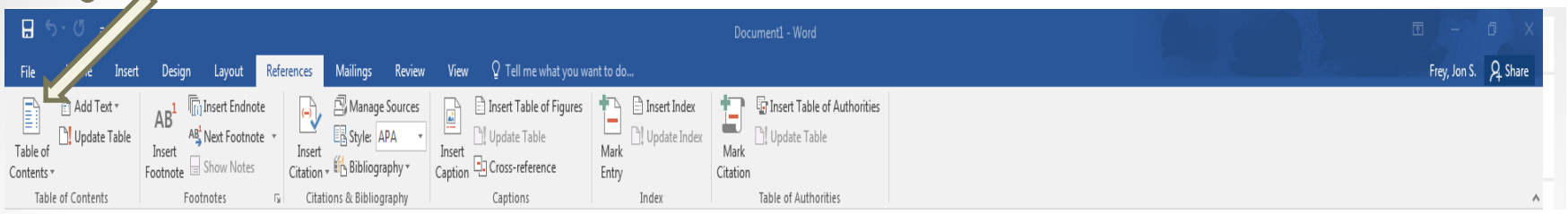
LAYOUT



The PAGE LAYOUT tab contains document layout items such as margins, fonts, position

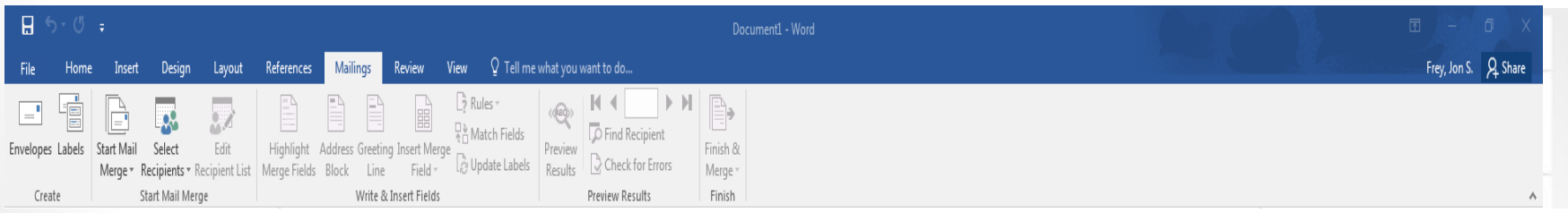
Table of Contents
now here

REFERENCES

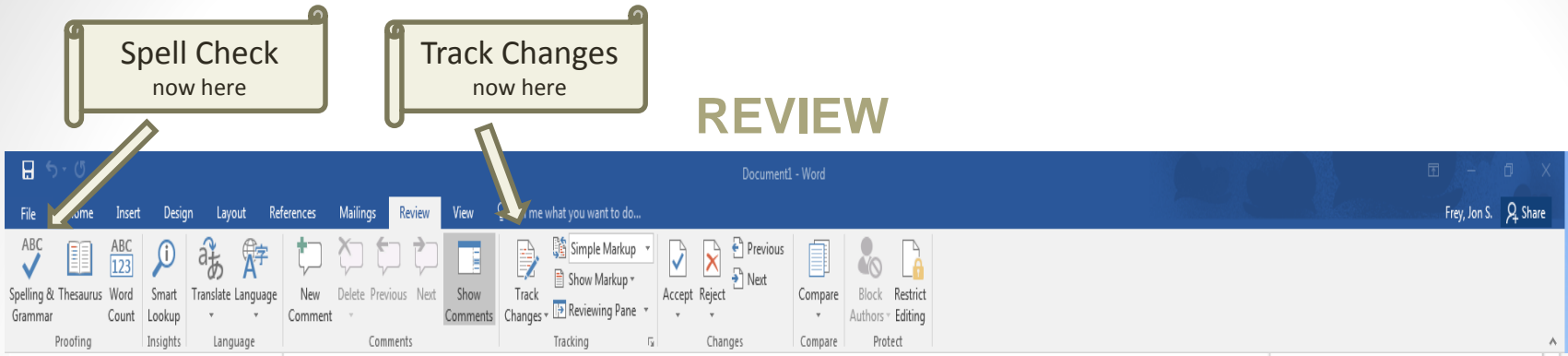


The REFERENCES tab contains functions for indexing, cross referencing and Table of Contents

MAILINGS

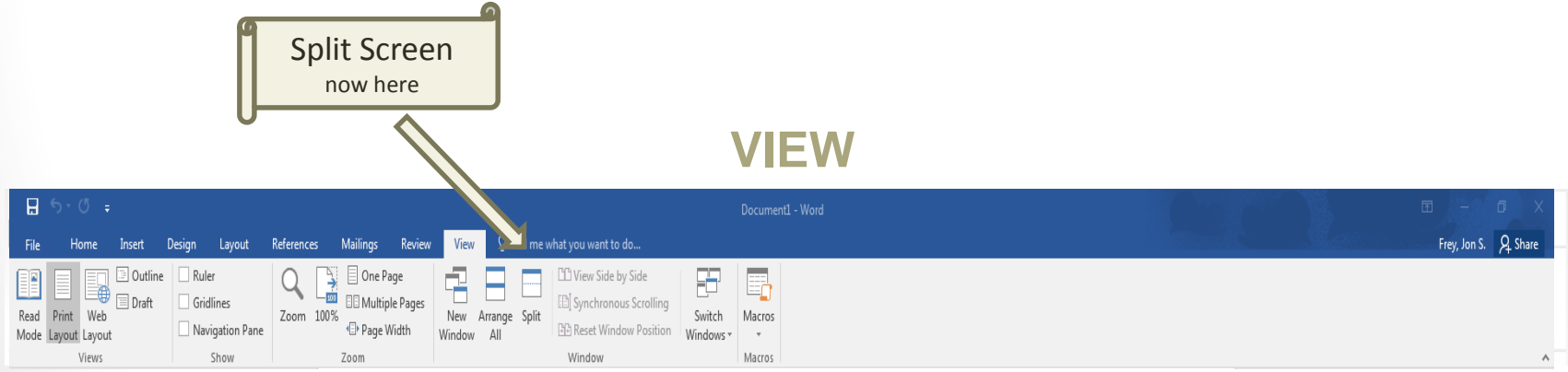


The MAILINGS tab contains functions for mail merge, labels, mailing lists. etc.



REVIEW

The REVIEW tab contains things that are used to review a document such as spell check, track changes, etc....



VIEW

The VIEW tab contains functions for print, edit and other views

The screenshot displays the Microsoft Word application in the 'File' (backstage) view. The left-hand navigation pane includes options such as Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'Open' and lists various locations for opening documents, including 'Recent Documents', 'Sites - Montgomery County Government', 'OneDrive - Montgomery County Government', 'OneDrive', 'Computer', and 'Add a Place'. A 'Pinned' section shows a document named 'Link Doc Test.docx' from 'OneDrive - Montgomery County Government' with a timestamp of 9/9/2015 2:12 PM. An 'Older' section shows a document named 'Compare Test 2-12-16.docx' from a SharePoint location with a timestamp of 2/12/2016 2:18 PM. A callout box with a dark green background and white text is positioned over the 'Open' section, stating: 'The FILE tab contains selections for saving and opening stored documents in various locations (Referred to as 'back stage')'. At the bottom of the window, there is a 'Recover Unsaved Documents' button. The Windows taskbar at the very bottom shows icons for various applications and the system clock indicating 9:54 AM on 1/30/2015.

Desktop
Excel 2016
ribbon review

Excel

Recent

You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks.

