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

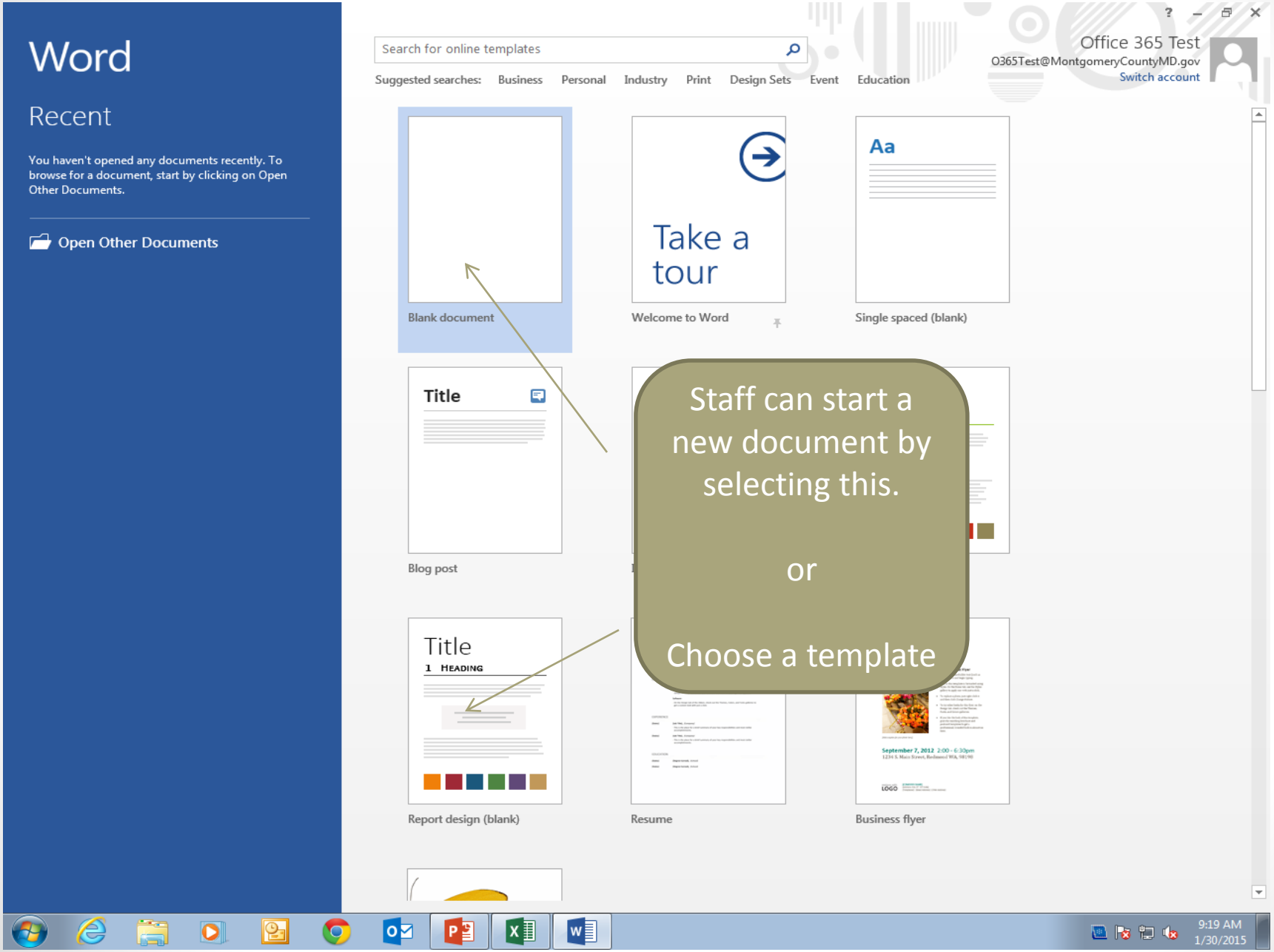
Ribbon Tab	General Purpose	Excel	Word	PowerPoint
File	Save, Open files on desktop or OneDrive	X	X	X
Home	General Document Formatting	X	X	X
Insert	Things added into a document	X	X	X
Design	Template Design Themes	-	X	X
Page Layout	Margins, Fonts, Position	X	X	-
Formulas	Pre-defined math formulas	X	-	-
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

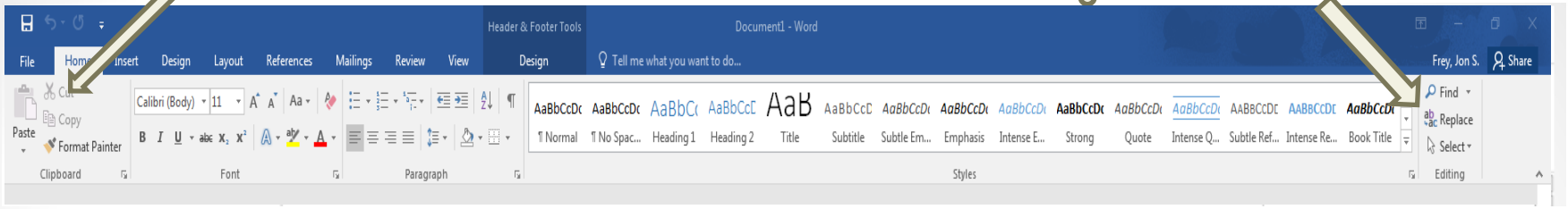
Startup Screen



Paste Special
now here

HOME

Find, Replace
now here

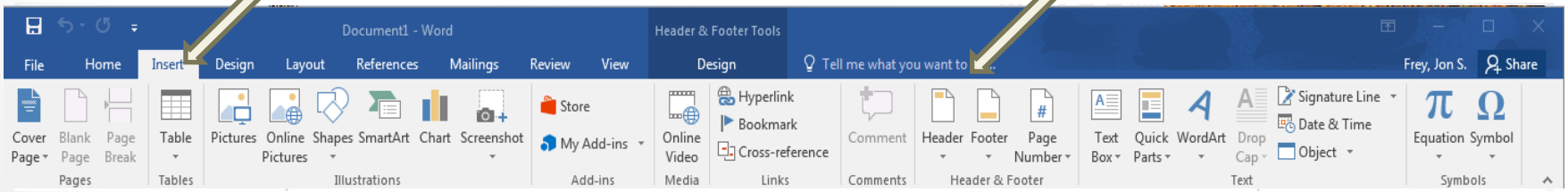


The HOME tab contains basic document editing and formatting features

Insert Table
now here

INSERT

Header, Footer
now here



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

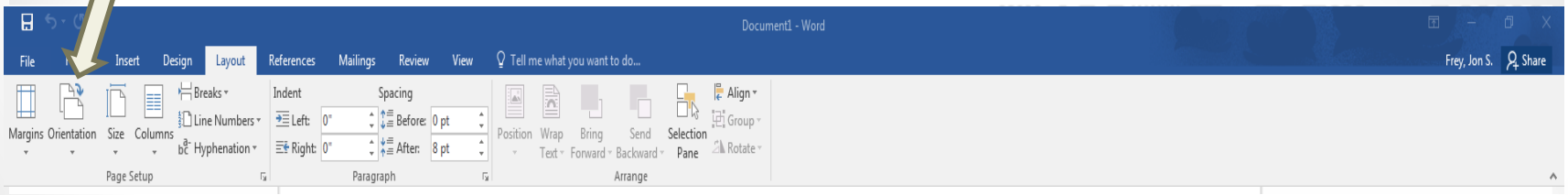
Watermark
now here

DESIGN

The DESIGN tab contains template design themes

Portrait or Landscape
now here

LAYOUT



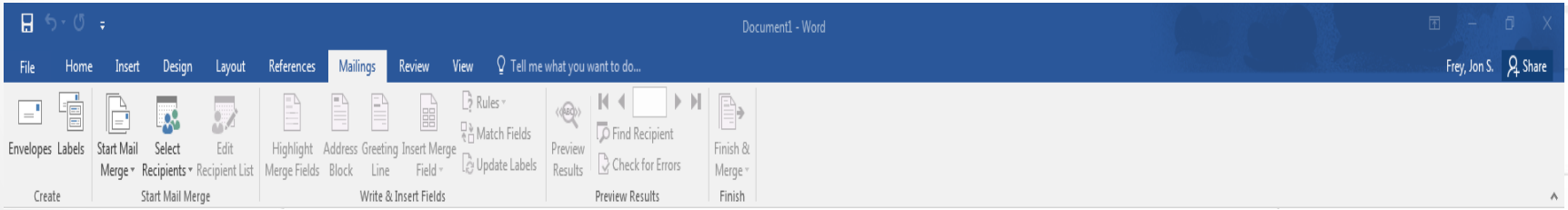
The PAGE LAYOUT tab contains document layout items such as margins, fonts, position

Table of Contents
now here

REFERENCES

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

MAILINGS

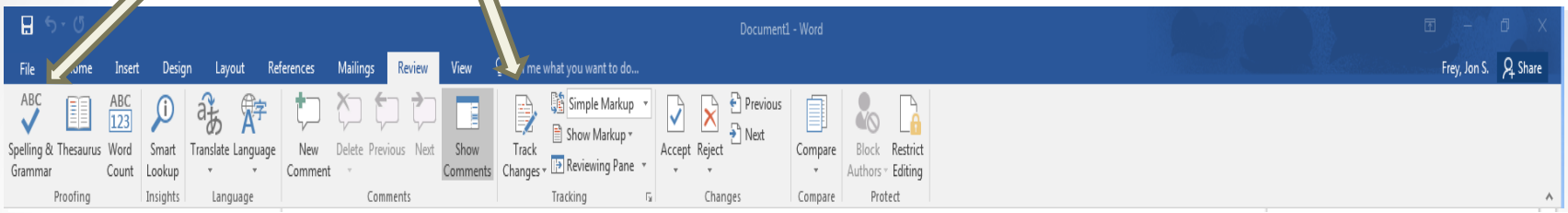


The MAILINGS tab contains functions for mail merge, labels, mailing lists. etc.

