



Who is this information useful to: Office users migrating from Office 2003 to Office 2007 who have difficulty finding commands on the new ribbon

What is this task: To download an 'add-in' to the toolbars for Word, Excel and Powerpoint that allows you to gain access to a command by typing in its name

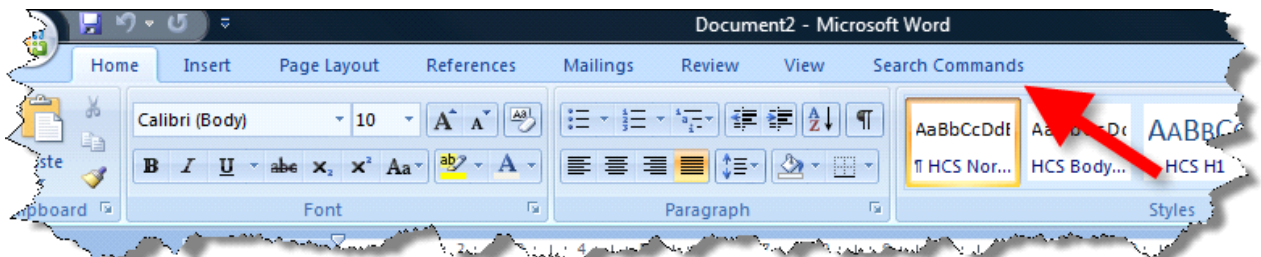
How long does this take to complete: Less than 5 minutes

1 To start you need to download the add in from the Microsoft Office Labs site, this can be found at:

<http://www.officelabs.com/projects/searchcommands/Pages/default.aspx>

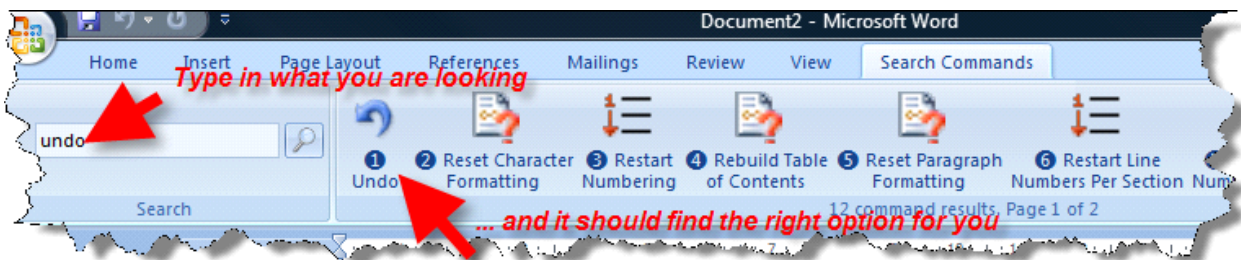
You are downloading a file called msofficeb.vo.llnwd.net to your computer. When you have downloaded the file, open it up and follow the on screen instructions to install. The installation process will add the tool into Word, Excel and Powerpoint

2 Open Microsoft Word, you will notice that a new menu item called 'Search Command' has been added



3 Click on 'Search Command' in the top menu and the ribbon will change to look like the screen shot below. If you type in the name of the command you are looking and hit enter then the ribbon will fill with likely options. In the example below we are looking for 'Undo' (... which many of you will know is also accessible through the keyboard as Ctrl-Z)

This same functionality is now also available to you in Excel and Powerpoint.



You need to have Microsoft Office 2007 installed for this to work! If you are looking to upgrade then please call our **Sales team** on 051 595200 or email sales@hcs.ie



Follow up this tip with some free training! If you are new to Office 2007 then there is an excellent 'get started' package you can download at:

office.microsoft.com/en-us/training/HA102146851033.aspx