Open Other Workbooks

Staff can start a new document by selecting this. or Choose a template

Search for online templates

Suggested searches: Business Personal Industry Small Business Calculator
Finance - Accounting Lists

Office 365 Test
O365Test@MontgomeryCountyMD.gov
Switch account

Blank workbook

Take a tour

Welcome to Excel

PayPal invoicing

Retirement Planner

Monthly college budget

Event budget

Daily work schedule

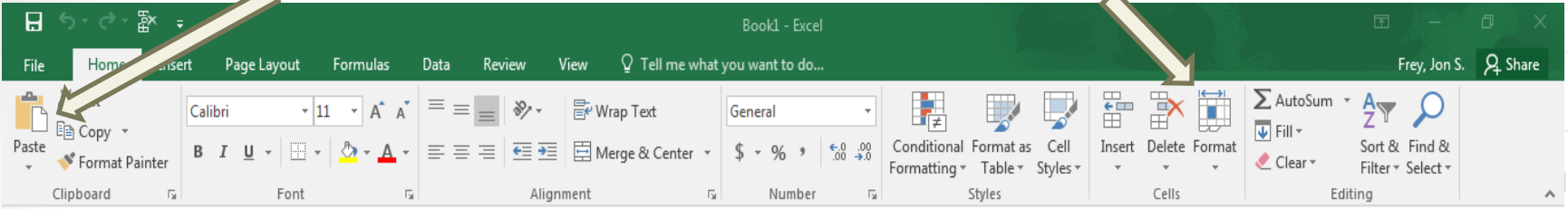
Family monthly budget planner

Employee Absence Schedule

Paste Special
now here

Format Cells
now here

HOME

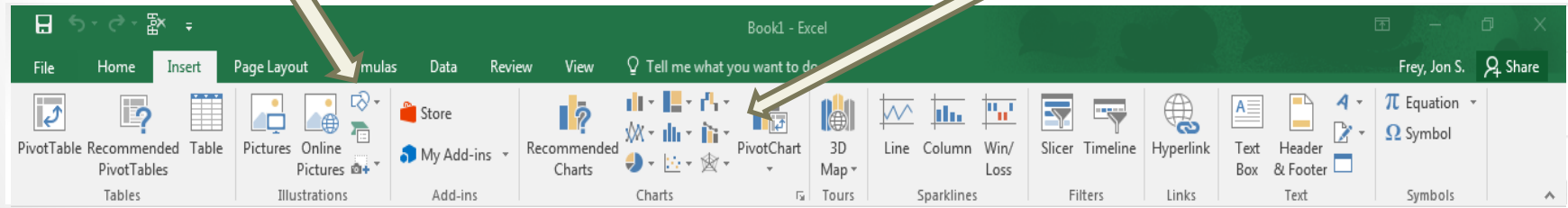


The HOME tab contains basic document editing and formatting features

Lines & Shapes
now here

Charts & Graphs
now here

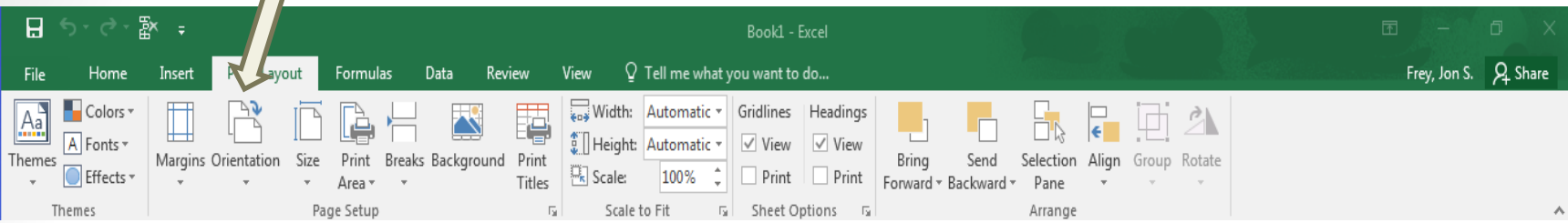
INSERT



The INSERT tab contains items that can be added to a document such as pictures, text, tables...

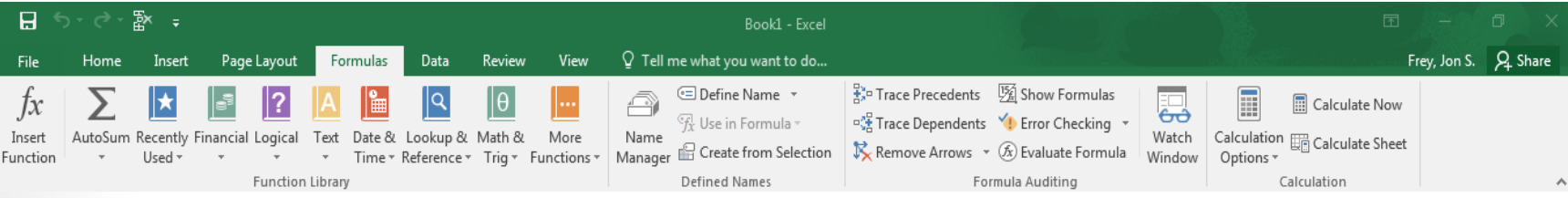
Portrait or Landscape
now here

PAGE LAYOUT



The PAGE LAYOUT tab contains document layout items such as margins, fonts, position