Spell Check
now here

Track Changes
now here

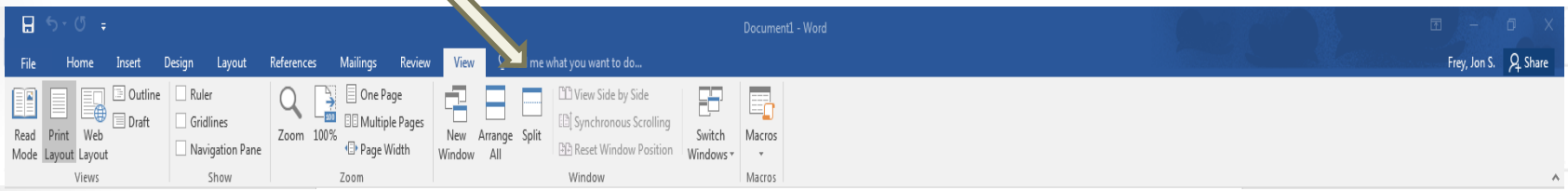
REVIEW



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

Split Screen
now here

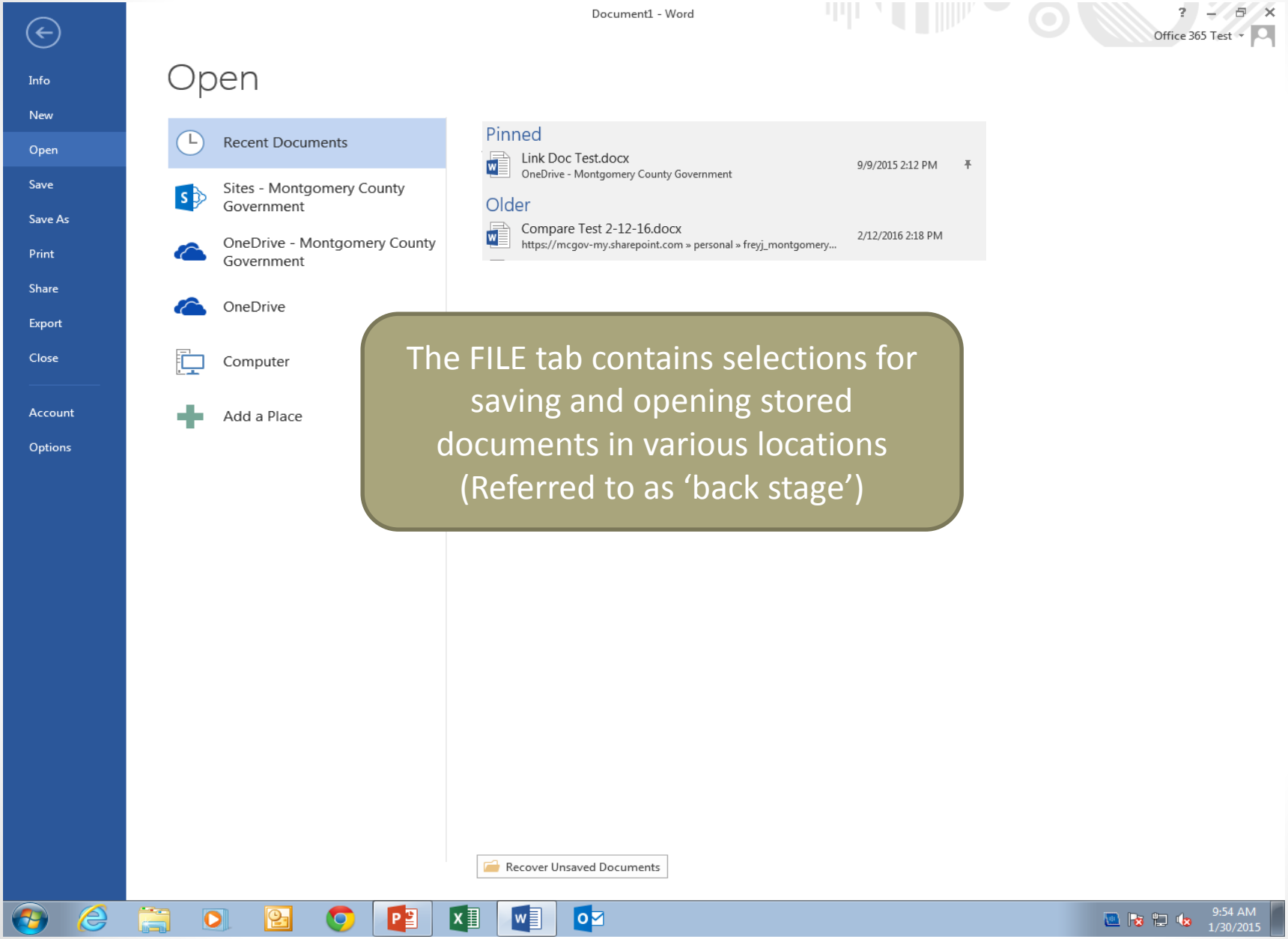
VIEW



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

Word – Tabs

File - backstage



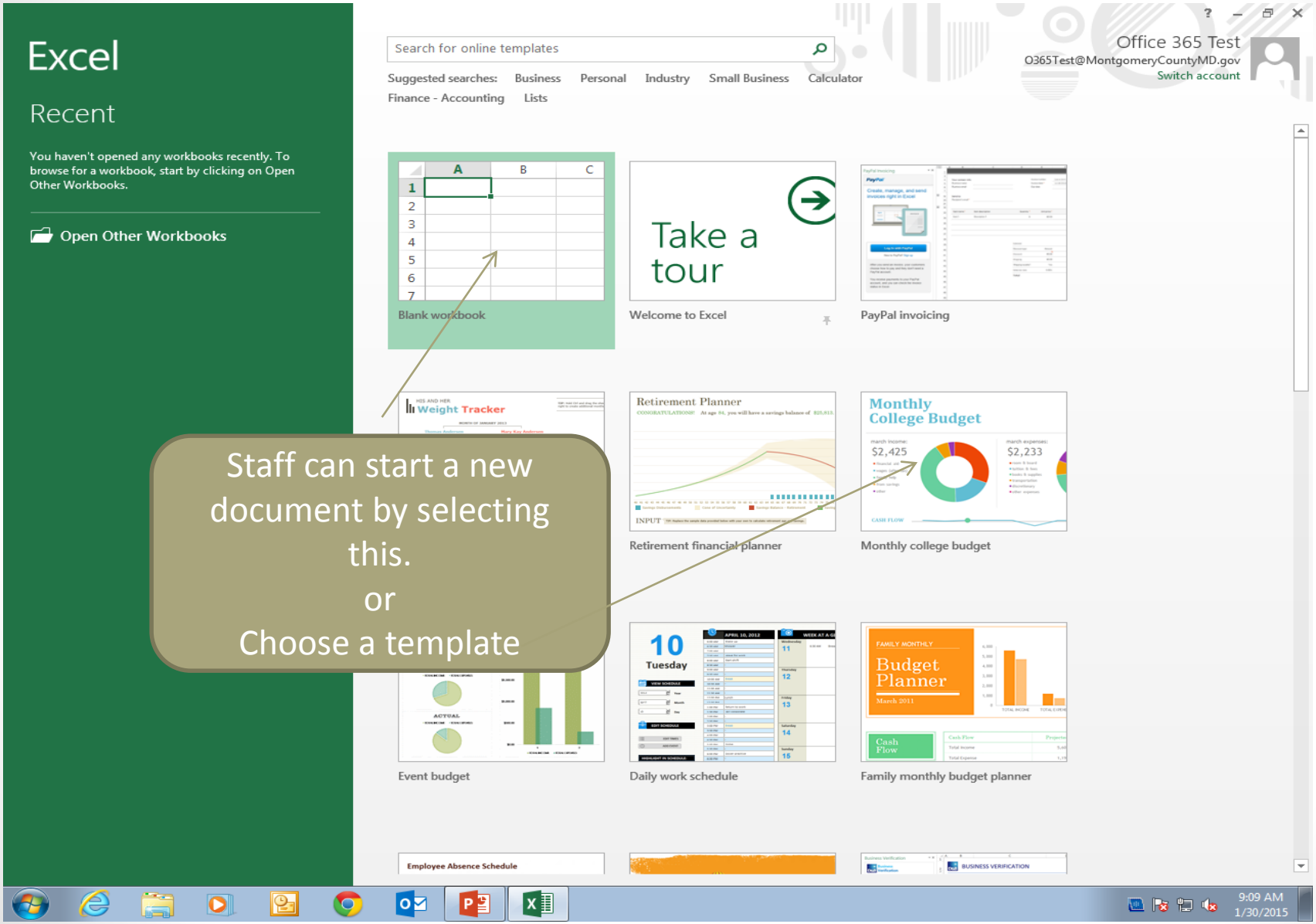
The FILE tab contains selections for saving and opening stored documents in various locations (Referred to as 'back stage')

Desktop Excel 2016

ribbon review

Excel

Startup



Staff can start a new document by selecting this.

