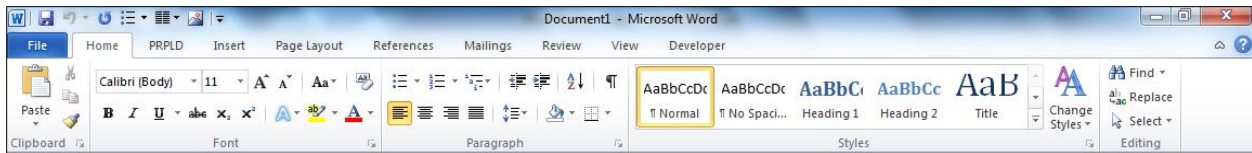


**Ribbon** – The array of commands across the top of the program. It allows for easy navigation among the myriad of options you have while working. Options change as you click to new tabs in the ribbon

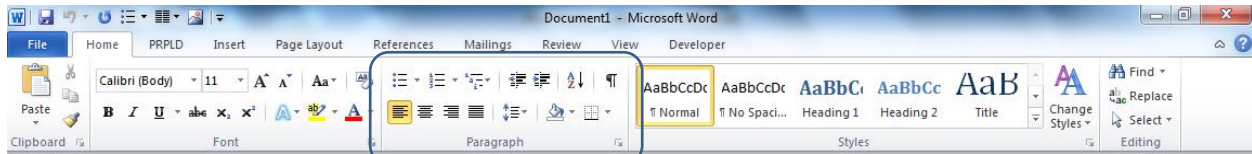


## Quick Access Toolbar

A small set of frequently used commands at the very tip of the ribbon. It does not change as you click between tabs (can customize in the “backstage” view under Options, Quick Access Toolbar).

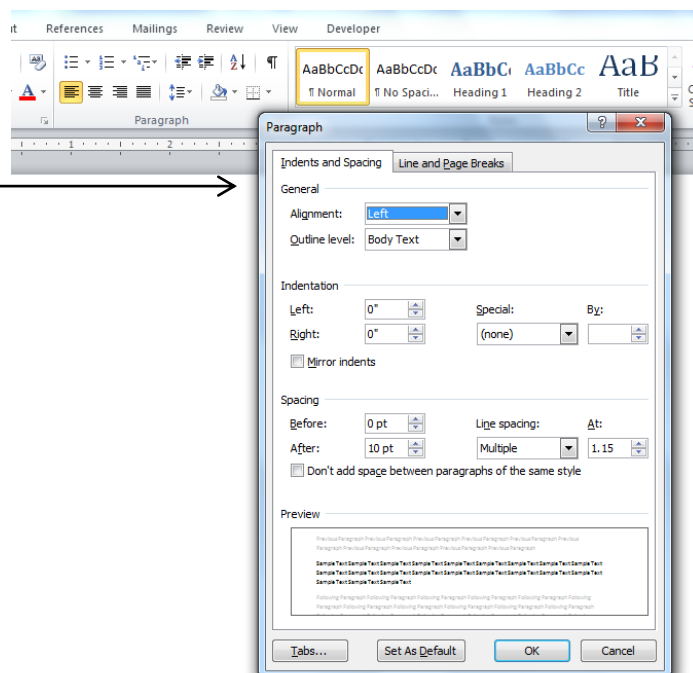
## Groups

Each tab within the ribbon has a group that is defined by vertical gray lines on each side and is labeled at the bottom center. For example, the home tab has five groups: Clipboard, Font, Paragraph (circled below), Styles, and Editing.