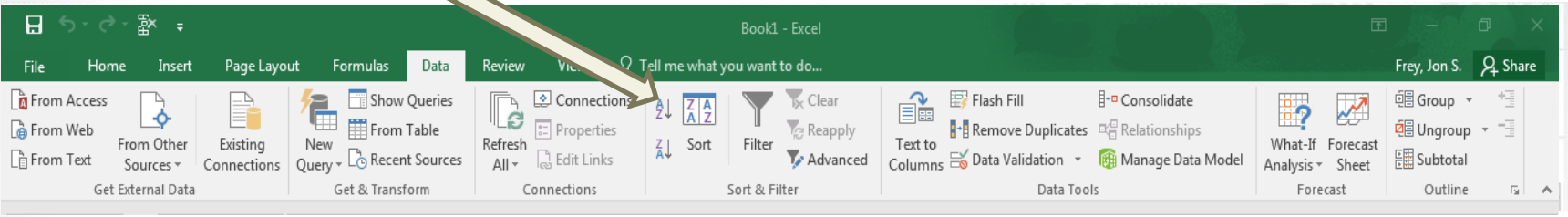
FORMULAS



The FORMULAS tab contains pre-defined math formulas

Sort now here

DATA

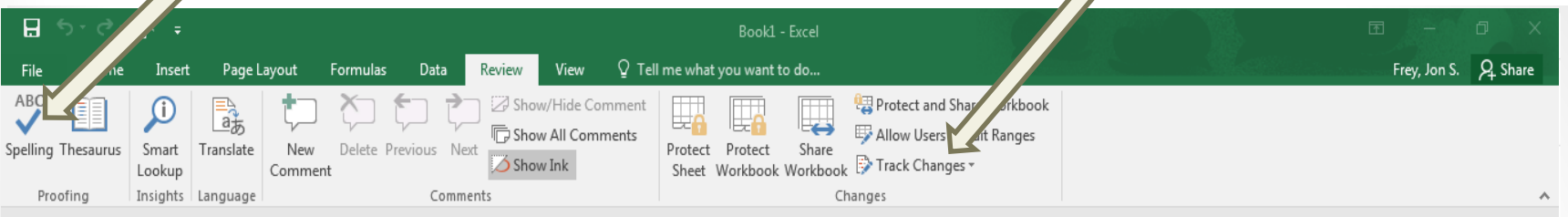


The DATA tab contains functions for inputting, outputting and managing data

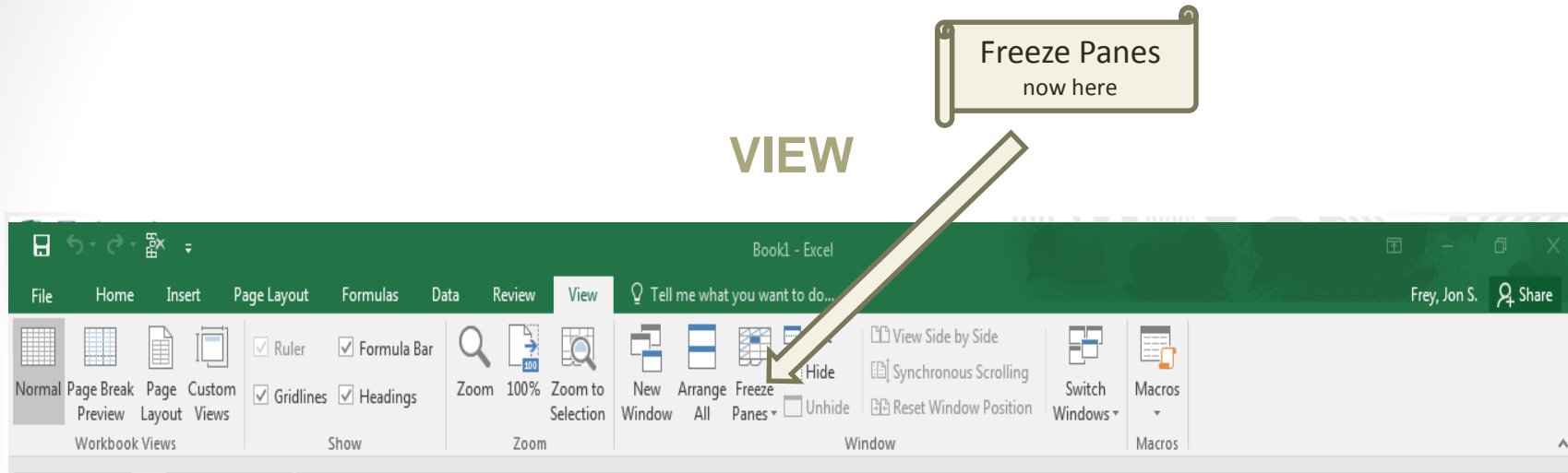
Spell Check now here

REVIEW

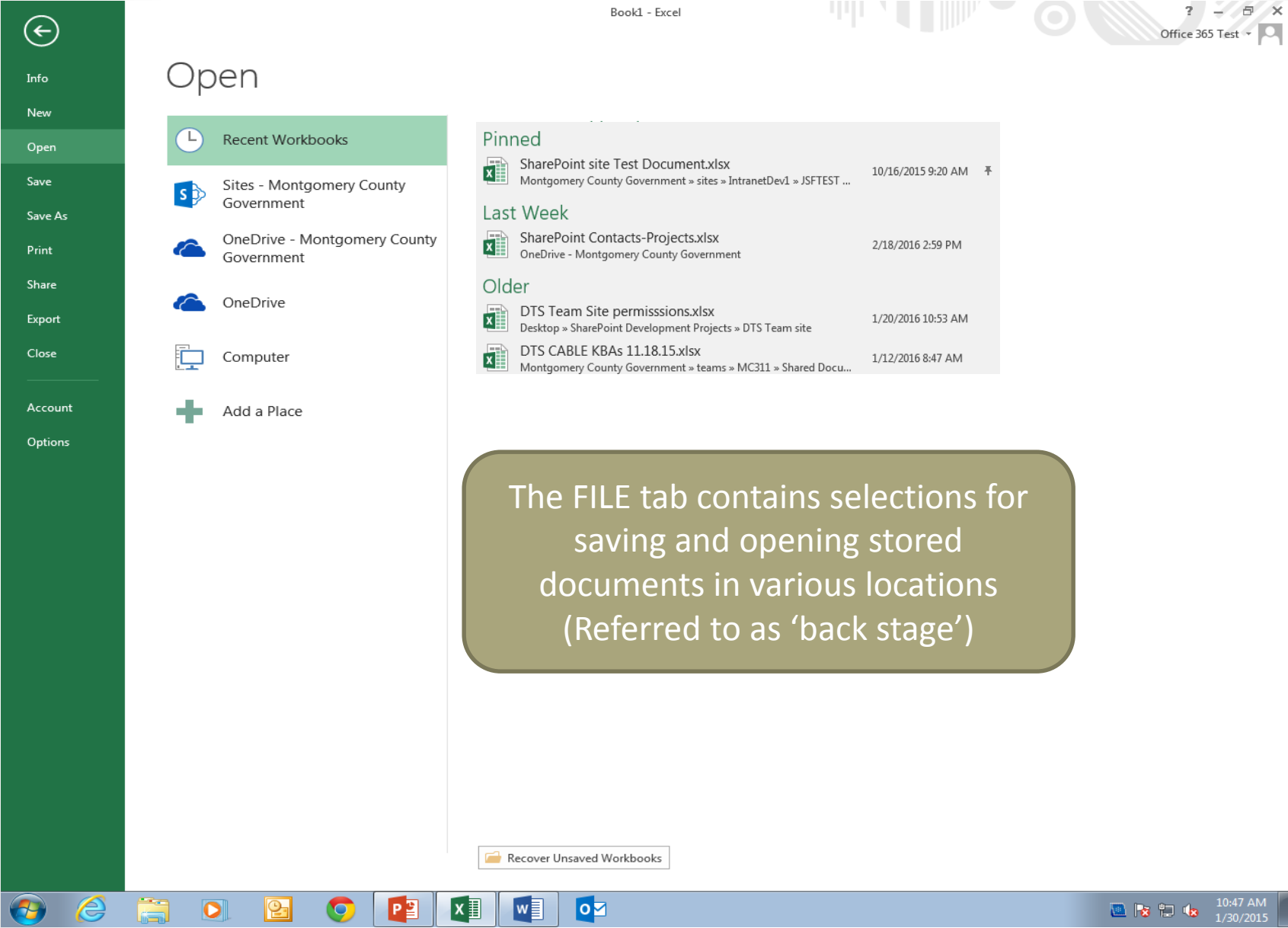
Track Changes now here



The REVIEW tab contains things that are used to review a document such as spell check, track changes, etc....



The VIEW tab contains functions for printing and other views



The FILE tab contains selections for saving and opening stored documents in various locations (Referred to as 'back stage')

Desktop
PowerPoint 2016
ribbon review

PowerPoint

Recent

- HRC PP 1st launch Desktop
- Ready to install G3 - 2013 Desktop
- 2003 screen shots 10-15-14 Desktop
- Word 2003 screen shots 10-15... Desktop
- Fnd your version (2003) 7-17-14 Desktop
- find your version My Documents
- find your version My Documents
- Outlook 2003 Screens (7-2-14) Desktop

Open Other Presentations

Search for online templates and themes

Suggested searches: Presentations Business Orientation 4:3 Education Blue Personal

Office 365 Test
Q365Test@MontgomeryCountyMD.gov
Switch account

Blank Presentation

Take a tour

Create an Office Mix

ION

Organic

Integral

Retrospect

Facet

Staff can start a new document by selecting this.