or

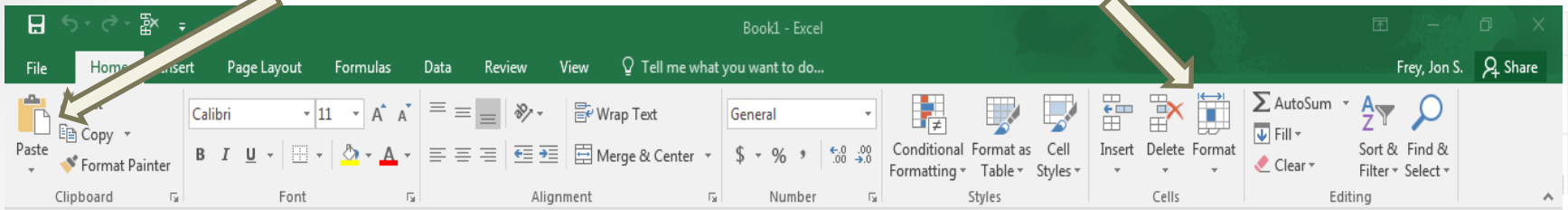
Choose a template

Ribbon Tabs

Paste Special
now here

Format Cells
now here

HOME

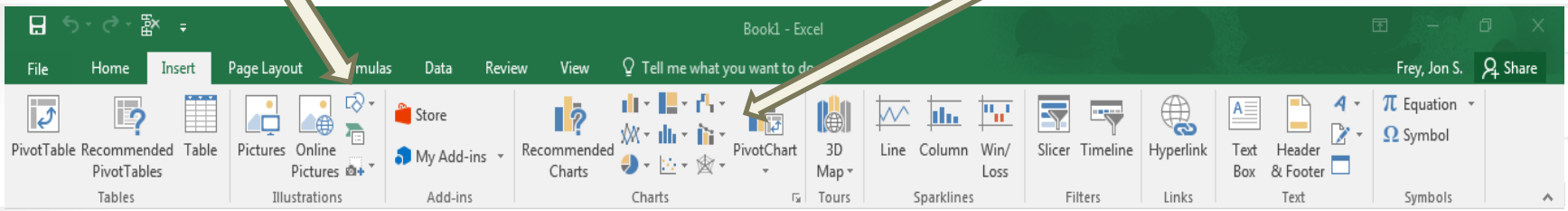


The HOME tab contains basic document editing and formatting features

Lines & Shapes
now here

Charts & Graphs
now here

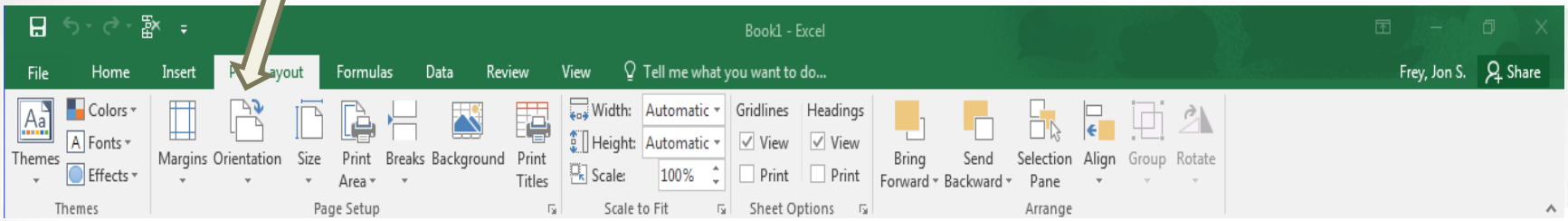
INSERT



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

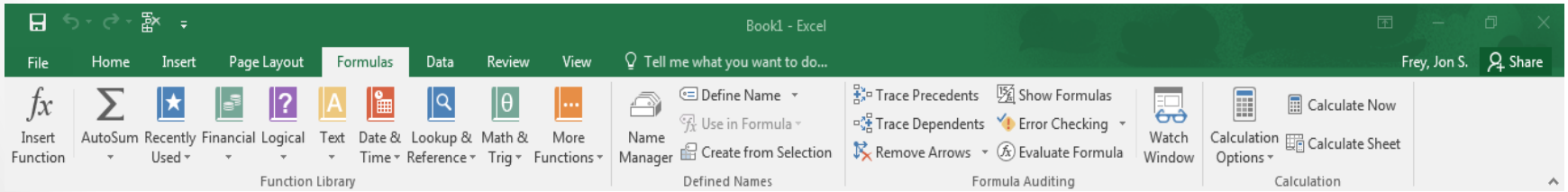
Portrait or Landscape
now here

PAGE LAYOUT



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

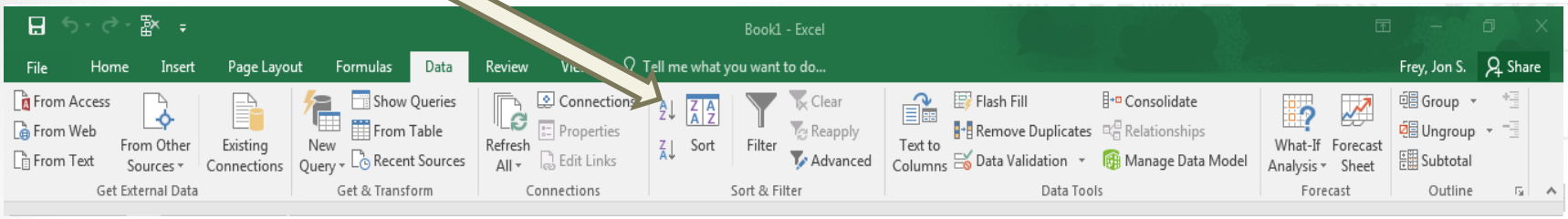
FORMULAS



The FORMULAS tab contains pre-defined math formulas

Sort
now here

DATA

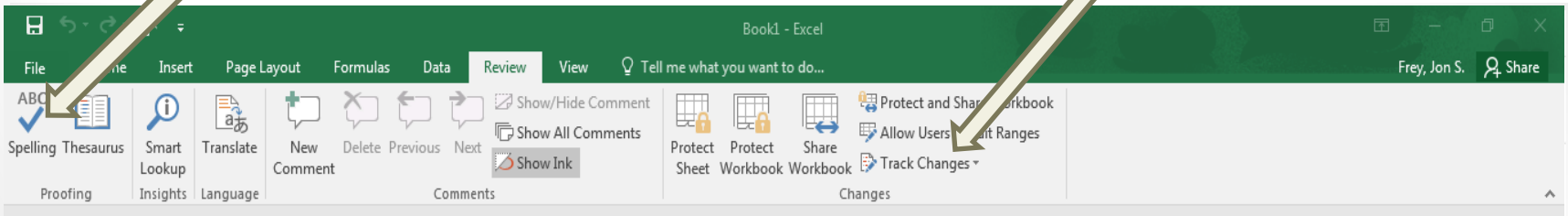


The DATA tab contains functions for inputting, outputting and managing data

Spell Check
now here

Track Changes
now here

REVIEW

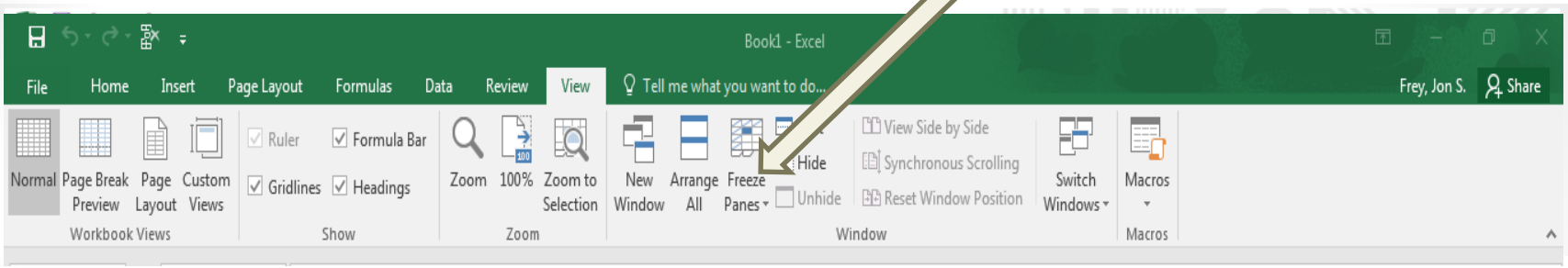


The REVIEW tab contains things that are used to review a document such as spell check, track changes, etc....

Ribbon Tabs

Freeze Panes
now here

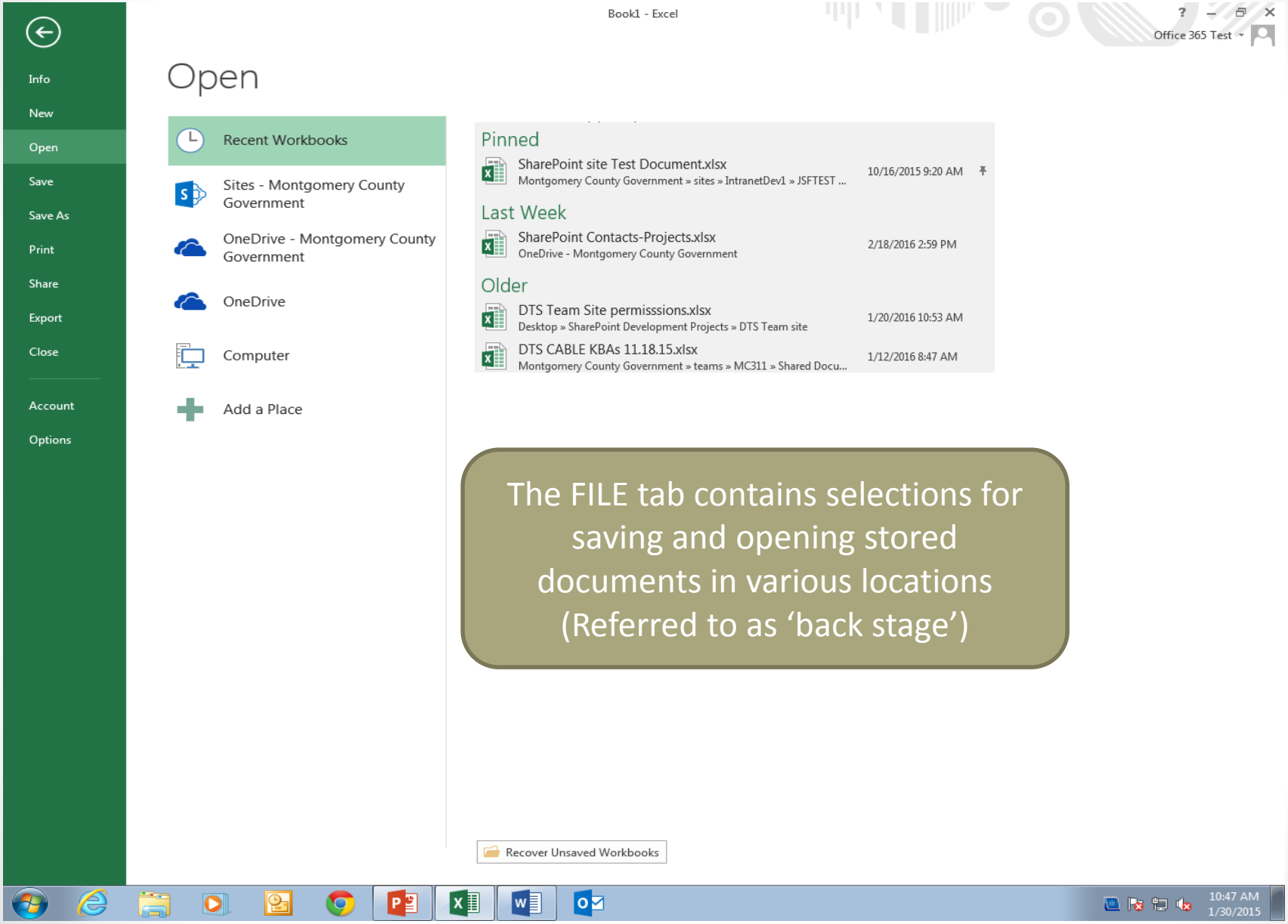
VIEW



The VIEW tab contains functions for printing and other views

Excel – Tabs

File – (backstage)



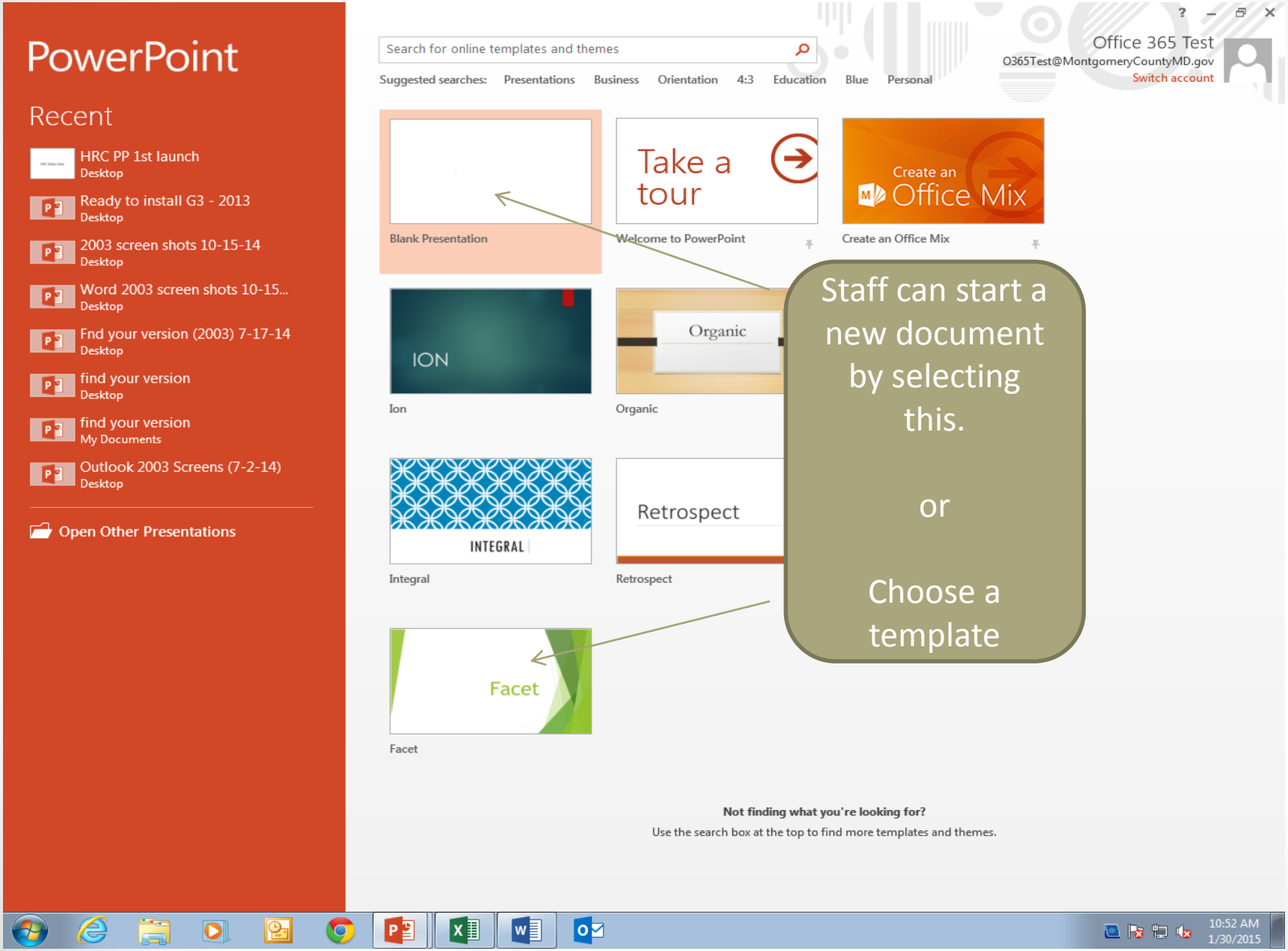
The FILE tab contains selections for saving and opening stored documents in various locations (Referred to as 'back stage')

Desktop PowerPoint 2016

ribbon review

PowerPoint

Startup



Staff can start a new document by selecting this.