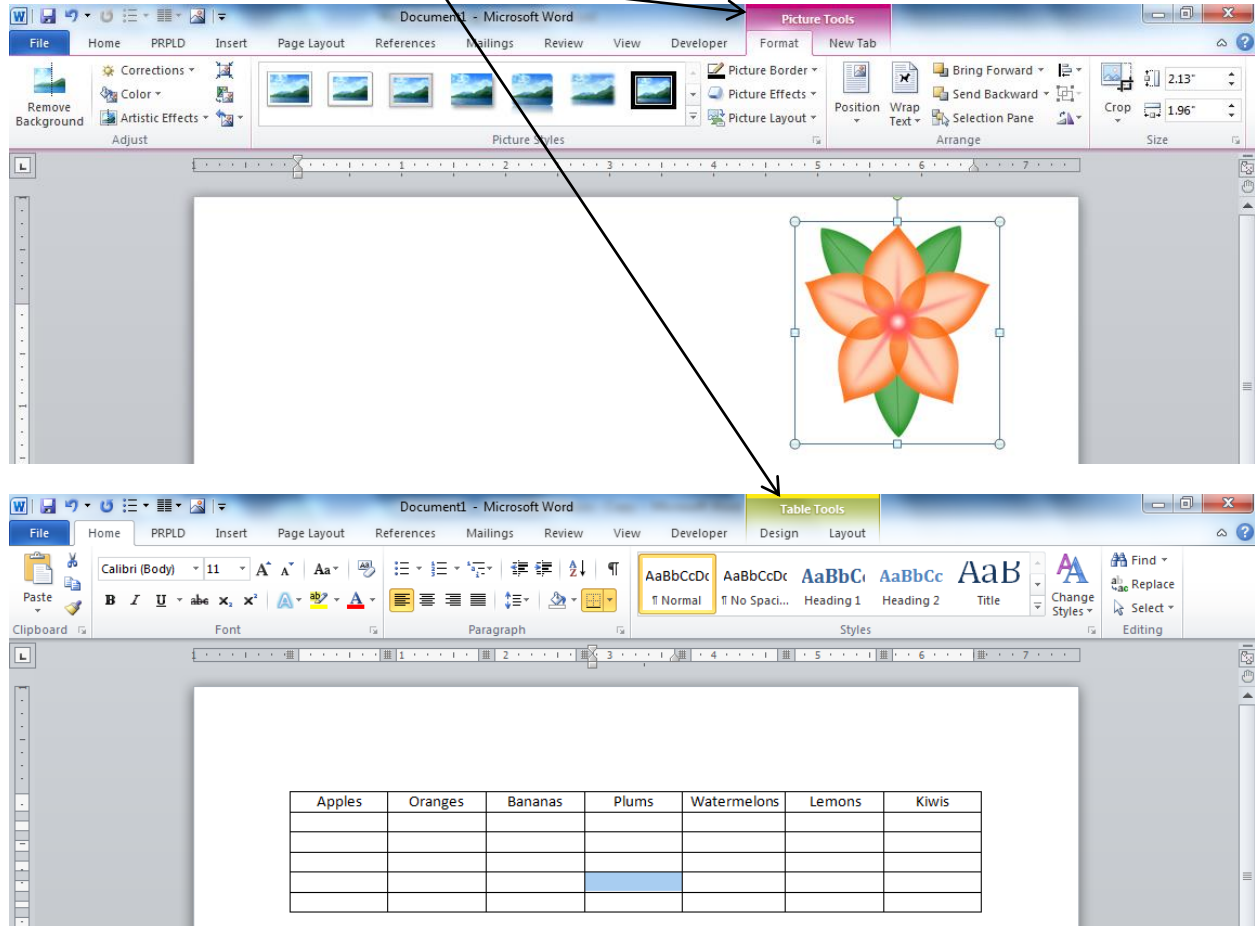
## Dialog Box

A dialog box is opened when you click on the arrow in the bottom corner of a group. The dialog box gives more options and commands to format documents in one given area.



## Contextual Tab

A contextual tab is a hidden tab control that is displayed in the tab row when an object such as an image or a table is selected or highlighted.



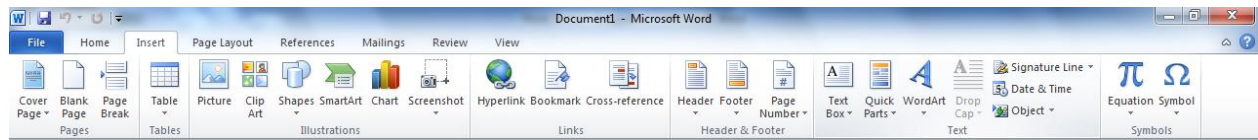
The contextual tabs offer multiple options to alter characteristics of the selected graphic or table.