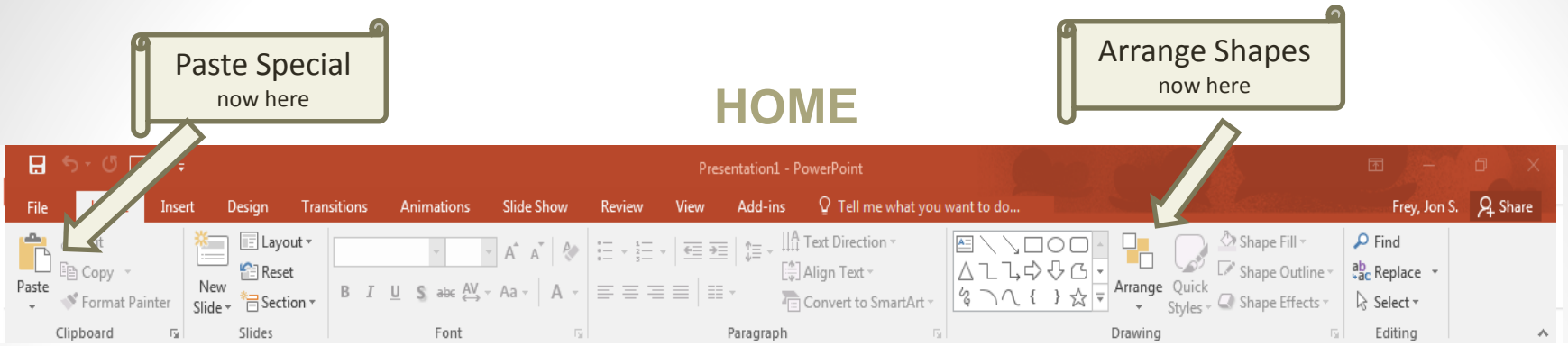
or

Choose a template

Not finding what you're looking for?
Use the search box at the top to find more templates and themes.

PowerPoint

Ribbon Tabs

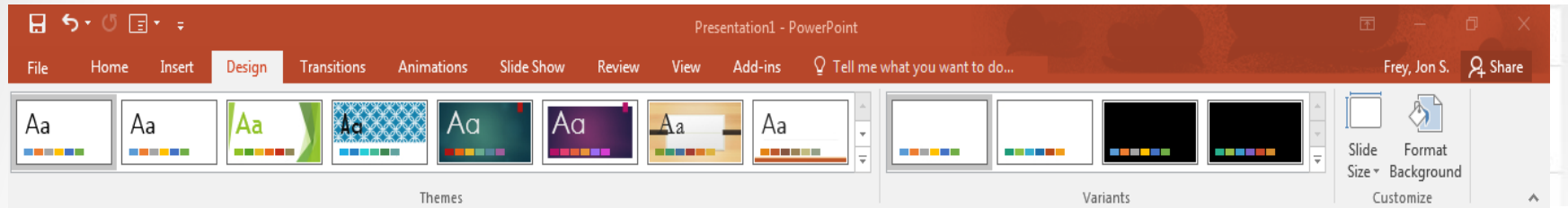


The HOME tab contains basic document editing and formatting features



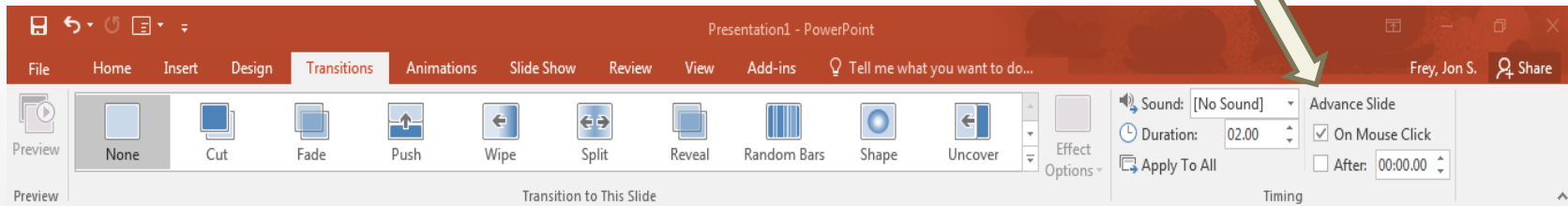
The INSERT tab contains items that can be added to a document such as pictures, text, tables...

DESIGN



The DESIGN tab contains template design themes

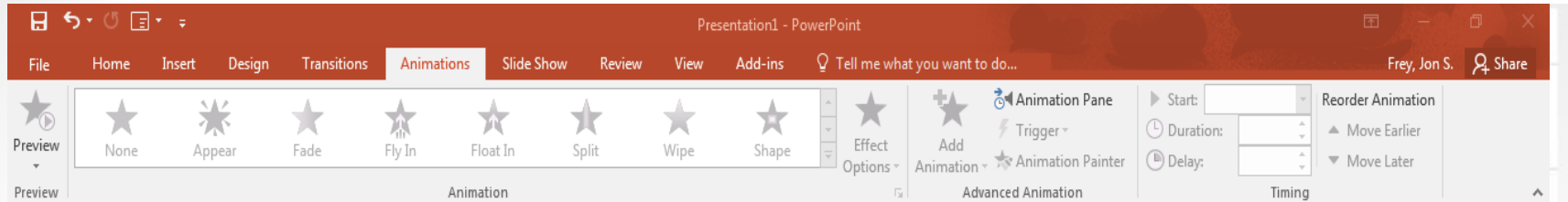
TRANSITIONS



Slide Advance Timing
now here

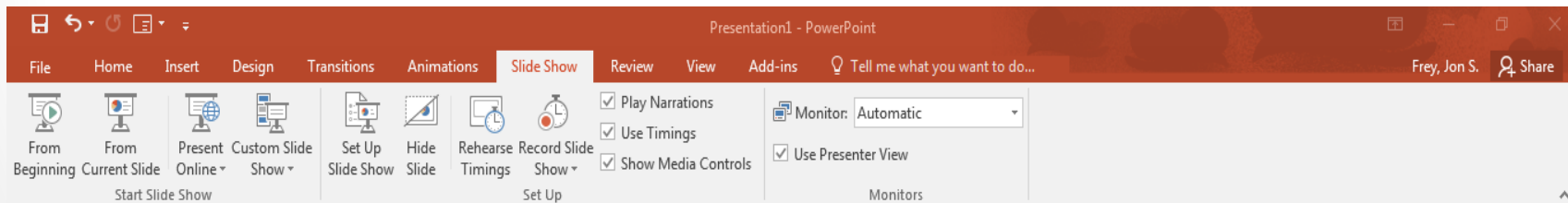
The TRANSITIONS tab contains selections for various transition animation between slides

ANIMATIONS



The ANIMATIONS tab contains selections for various animations of elements on the slide