or

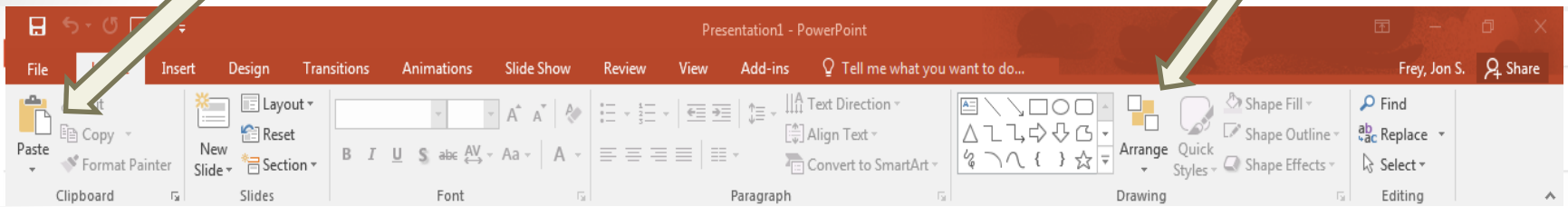
Choose a template

Ribbon Tabs

Paste Special
now here

Arrange Shapes
now here

HOME

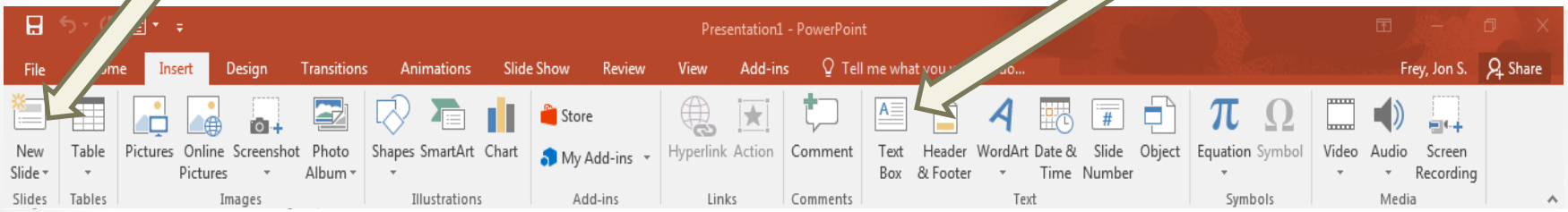


The HOME tab contains basic document editing and formatting features

New Slide
now here

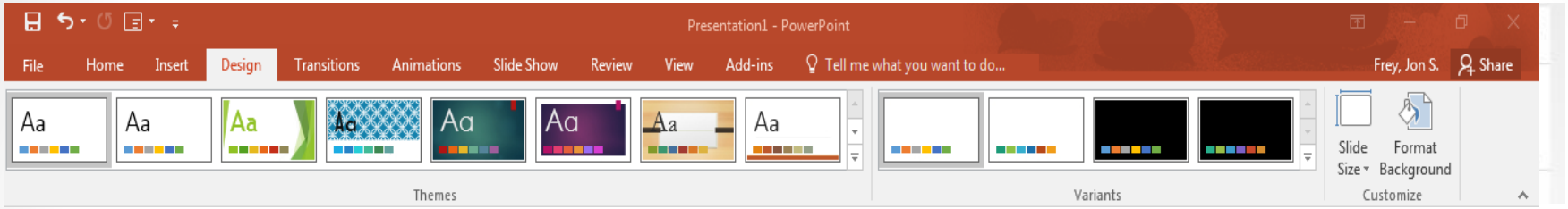
Insert Text
now here

INSERT



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

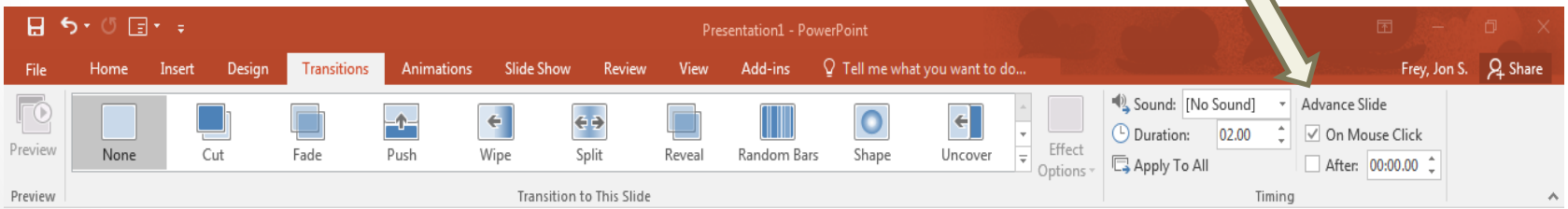
DESIGN



The DESIGN tab contains template design themes

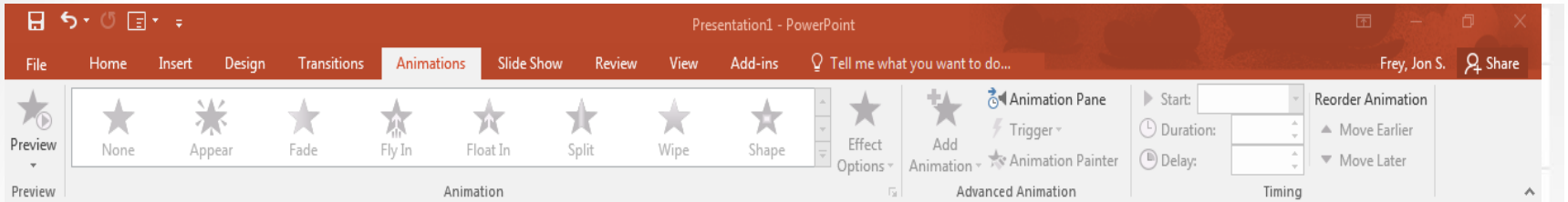
Slide Advance Timing
now here

TRANSITIONS



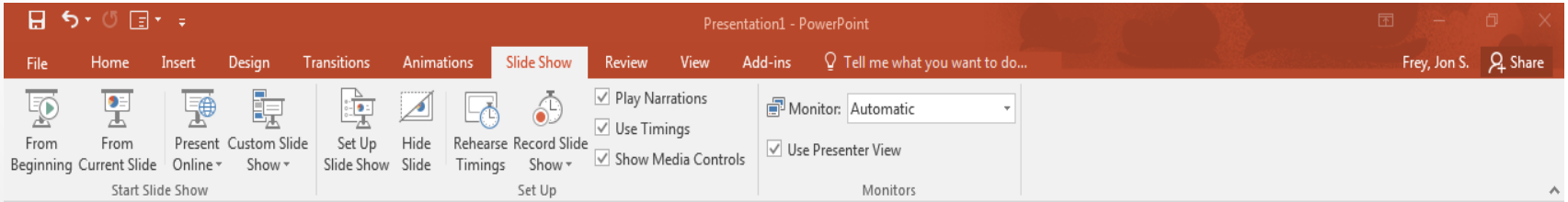
The TRANSITIONS tab contains selections for various transition animation between slides