## Home Tab



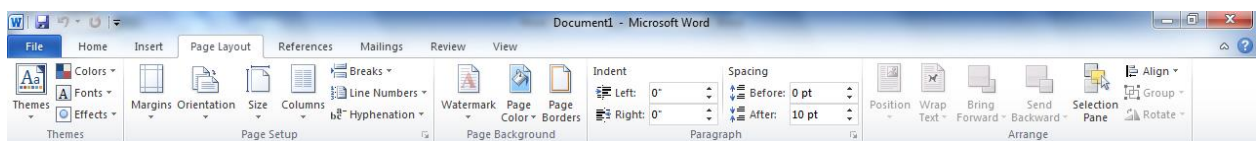
- Clipboard Group: Cut, Copy & Paste.
- Font Group: Change the Font and/or the Size, Color & Style.
- Paragraph Group: Line Spacing, Justification, Indents, Bullets & Lists.
- Styles Group: Pre-formatted Styles.
- Editing Group: Find Replace & Select.

## Insert Tab



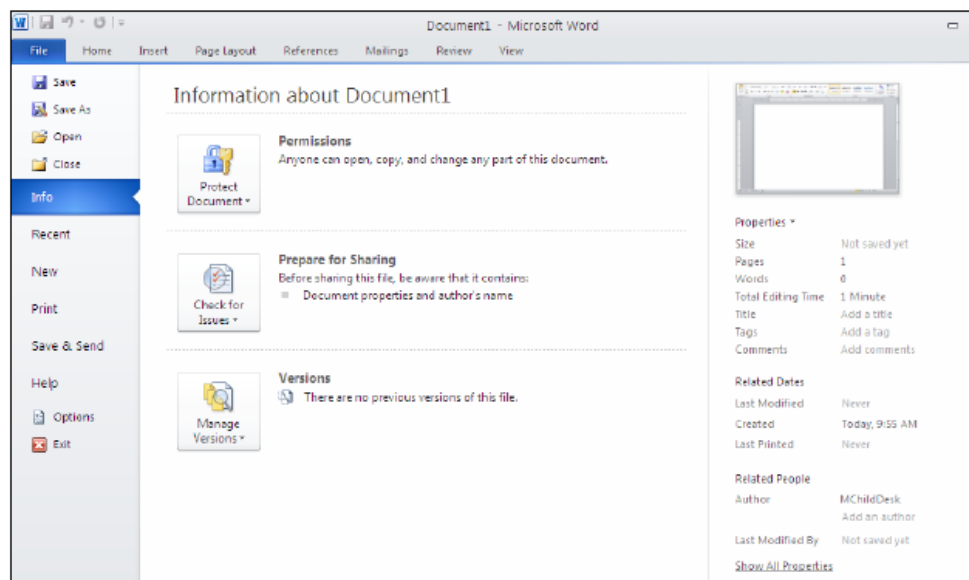
- Illustrations Group: Picture & Clip Art.
- Text Group: Text Box & Word Art.

## Page Layout Tab



- Page Setup Group: Margins & Columns
- Paragraph Group: Indents, Spacing, Margins.

**File tab** – Puts document into “backstage” view, allows for overall file management



## Save/Save As

- Multiple ways to save (File, Blue disc/quick access bar, Ctrl +S, autosave – file, options, save)
- Multiple formats including:
  - Extension -- .pdf – like a snapshot of a document; ready for printing, usually cannot edit.
  - Extension -- .doc – older version of Word and cannot open newer documents. (.docx is newer extension of word documents.