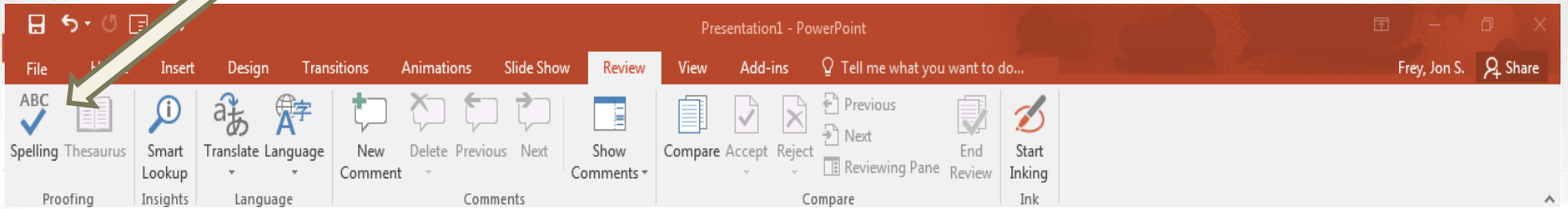
SLIDE SHOW



The SLIDE SHOW tab contains selections for various ways to view the presentation

Spell Check
now here

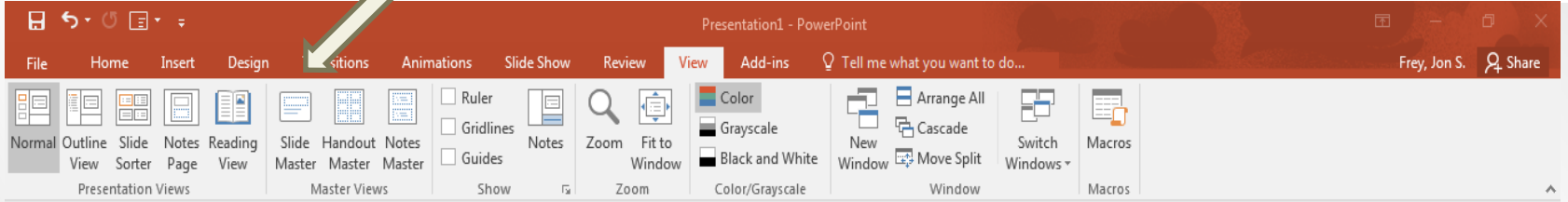
REVIEW



The REVIEW tab contains things that are used to review a document such as spell check, comments, etc....

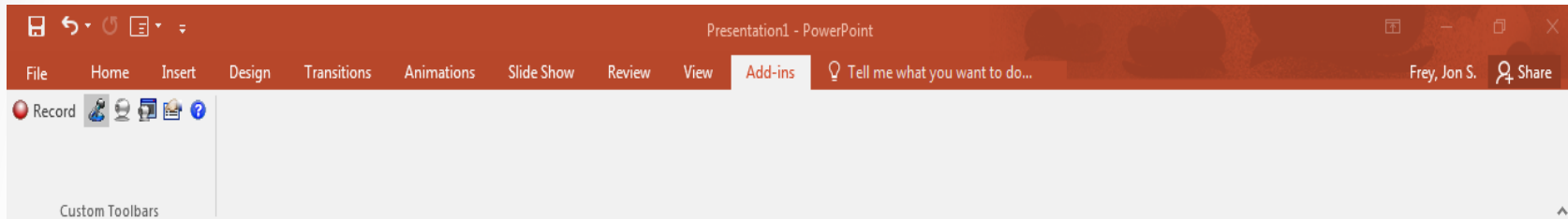
Slide Master
now here

VIEW



The VIEW tab contains functions for print, edit and other views

Add-ins



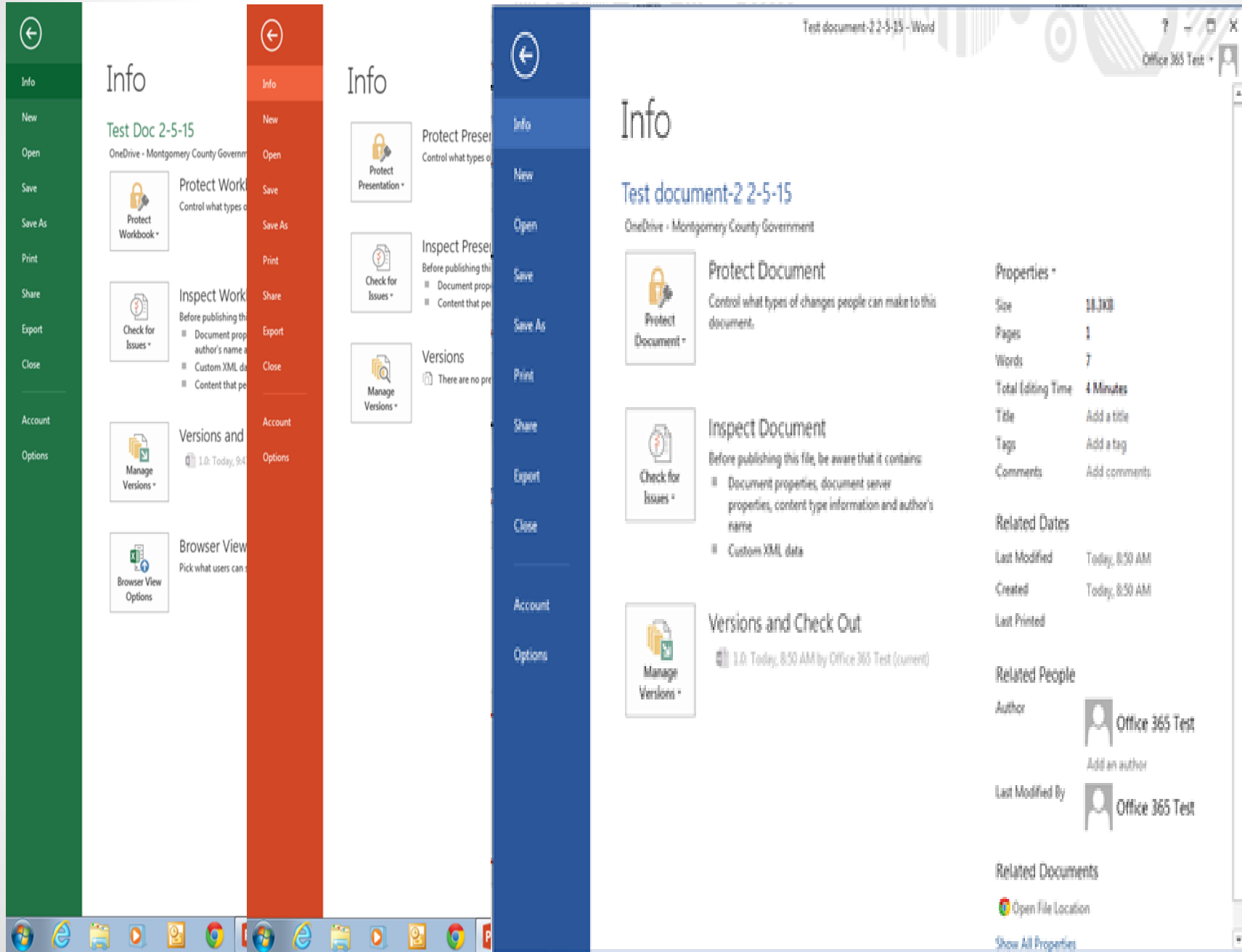
The Add-ins tab contains items that are part of other applications integrated with this product

The screenshot shows the PowerPoint 'File' tab (backstage view) with the 'Open' section selected. On the left is a navigation pane with options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The 'Open' section is divided into 'Recent' (highlighted), 'This PC', and 'Add a Place'. The 'Recent' list shows files from 'Today', 'Last Week', and 'Older' categories. A callout box is overlaid on the 'Last Week' section.

