

Welcome to the  
Allegany County Library System  
Video Instruction Series

Introduction to Microsoft Word 2007

Lesson 2

The Office Button

The **Office Button** replaces the File menu in Word 2003. The button contains the commonly used commands, such as Open, Save, and Print and Send in the left column. The small arrow to the right signifies subtopics. Under the Office Button, a document can also be published to a blog.

In the right column, if previous documents have been created, a list will appear. The documents can be opened at this point. The small push pin icon indicates that the document can be pinned to the Recent Document list – so that it always appears.