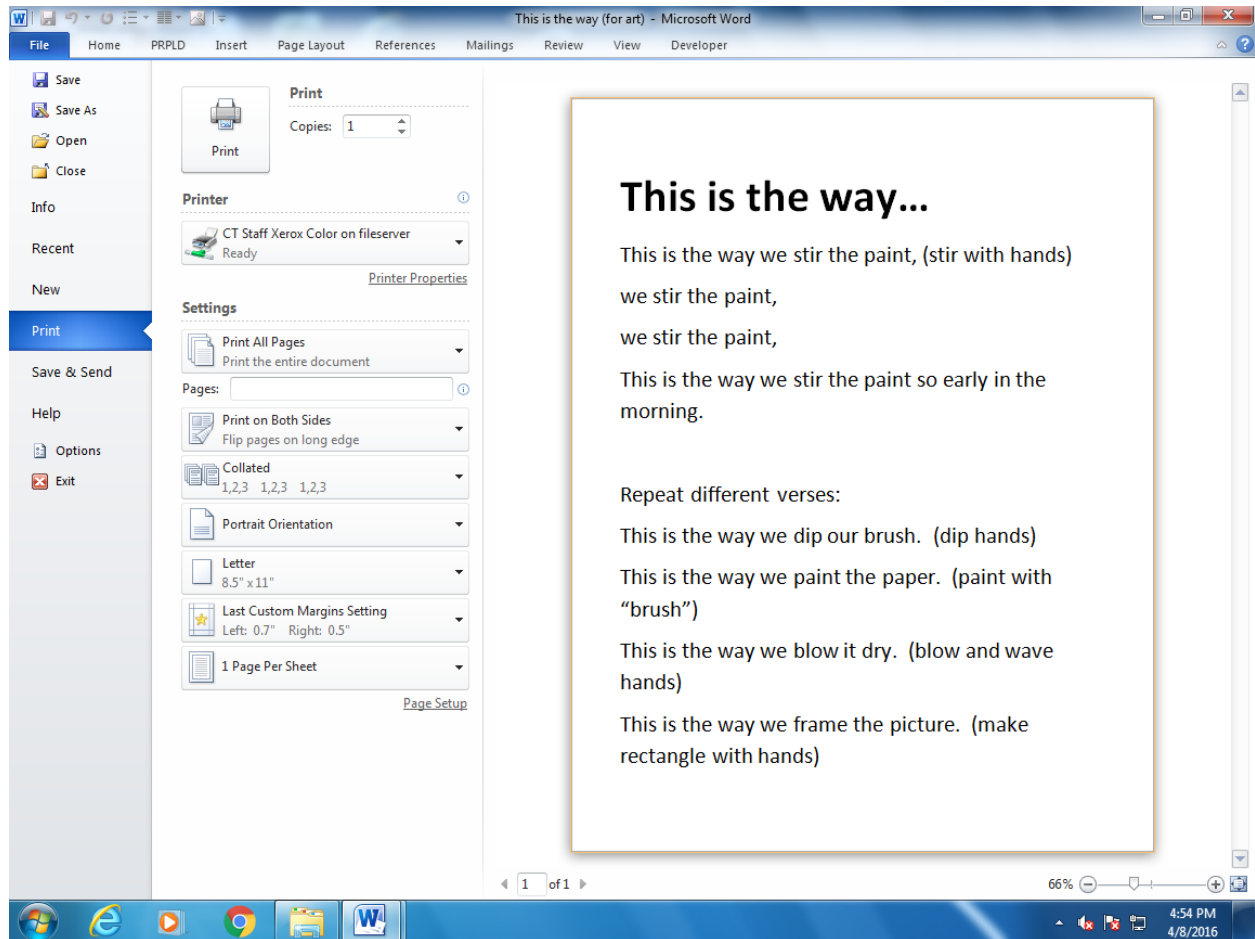
## Open & Close

**Info** (Information about Word Basics (Properties, Permission (password-protect), Sharing, Versions)

**Recent** (All recent files made on Word)

**New** (Blank Document & Templates)

**Print** (Print Options)



**Save & Send** (Saving with various file types and sending through email)

**Help** (Guidelines for specific tasks)

**Review** (Spelling and Grammar Check, Thesaurus)

As you type, colored wavy lines may appear below words/phrases that the program thinks could be spelling or grammar errors. You can right-click on the word to see suggestions of how to improve it. Alternatively, you can wait until you are finished creating your document and use the Spelling & Grammar option from the Review tab on the ribbon. Remember that spell check is not perfect so you will want to proofread your document yourself as well.

***Remember: Right Click is your Friend!***