Category	File Name	Location	Date/Time
Today	Office 365 G3 Briefing (v1.5) - (G3 Ribbons).pptx	Desktop » G3 Breifing Slides	2/22/2016 10:19 AM
	Office 365 G3 Briefing (v1) - (G3 Ribbons).pptx	Desktop » G3 Breifing Slides	2/19/2016 12:06 PM
Last Week	Office 365 G3 Briefing (v1) - (Main Leadin).pptx	Desktop » G3 Breifing Slides	2/19/2016 11:35 AM
	Office 365 G3 Briefing (v1) - (G3 Overview).pptx	Desktop » G3 Breifing Slides	2/19/2016 11:13 AM
	Office 365 G3 Briefing (v1) - (G3 Applications).pptx	Desktop » G3 Breifing Slides	2/19/2016 11:10 AM
	Office 365 G3 Briefing (v1) - (G3 Breifing Slides)	Desktop » G3 Breifing Slides	
	Microsoft Office 365 Briefing (9-21-15)(OHR) (2).pptx	OneDrive - Montgomery County Government	9/30/2015 9:33 AM
Older	Removing passw...	Montgomery County	
	DTS Team site.pptx	Montgomery County Government » teams » dts » TESTQL » Shared...	11/13/2015 1:46 PM
	Data Migration - Planning (8-10-15).pptx	OneDrive - Montgomery County Government	9/4/2015 11:14 AM

The FILE tab contains selections for saving and opening stored documents in various locations (Referred to as 'back stage')

File Tab (backstage) Sub-Menus



File Tab

New – Sub Menu

The screenshot displays the Microsoft Office 365 ribbon interface. The File tab is active, and the 'New' sub-menu is open. The ribbon is divided into three vertical sections: a green section on the left, a red section in the middle, and a blue section on the right. Each section contains a vertical list of options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The 'New' sub-menu is currently selected in the red section. The main workspace shows a 'New' screen with a search bar and suggested searches. Below the search bar, there are several template thumbnails, including 'Blank Presentation', 'Organic', 'Ion Boardroom', 'Blank document', 'Welcome to Word', 'Single spaced (blank)', 'Blog post', 'Ion design (blank)', 'Facet design (blank)', 'Report design (blank)', 'Resume', 'JOIN US AT OUR ANNUAL EVENT', and 'EVENT SCHEDULE PLANNER (YEAR)'. The top right corner shows the document title 'Test document-22-5-15 - Word' and the Office 365 Test logo. The bottom of the screen shows the Windows taskbar with various application icons and the system clock showing 9:31 AM on 2/5/2015.

File Tab

Open – Sub Menu

Test document-2 2-5-15 - Word

Office 365 Test

Recent Documents

- Test document-2 2-5-15
OneDrive - Montgomery County Government
- Test document 2-5-15
OneDrive - Montgomery County Government

Recent Documents

- Sites - Montgomery County Government
- OneDrive - Montgomery County Government
- OneDrive
- Computer
- Add a Place

Files can be opened from either OneDrive, the computer or another location.

File Tab

Save As – Sub Menu

The image displays three sequential screenshots of the Office 365 ribbon interface, specifically the 'File' tab. Each screenshot shows the 'Save As' sub-menu expanded. The first screenshot has a green ribbon theme, the second has an orange theme, and the third has a blue theme. The sub-menu items are: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, and Options. The 'Save As' item is highlighted in a color matching the ribbon theme.

This screenshot shows the 'Save As' sub-menu with a list of save locations. The ribbon is blue. The sub-menu items are: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, and Options. The 'Save As' item is highlighted in blue. The list of save locations includes: Sites - Montgomery County Government, OneDrive - Montgomery County Government (highlighted), OneDrive, Computer, and Add a Place. The right side of the window shows the title bar 'Test document-2-2-5-15 - Word' and the Office 365 Test ribbon.

File Tab

Print – Sub Menu

The image displays three panels of the Microsoft Office ribbon's 'Print' sub-menu, each with a different color theme: green, red, and blue. Each panel shows the 'Print' button, a 'Copies' spinner set to 1, a 'Printer' section with a list of printers (VQ-Ricoh on mcg-b314), and a 'Settings' section with various options like 'Print All Slides', 'Print on Both Sides', 'Collated', 'No Staples', 'Portrait Orientation', 'Letter (8.5" x 11")', 'Normal Margins', and 'No Scaling'. The panels are arranged side-by-side to show the visual consistency of the sub-menu across different themes.

This screenshot shows the 'Print' sub-menu in a Word document. The document content is 'This is a test document for training'. The sub-menu is open, showing the 'Printer' section with 'VQ-Ricoh on mcg-b314' selected and 'Printer Properties' link. The 'Settings' section includes 'Print All Pages' (The whole thing), 'Pages' (1 to 1), 'Print on Both Sides' (Flip pages on long edge), 'Collated' (1,2,3), 'No Staples', 'Portrait Orientation', 'Letter (8.5" x 11")', 'Normal Margins' (Left: 1" Right: 1"), and '1 Page Per Sheet'. The 'Page Setup' link is visible at the bottom of the settings section.

File Tab

Share – Sub Menu

The image displays three variations of the Office 365 'Share' sub-menu, each with a different color theme: green, orange, and blue. Each variation shows the 'Share' menu open, with options such as 'Invite People', 'Get a Sharing Link', 'Email', 'Present Online', and 'Publish Slides'. The blue theme version includes a callout box with the text: "In the future files will not be attached to emails, rather files will remain static and staff will go to them to edit." The callout box is a rounded rectangle with a dark border and a light background, pointing to the 'Invite People' option. The background of the screenshots shows a document titled 'Test document 2-5-15 - Word' with a ribbon interface at the top and a Windows taskbar at the bottom.

The image displays three sequential screenshots of the Office 365 ribbon interface, specifically the 'Export' sub-menu. The first screenshot shows the ribbon with a green background. The second screenshot shows the ribbon with a red background. The third screenshot shows the ribbon with a blue background and a tooltip for the 'Create PDF/XPS Document' option. The tooltip contains the following text:

Create a PDF/XPS Document

- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

A callout box with a white background and a dark border points to the 'Create PDF/XPS Document' option in the tooltip. The callout box contains the text:

Files can be exported in different formats such as PDF

Pinning file references

Ribbon Interface

Pinned and Older files

Excel

Recent

Pinned

- SharePoint site Test Document.xlsx
Montgomery County Government » sites » IntranetDev1 » JSFTEST » 0365 Special Lib...

Last Week

- SharePoint Contacts-Projects.xlsx
OneDrive - Montgomery County Government

Older

- DTS Team Site permissions.xlsx
Desktop » SharePoint Development Projects » DTS Team site
- DTS CABLE KBAs 11.18.15.xlsx
Montgomery County Government » teams » MC311 » Shared Documents » Rob's Te...
- SharePoint Contacts 10-14-15.xlsx
Montgomery County Government » teams » dts » Shared Documents
- LaptopOrderform1.xlsx
Montgomery County Government » teams » dts » DCM Order Form
- Pival.xlsx
Montgomery County Government » sites » IntranetDev1 » Shared Documents
- Lynda com tracking.xlsx
Montgomery County Government » teams » TeamDev2 » docedit » Shared Docume...
- SharePoint cpy.xlsx
Montgomery County Government » teams » TeamDev2 » docedit » Shared Docume...
- DOT-VPN.xls
Montgomery County Government » teams » dts » fibernet » Locations » Leased Circ...
- FRS-VPN.xls
Montgomery County Government » teams » dts » fibernet » Locations » Leased Circ...
- 0365 Phase 2 - Tutorial Ideas (8-29-14).xlsx
Montgomery County Government » sites » IntranetDev1 » JSFTEST » Whos Updated...
- FRS-VPN.xls
Montgomery County Government » teams » dts » fibernet » Configurations
- Master Migation groups and IT Contacts (4-27-15).xlsx
Montgomery County Government » sites » IntranetDev1 » JSFTEST » Shared Docume...