ANIMATIONS



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

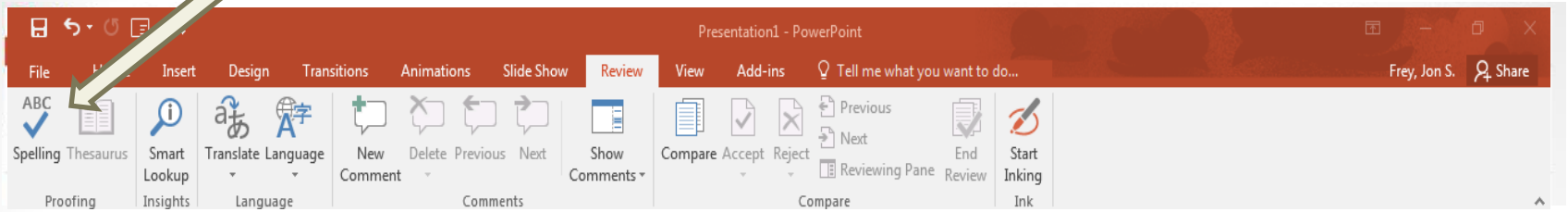
SLIDE SHOW



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

Spell Check
now here

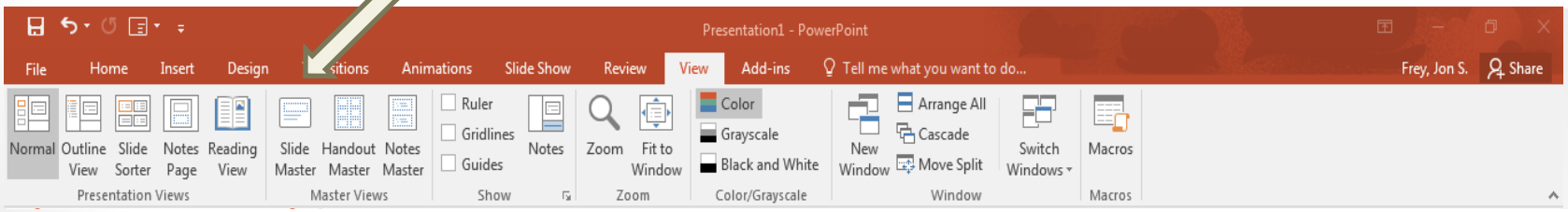
REVIEW



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

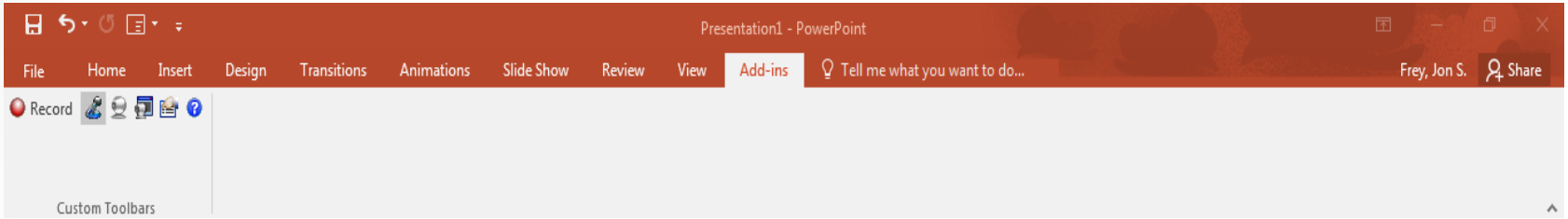
Slide Master
now here

VIEW



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

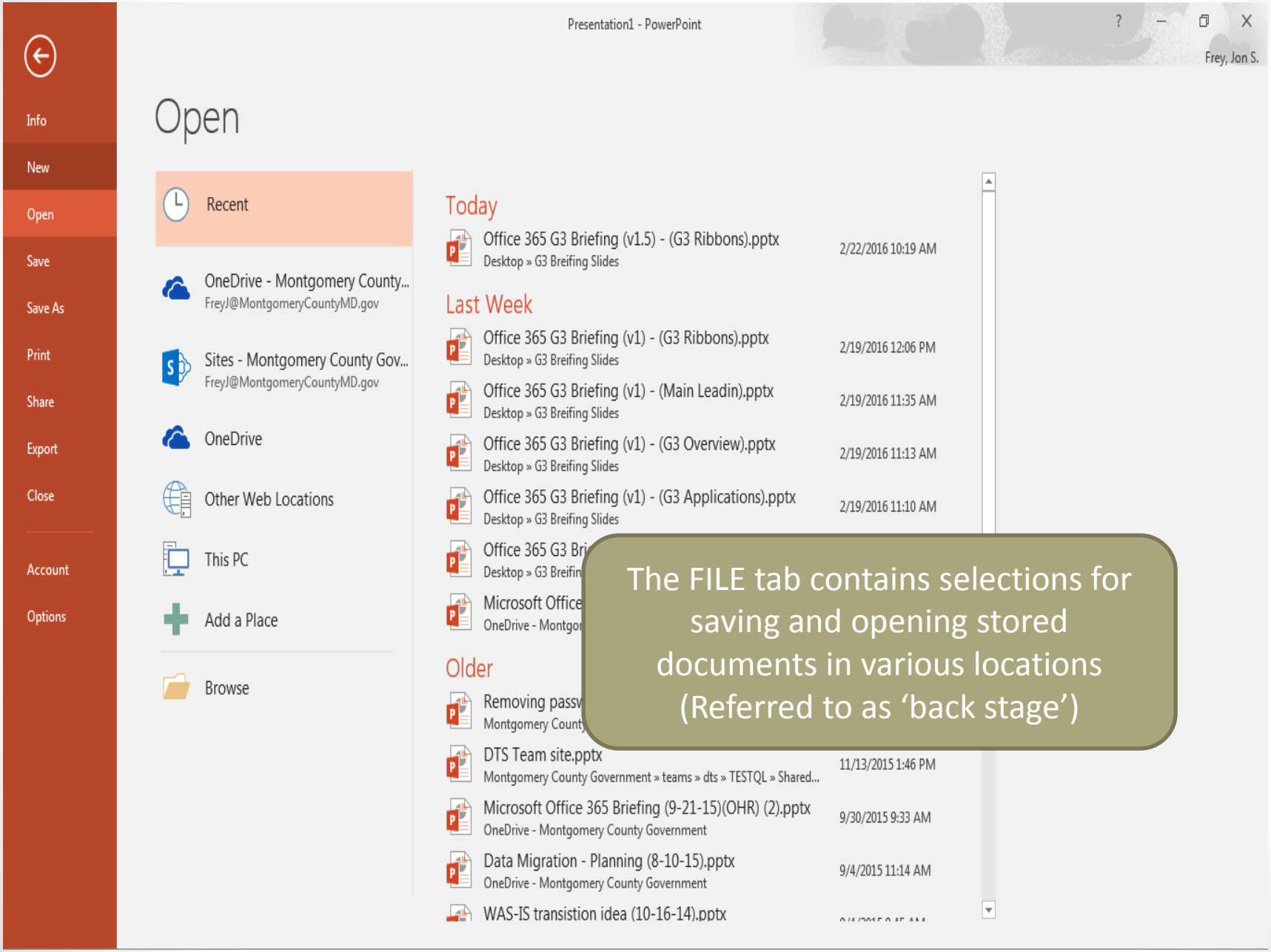
Add-ins



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

PowerPoint – Tabs

File - backstage

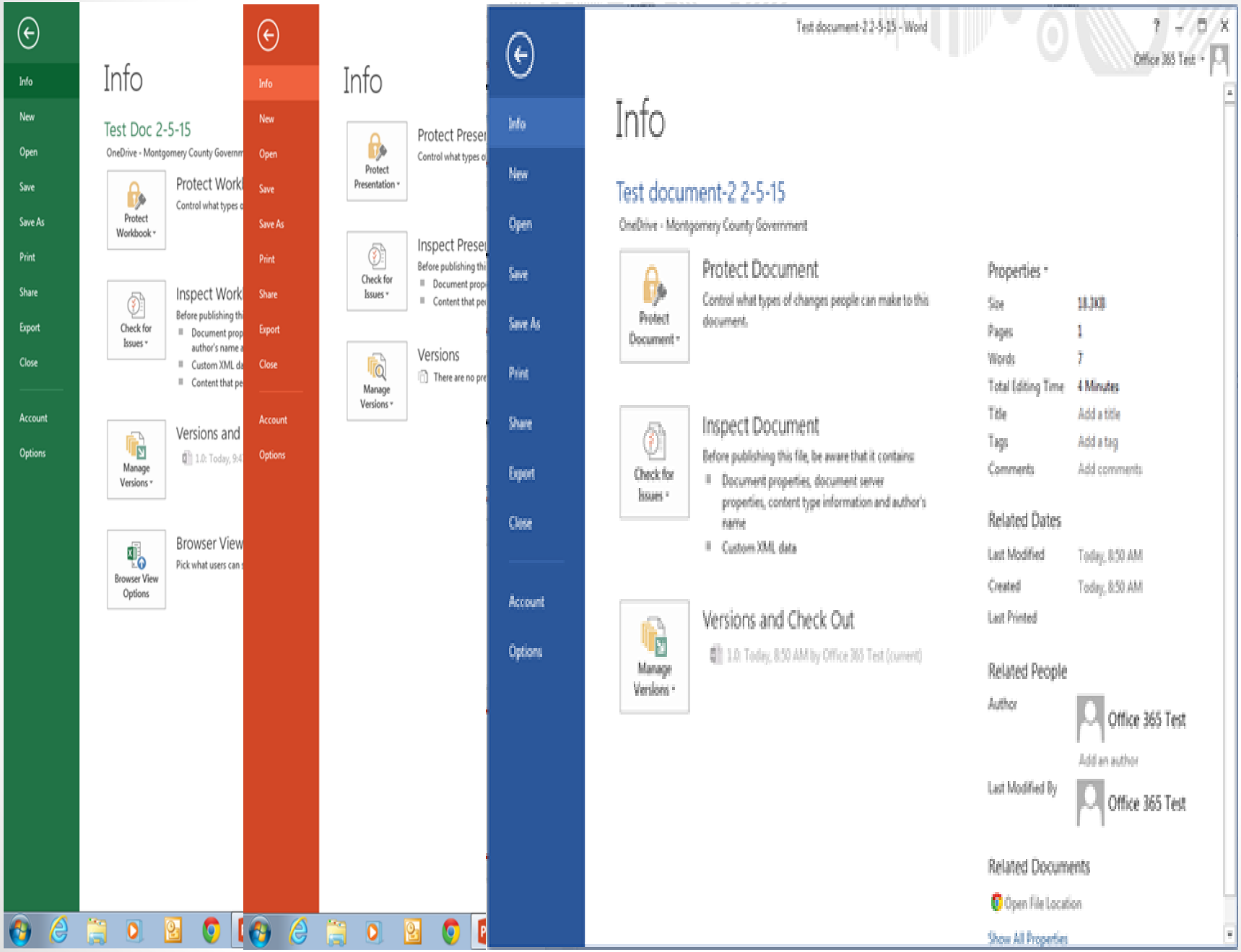


The FILE tab contains selections for saving and opening stored documents in various locations (Referred to as 'back stage')

