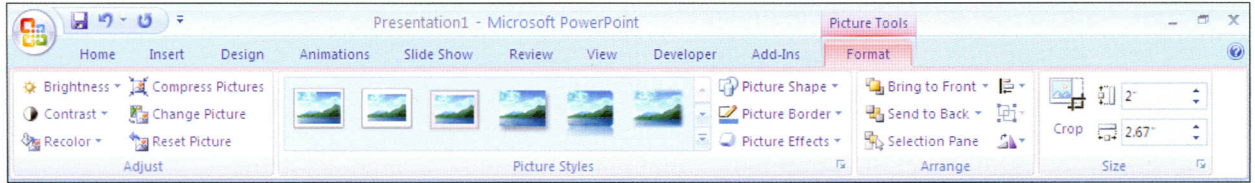


Microsoft® Office Common 2007 Ribbon

PICTURE TOOLS: FORMAT



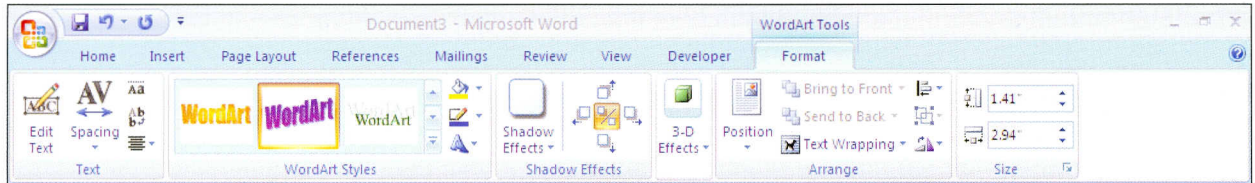
Adjust—Brightness, contrast, and recolor settings; compress pictures, change picture, reset picture.

Picture Styles—Styles to apply to picture, picture shape (such as hexagon), picture border, picture effects (such as bevel and glow).

Arrange—Object position, object location in relation to other objects, text wrapping setting, alignment, grouping setting, rotation option.

Size—Crop out unwanted parts, picture height and width settings.

WORDART TOOLS: FORMAT



Text—Edit WordArt text, adjust spacing, make letters same height, display letters vertically, align text for multiple-line WordArt.

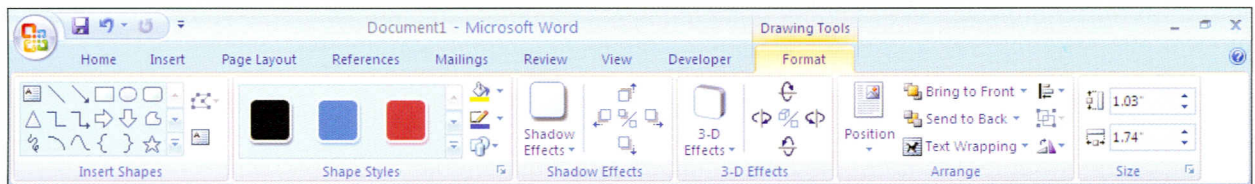
WordArt Styles—Apply style to selected WordArt; select fill color options, outline options, overall shape of WordArt.

Shadow Effects—Apply shadow effect, shadow position.

Arrange—Set object position, object location in relation to other objects, text wrapping setting, alignment, grouping setting, rotation option.

Size—Adjust picture height and width settings.

DRAWING TOOLS: FORMAT



Insert Shapes—Drawing shapes, shape editing options, text additions and editing.

Shape Styles—Styles to apply to shape, fill color, shape outline; change shape while maintaining formatting.

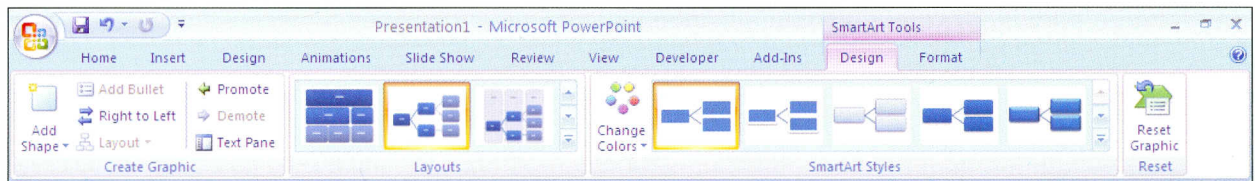
Shadow Effects—Shape shadow, turn shadow on or off, shadow direction.

3-D Effects—Shape 3-D effect, tilt options, turn 3-D on or off.

Arrange—Object position, object location in relation to other objects, text wrapping setting, alignment, grouping setting, rotation option.

Size—Adjust picture height and width settings.

SMARTART TOOLS: DESIGN



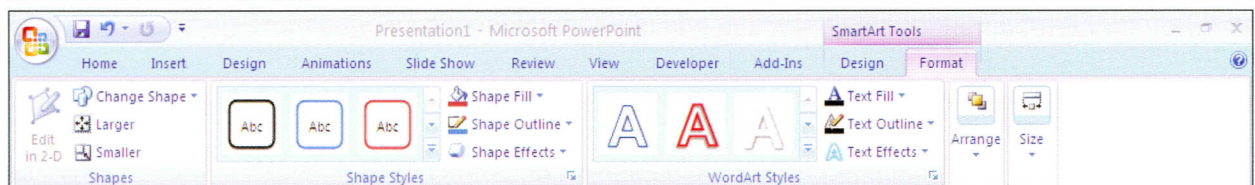
Create Graphic—Add shape, add bullet, switch layout right to left or left to right, layout settings, promote or demote text, display/hide text pane.

Layouts—Layout designs for selected shape.

SmartArt Styles—Color variations, styles to apply to SmartArt.

Reset—Reset graphic back to original settings.

SMARTART TOOLS: FORMAT



Shapes—Edit shape in 2-D, change shape, make shape larger or smaller.

Shape Styles—Styles to apply to shape, fill color, outline options, shape effects (such as shadow or glow).

WordArt Styles—Style for WordArt, text fill color, text outline options, text effects.

Arrange—Bring to front, send to back, selection pane, align, group, rotate.

Size—Adjust height and width.