Open Other Workbooks

Search for online templates

Suggested searches: Business Personal Industry Small Business Calculator Finance - Accounting Lists

Freya, Jon S.
FreyJ@MontgomeryCountyMD.gov
Switch account

My Calendar

Business analysis feature tour

personal expenses

Academic calendar (any year)

Budget Overview

Family budget (monthly)

To do list

Sales Invoice Tracker

Student Schedule

D&B business verification

Home Inventory Contents List

DAYBOOK

Timeline Month

Attendance Record for David Alexander

Wedding Budget Summary

File reference are in two areas

Pinned are always available

Older will be available as long as they it is recently accessed.

Older files will move off this list by other files

Ribbon Interface

Moving file from Recent to Always

Excel

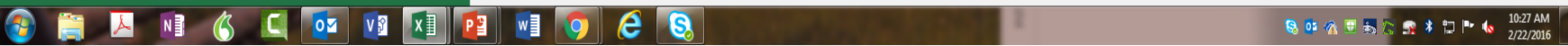
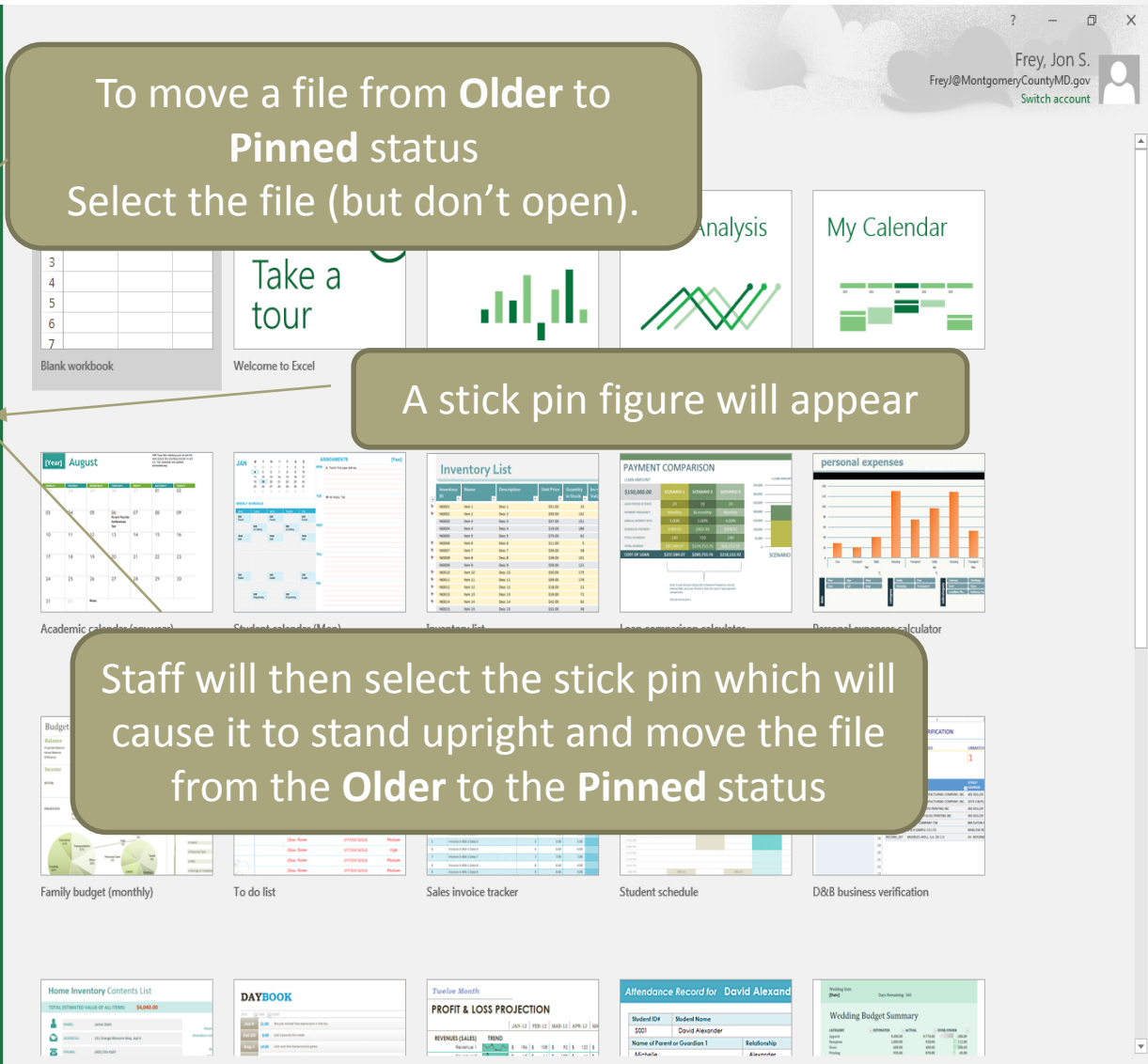
Recent

- Pinned
- SharePoint site Test Document.xlsx
Montgomery County Government > sites > IntranetDev1 > JSFTTEST > O365 Special Lib...
- Last Week
- SharePoint Contacts-Projects.xlsx
OneDrive - Montgomery County Government
- Older
- DTS Team Site permissions.xlsx
Desktop > SharePoint Development Projects > DTS Team site
- DTS CABLE KBAs 11.18.15.xlsx**
Montgomery County Government > teams > MC311 > Shared Documents > Rob's Te...
- SharePoint Contacts 10-14-15.xlsx
Montgomery County Government > teams > dts > Shared Documents
- LaptopOrderFormL.xlsx
Montgomery County Government > teams > dts > DCM Order Form
- Pival.xlsx
Montgomery County Government > sites > IntranetDev1 > Shared Documents
- Lynda com tracking.xlsx
Montgomery County Government > teams > TeamDev2 > docedit > Shared Docume...
- SharePoint cpy.xlsx
Montgomery County Government > teams > TeamDev2 > docedit > Shared Docume...
- DOT-VPN.xls
Montgomery County Government > teams > dts > fibernet > Locations > Leased Circ...
- FRS-VPN.xls
Montgomery County Government > teams > dts > fibernet > Locations > Leased Circ...
- O365 Phase 2 - Tutorial Ideas (8-29-14).xlsx
Montgomery County Government > sites > IntranetDev1 > JSFTTEST > Whos Updated...
- FRS-VPN.xls
Montgomery County Government > teams > dts > fibernet > Configurations
- Master Migration groups and IT Contacts (4-27-15).xlsx
Montgomery County Government > sites > IntranetDev1 > JSFTTEST > Shared Docume...

To move a file from **Older** to **Pinned** status
Select the file (but don't open).