File Tab
(backstage)
Sub-Menus

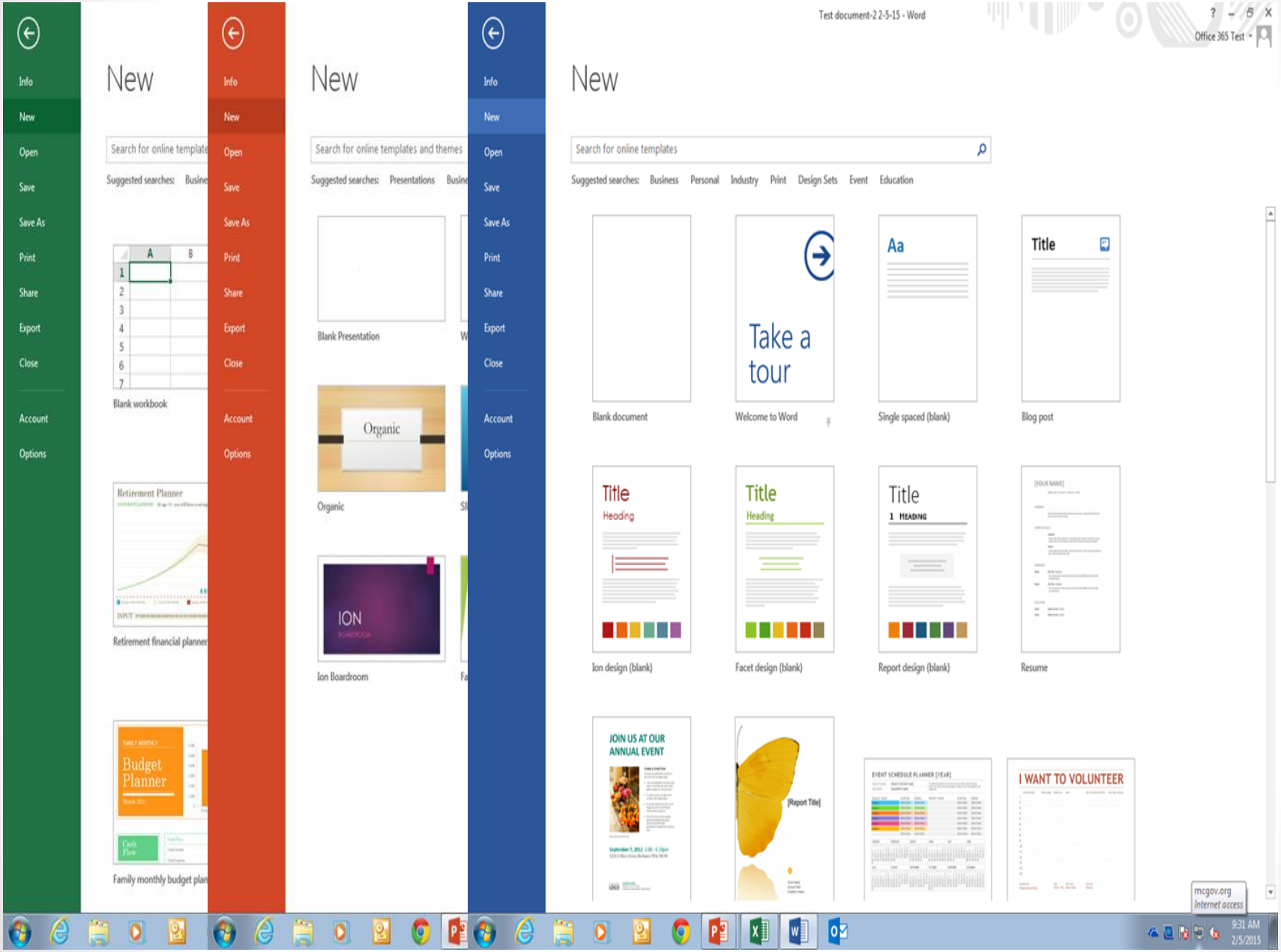
File Tab

Info – Sub Menu



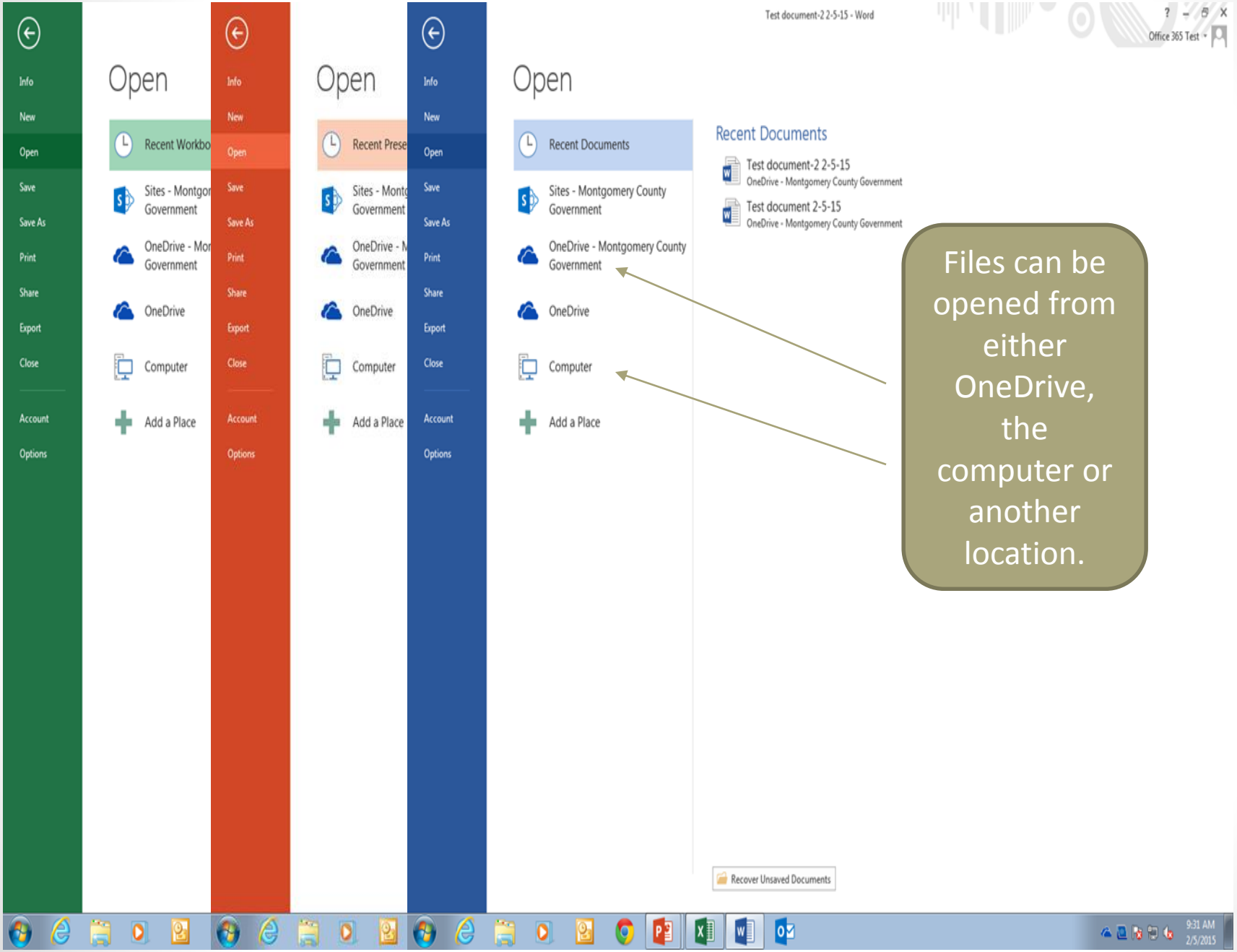
File Tab

New – Sub Menu



File Tab

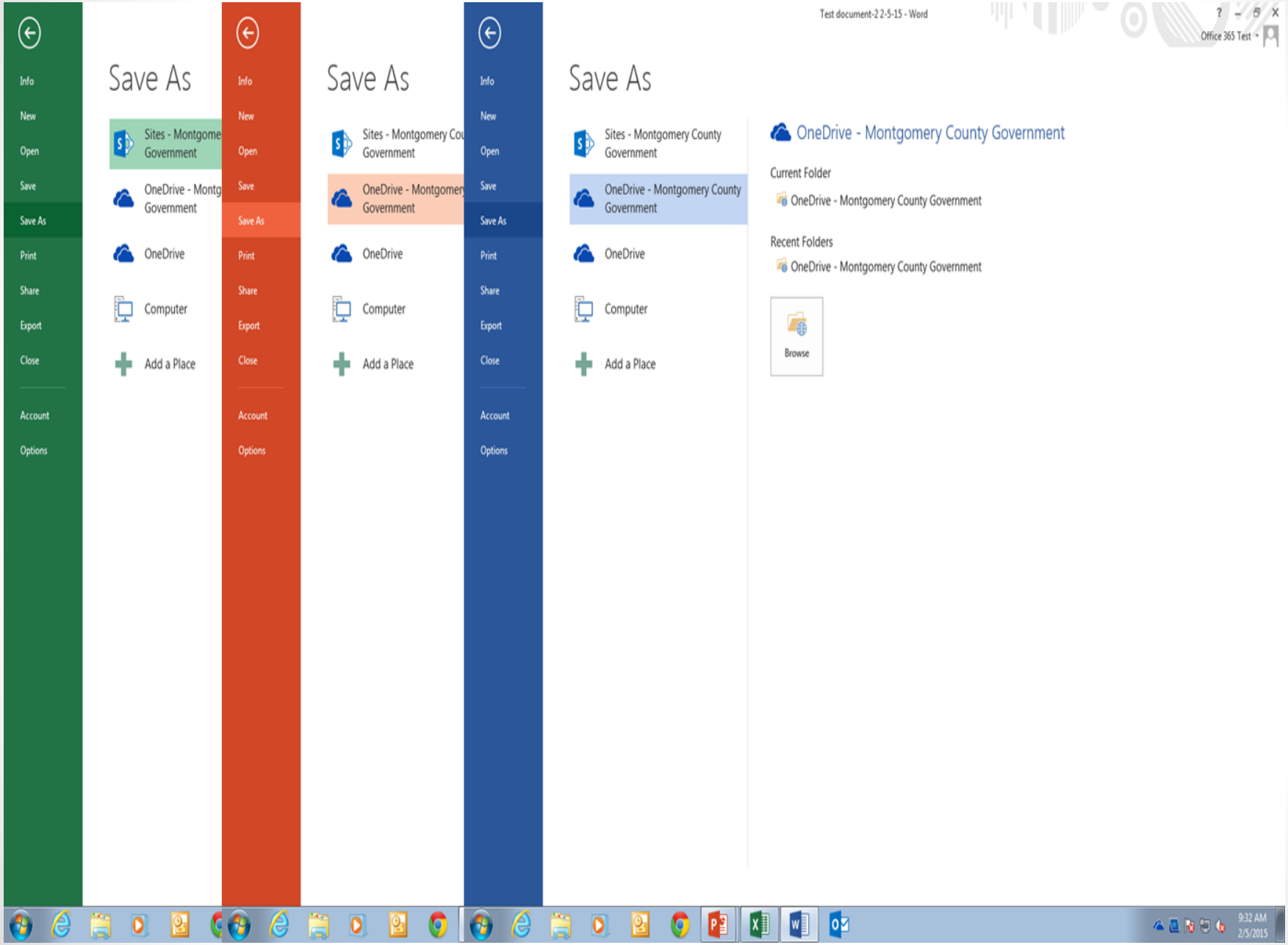
Open – Sub Menu



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

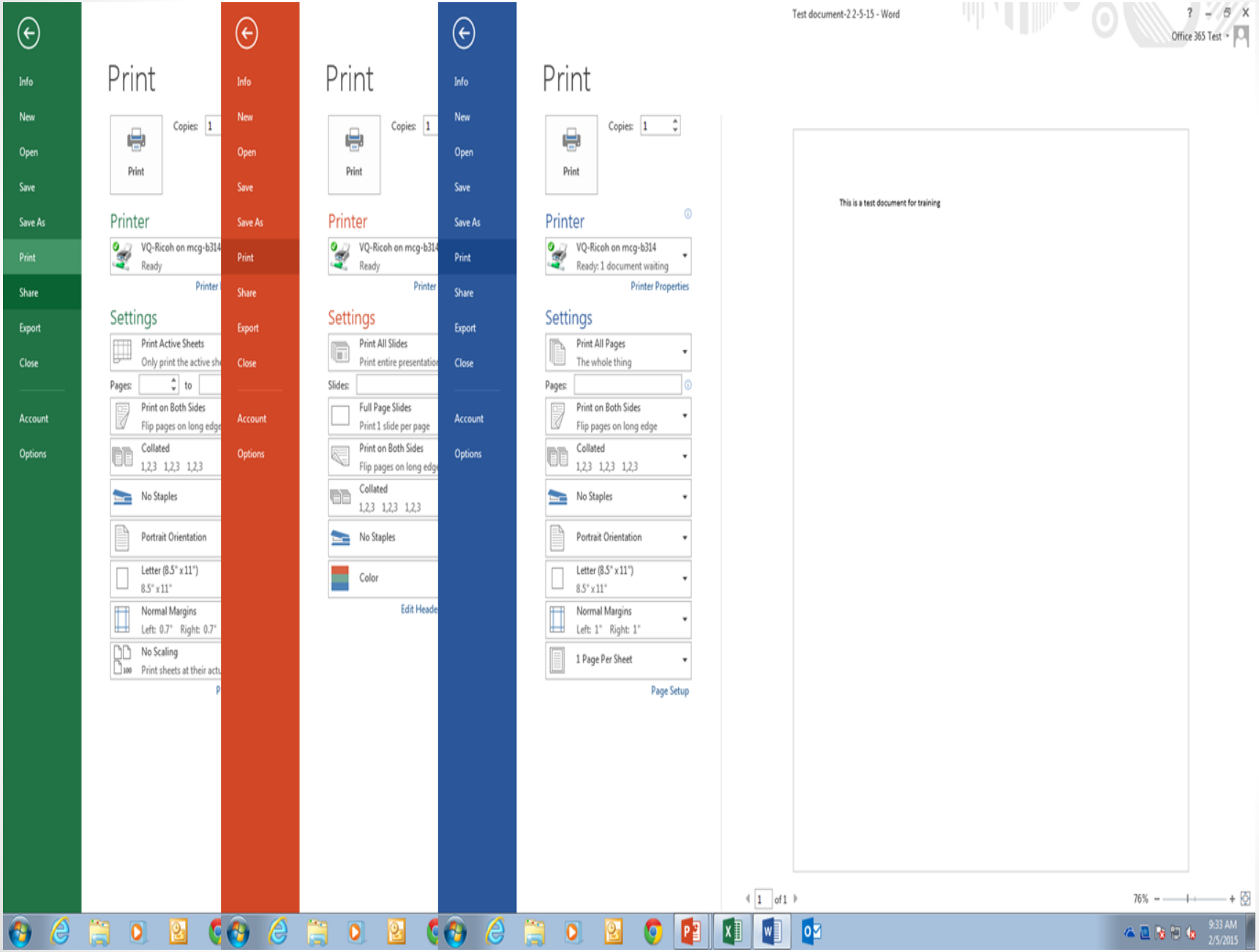
File Tab

Save As – Sub Menu



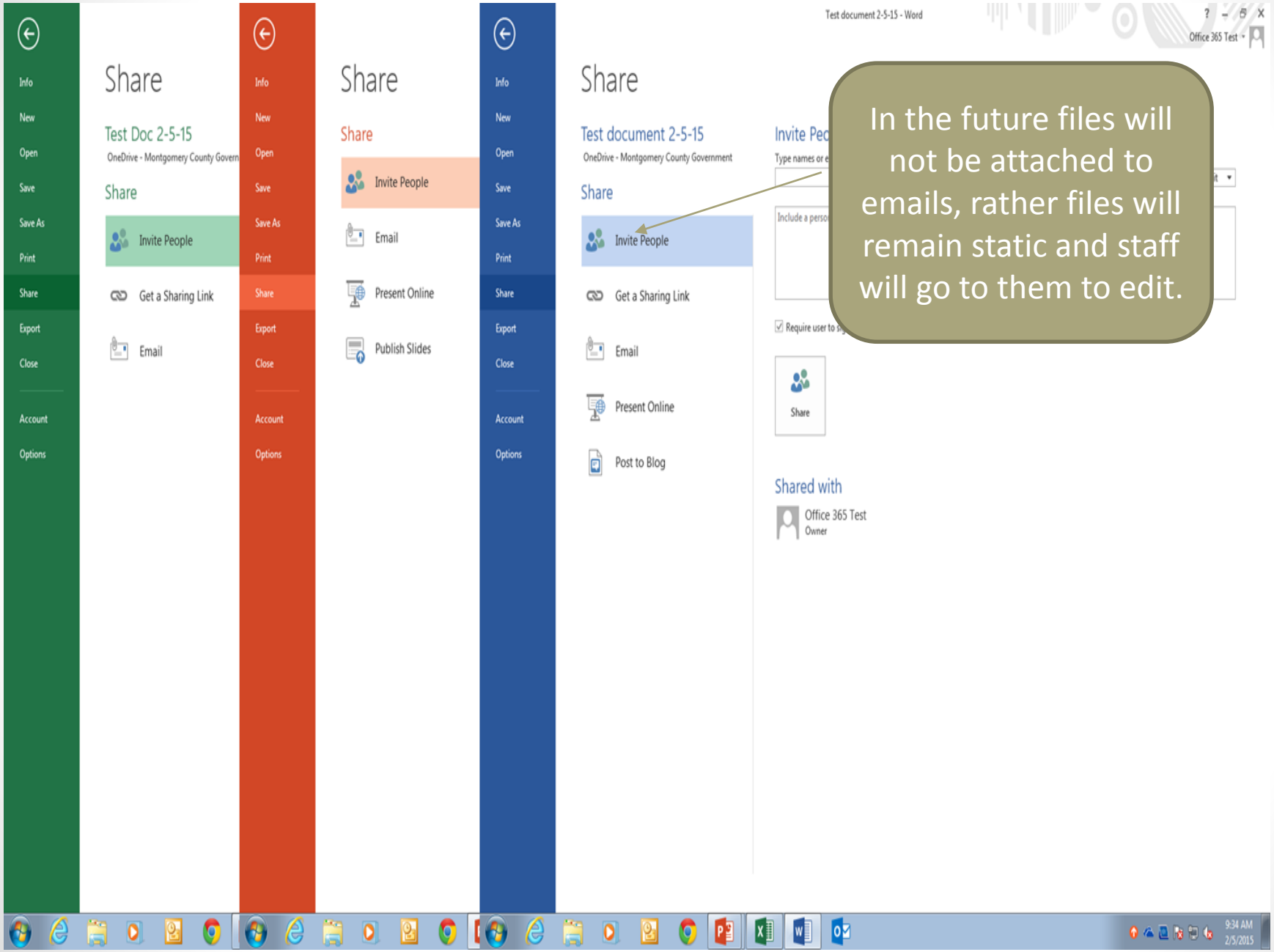
File Tab

Print – Sub Menu



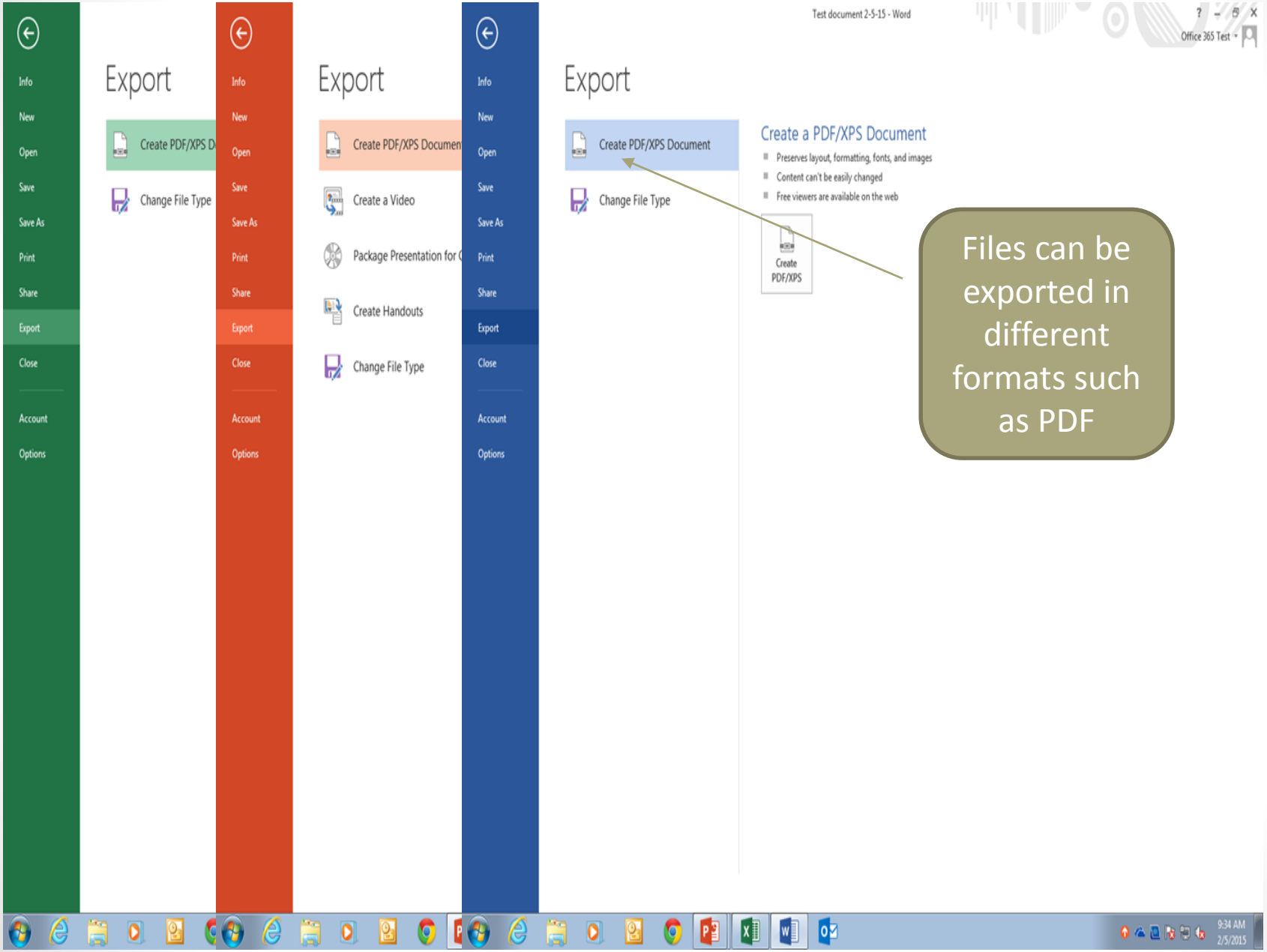
File Tab

Share – Sub Menu



In the future files will not be attached to emails, rather files will remain static and staff will go to them to edit.

