

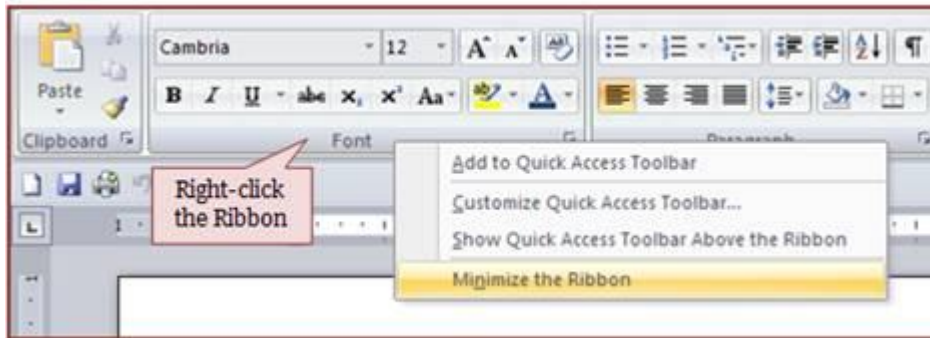
PC Tip of the Week

Minimize the Ribbon in Office 2007 Applications

When working on a document in Office 2007, there are times the ribbon may take up too much screen space.

To hide the Ribbon,

- Right-click the ribbon > **Minimize the Ribbon**.



- If you prefer using keyboard shortcuts, press **CTRL + F1**.

With the Ribbon minimized, Tab names remain:



To access an option, click the appropriate Tab and the Ribbon will *temporarily* display allowing you to make a selection.

To display the Ribbon again,

- Right-click the Ribbon > **Minimize the Ribbon**,
- Or Press **CTRL + F1**.

Computer Term of the Week

fuzz testing (or *fuzzing*): technique used to discover errors or loopholes in software, operating systems, or networks by inputting massive amounts of random data (called *fuzz*) to the system in an attempt to make it crash; if a vulnerability is found, the fuzz tester (or *fuzzer*) indicates potential causes; fuzz testing can often reveal defects that are overlooked when software is written.

Keyboard Shortcut of the Week

ALT + CTRL + S splits a Word screen into two panes (with a moveable horizontal bar).
ALT + SHIFT + C removes the split.