A stick pin figure will appear

Staff will then select the stick pin which will cause it to stand upright and move the file from the **Older** to the **Pinned** status



Excel

Recent

- Pinned
- DTS CABLE KBAs 11.18.15.xlsx
Montgomery County Government > teams > MC311 > Shared Documents > Rob's Te...
 - SharePoint site Test Document.xlsx
Montgomery County Government > sites > IntranetDev1 > JSFTEST > O365 Special Lib...
- Last Week
- SharePoint Contacts-Projects.xlsx
OneDrive - Montgomery County Government
- Older
- DTS Team Site permissions.xlsx
Desktop > SharePoint Development Projects > DTS Team site
 - SharePoint Contacts 10-14-15.xlsx
Montgomery County Government > teams > dts > Shared Documents
 - LaptopOrderform1.xlsx
Montgomery County Government > teams > dts > DCM Order Form
 - Pival.xlsx
Montgomery County Government > sites > IntranetDev1 > Shared Documents
 - Lynda com tracking.xlsx
Montgomery County Government > teams > TeamDev2 > docedit > Shared Docume...
 - SharePoint cpy.xlsx
Montgomery County Government > teams > TeamDev2 > docedit > Shared Docume...
 - DOT-VPN.xls
Montgomery County Government > teams > dts > fibernet > Locations > Leased Circ...
 - FRS-VPN.xls
Montgomery County Government > teams > dts > fibernet > Locations > Leased Circ...
 - O365 Phase 2 - Tutorial Ideas (8-29-14).xlsx
Montgomery County Government > sites > IntranetDev1 > JSFTEST > Whos Updated...
 - FRS-VPN.xls
Montgomery County Government > teams > dts > fibernet > Configurations
 - Master Migation groups and IT Contacts (4-27-15).xlsx
Montgomery County Government > sites > IntranetDev1 > JSFTEST > Shared Docume...

Open Other Workbooks

Search for online templates

Suggested searches: Business Personal Industry Small Business Calculator Finance - Accounting Lists

Frey, Jon S.
FreyJ@MontgomeryCountyMD.gov
Switch account

The file reference is now in the Pinned status area.

Blank workbook

Welcome to Excel

My Cashflow

Stock Analysis

My Calendar

Business analysis feature tour

Academic calendar (any year)

Student calendar (Mon)

Inventory list

Loan comparison calculator

Personal expenses calculator

Family budget (monthly)

To do list

Sales invoice tracker

Student schedule

D&B business verification

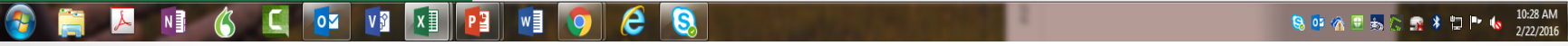
Home Inventory Contents List

DAYBOOK

Profit & Loss Projection

Attendance Record for David Alexander

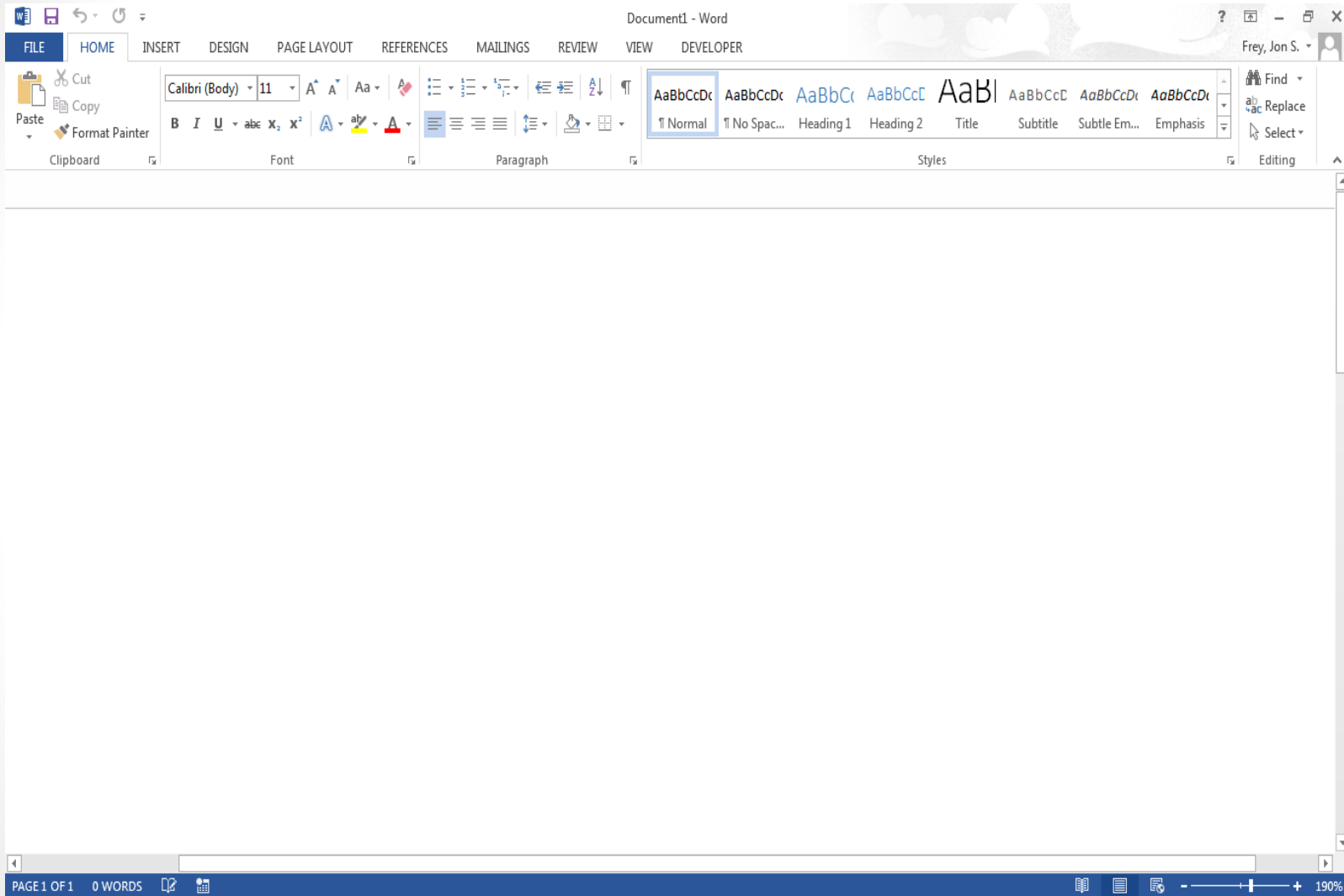
Wedding Budget Summary

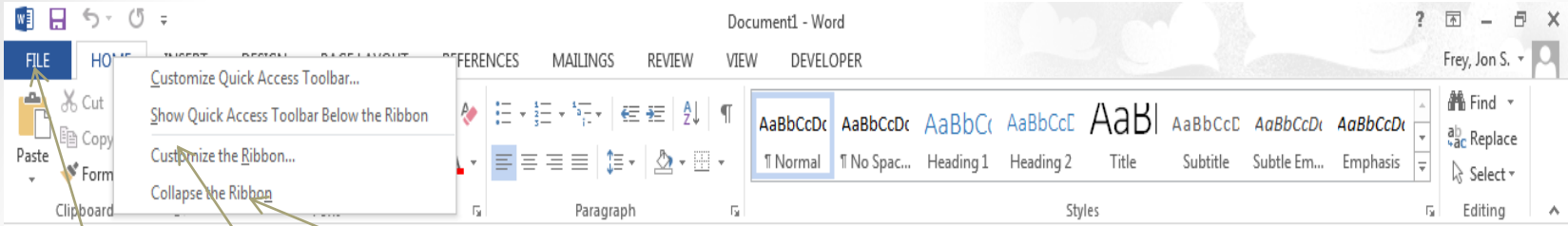


Display / Hide Ribbons

Ribbon Interface

Expanded Ribbon View





Staff then selects **Collapse the Ribbon** to trigger the process

Staff right clicks on any tab

The choices menu is displayed

Ribbon Interface

Collapsed Ribbon View