Export – Sub Menu

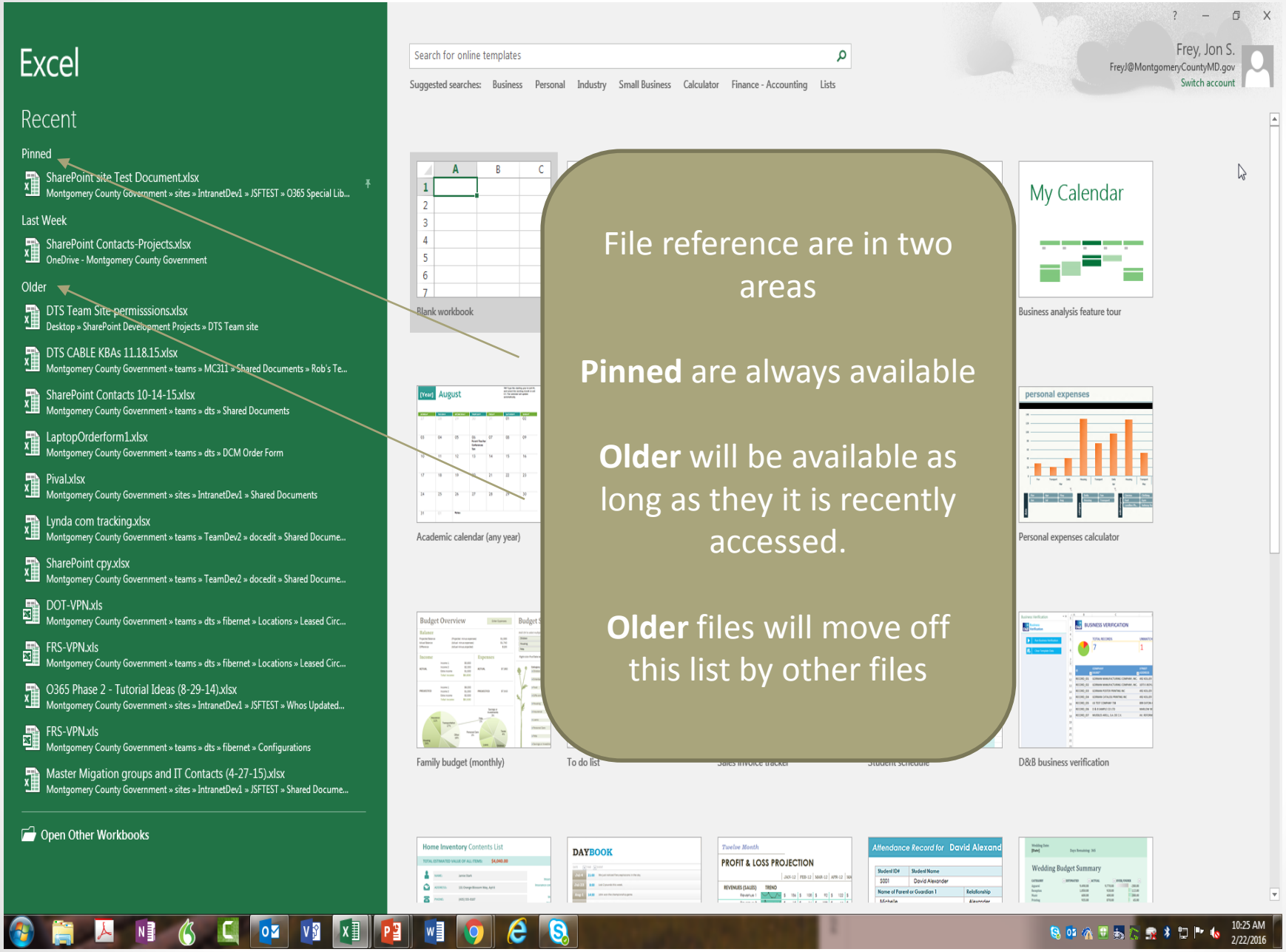


Files can be exported in different formats such as PDF

Pinning file references

Ribbon Interface

Pinned and Older files



File reference are in two areas

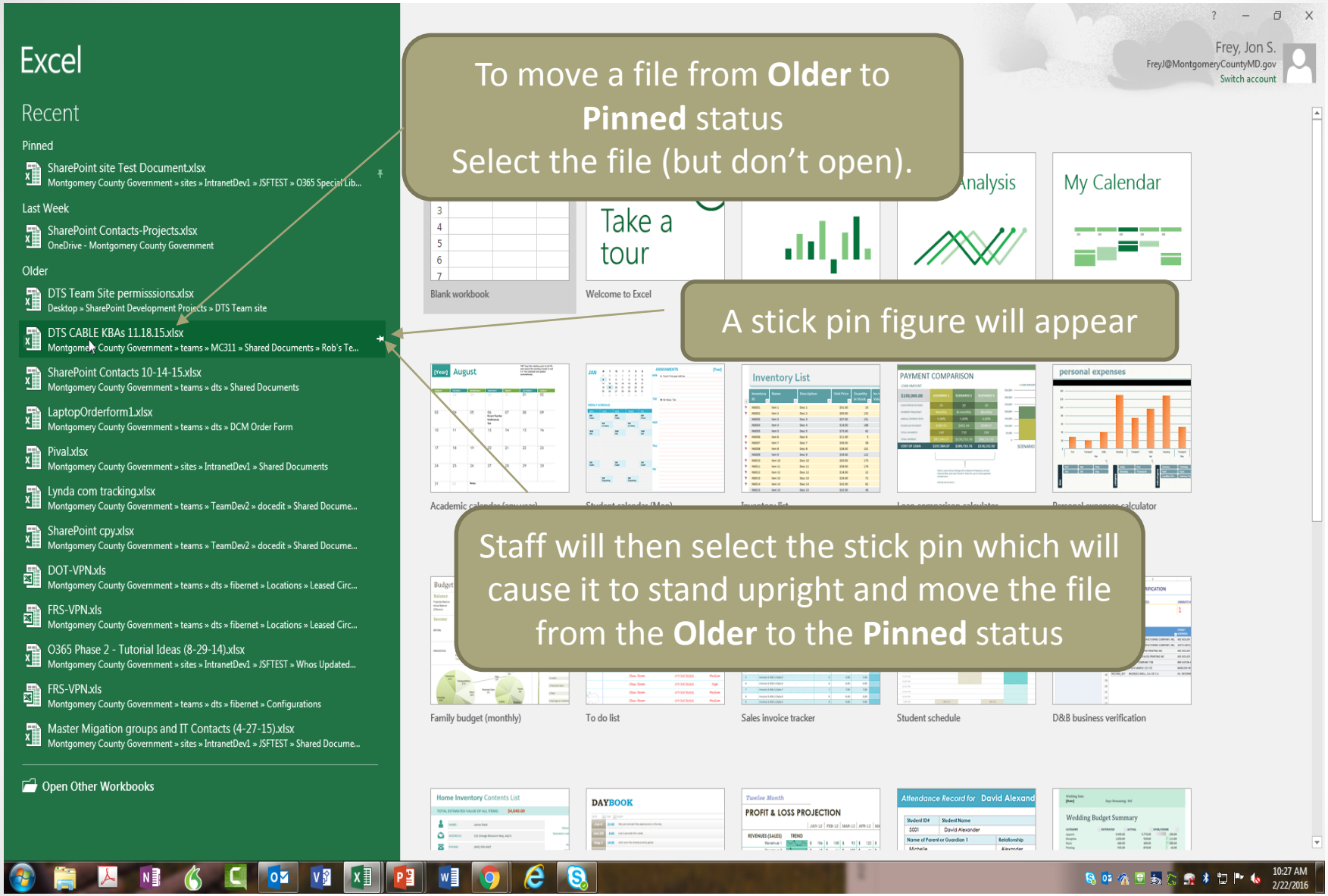
Pinned are always available

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



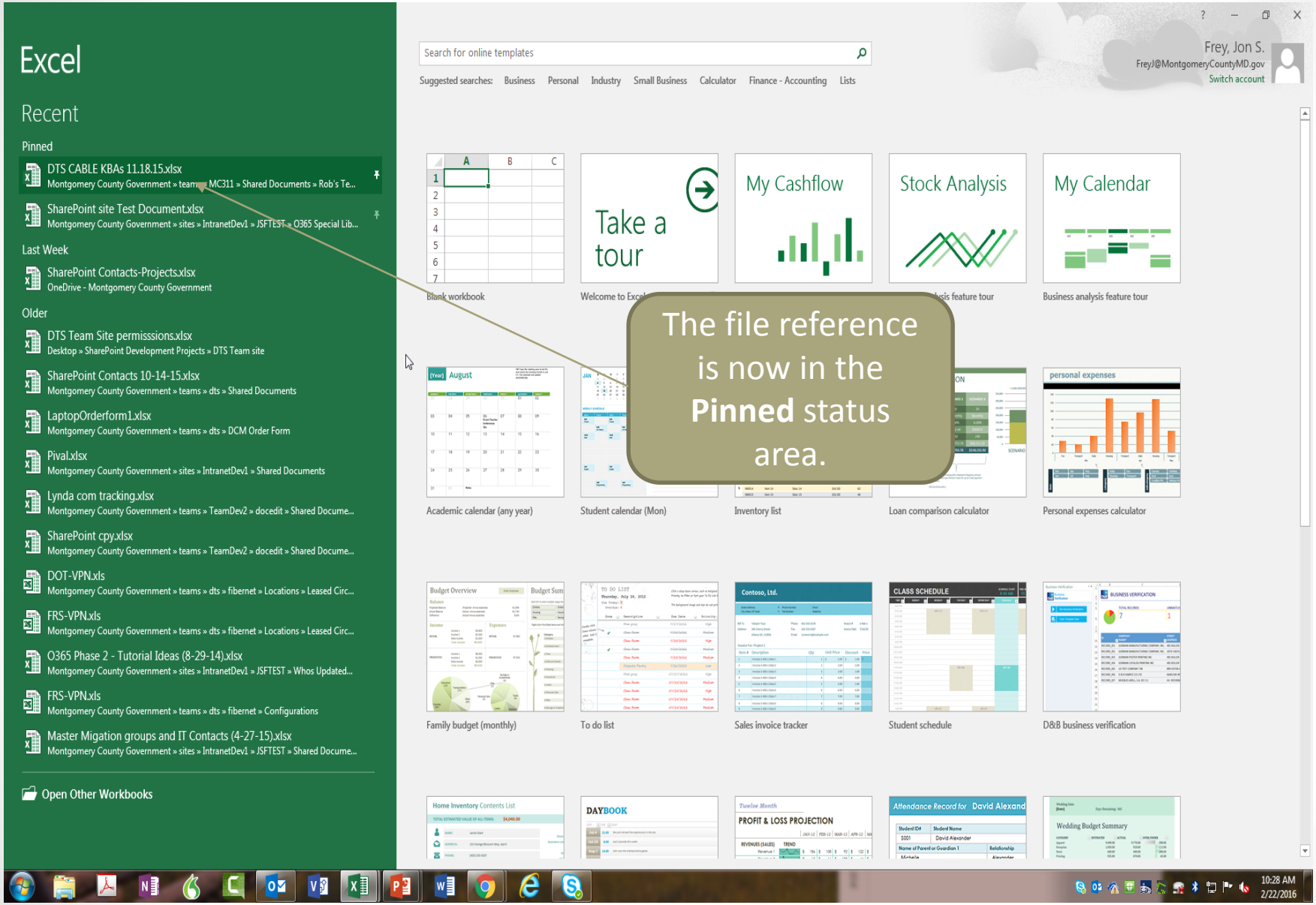
To move a file from **Older** to **Pinned** status
Select the file (but don't open).

