

PC Tip of the Week Hide the Ribbon in Word, Excel, or PowerPoint 2007

When seeing the largest view of your document is important, hiding the ribbon can be key. An earlier tip discussed minimizing (hiding) the ribbon using CTRL + F1. But if you don't always remember keyboard shortcuts, it might be easier to remember this:

- (1) Double click the **active tab**:



The ribbon disappears leaving only the tabs and **Quick Access Toolbar**:



- (2) **Click once on any tab**; the ribbon displays temporarily to let you select a command.
- (3) **Double-click any tab**; the ribbon displays and remains in place.

Computer Term of the Week

cyberculture: the culture that has formed among those who use the Internet and other networks to communicate, have formed social groups which meet and interact online, and may never meet in real life; cyberculture has its own customs, etiquette, mythology, and ethics.

Keyboard Shortcut of the Week

Ctrl + Shift + K displays text as small caps in Word and Outlook message areas.