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

OneDrive

File is now Always



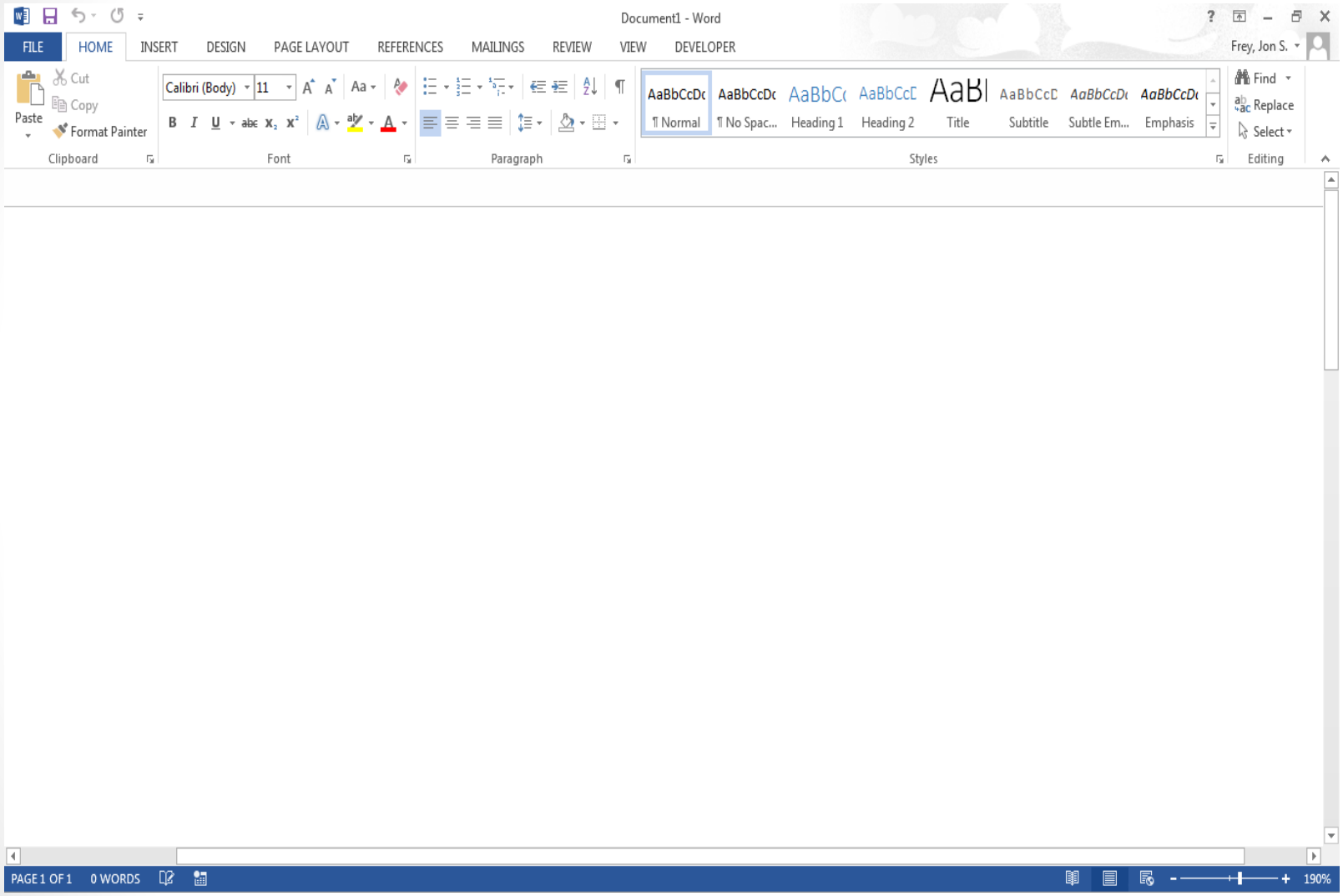
The file reference is now in the **Pinned** status area.

Office 365 – Transition Briefing – Ribbon Interface

Display / Hide Ribbons

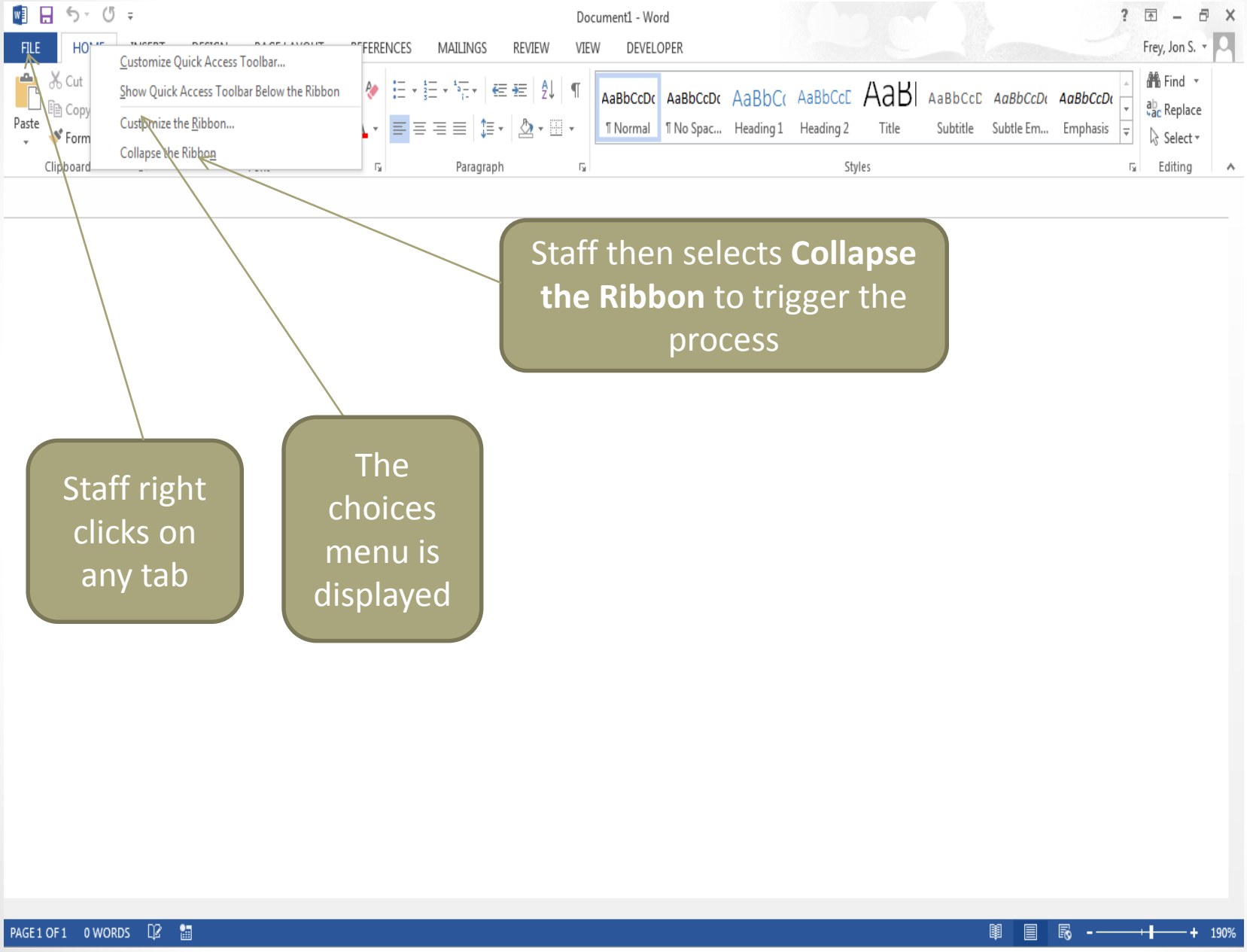
Ribbon Interface

Expanded Ribbon View



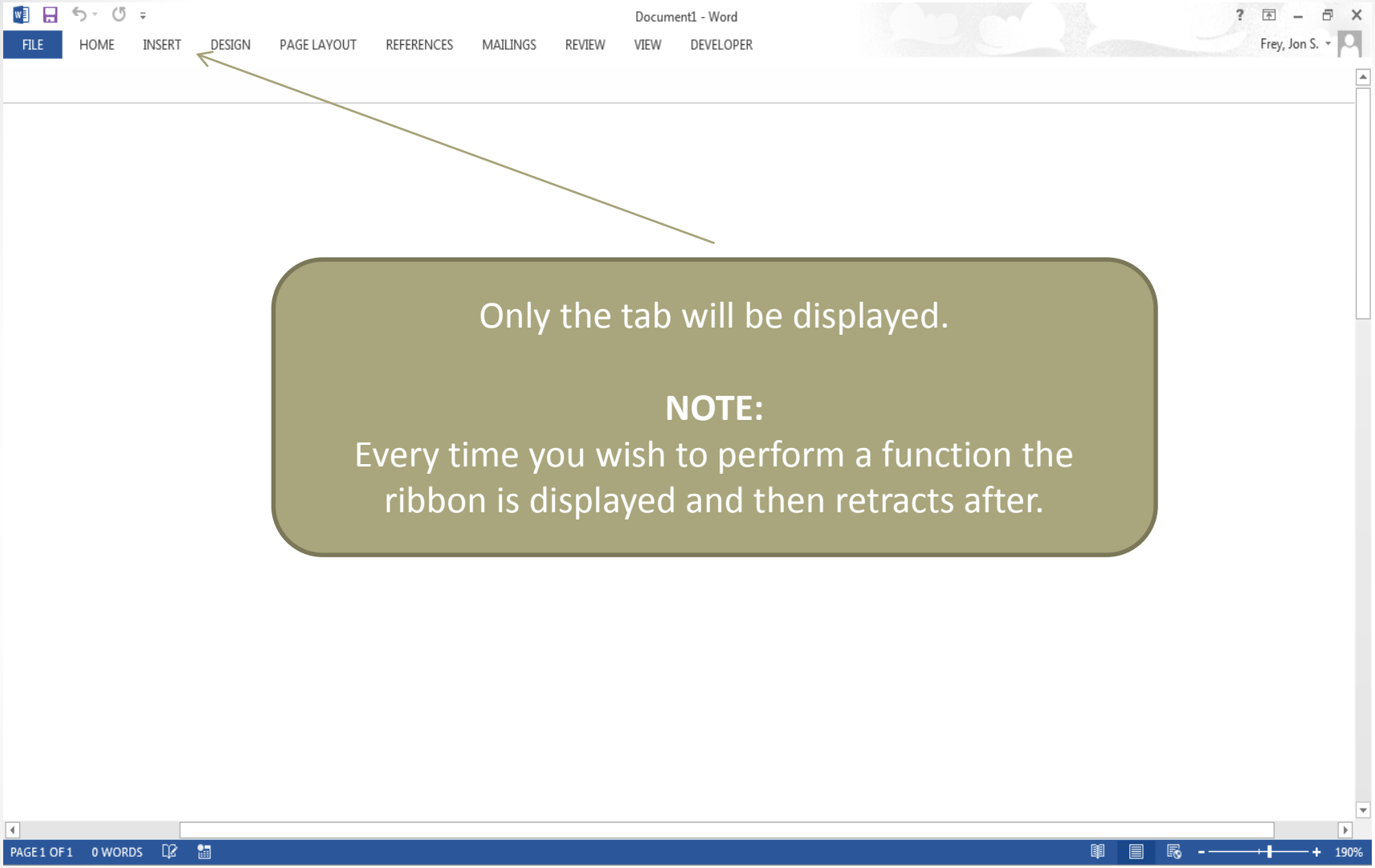
Ribbon Interface

Change Ribbon View



Ribbon Interface

Collapsed Ribbon View



Only the tab will be displayed.

NOTE:
Every time you wish to perform a function the ribbon is displayed and then retracts after.