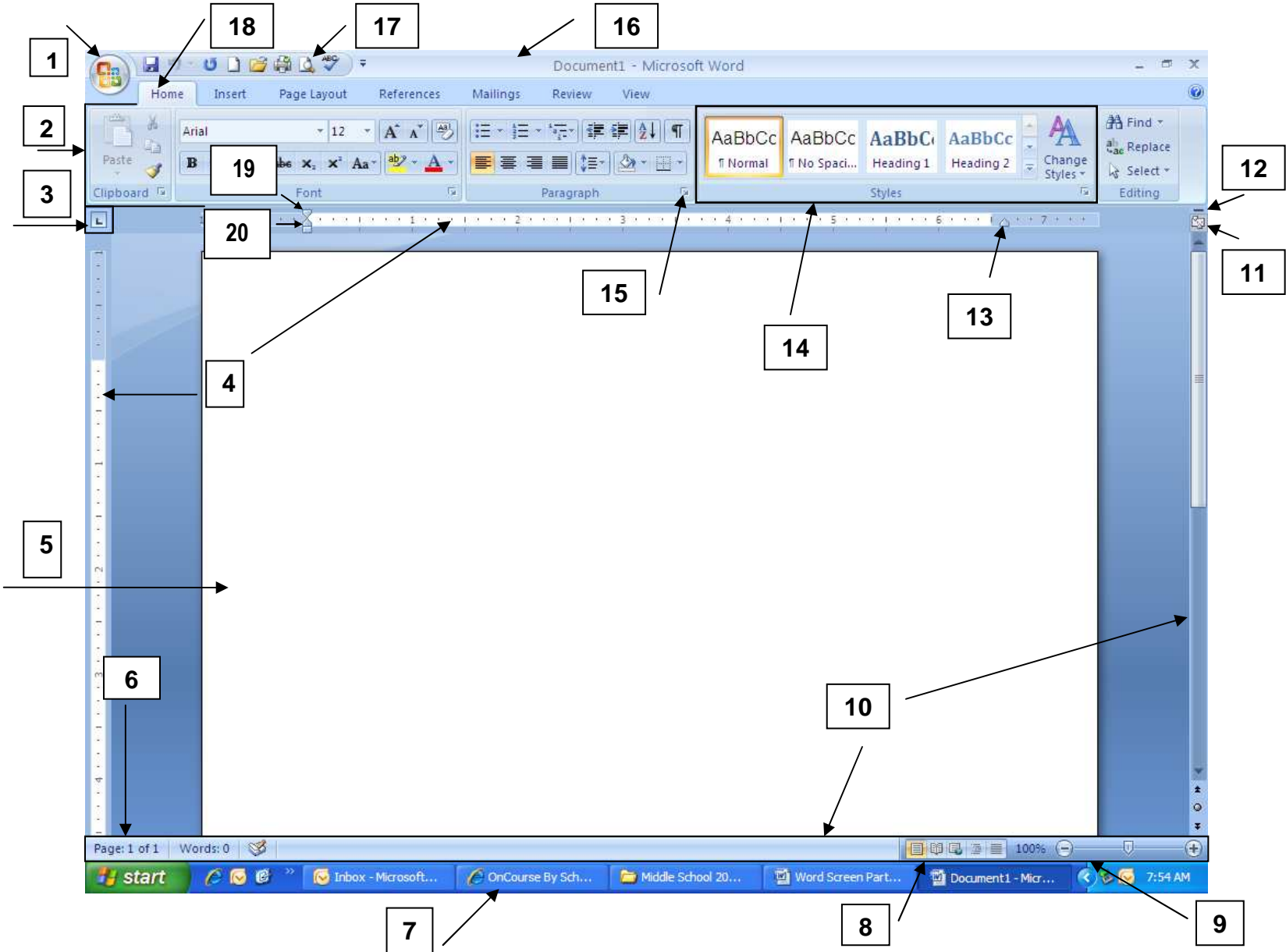






Microsoft Word Screen Parts



Microsoft Word Screen Parts

- 1. Office Button** – Click the Office Button to find a drop down menu containing options, such as: open, save, and print. Also shows previously opened files, which you may choose to “pin” them to make them “permanent” choices.
- 2. Ribbon** – The Ribbon is the strip of buttons and icons located above the work area in Word 2007. The Ribbon replaces the menus and toolbars found in earlier versions of Word. Each ribbon contains groups of command buttons with common purpose. Each ribbon contains 7 tabs.
- 3. Tab Selector button** – You can easily set tab stops by clicking on the desired position on the ruler. This button allows you to determine which type of tab will be set left aligned , right aligned , center aligned  or decimal tab . Clicking on this button will allow you to change the tab style.
- 4. Rulers** – Gives you an idea of where you are on the page
- 5. Document** – This is what you are typing/what will print out
- 6. Status Bar** – This row can be customized by right-clicking and selecting desired options. Desired options may include page number/number of total page, word count, insert/overtyping mode, caps lock, and zoom slide.
- 7. Task Bar** – Shows open programs.
- 8. View Shortcuts** – These four buttons allow you to change the way you view your document on the screen. From left to right they are: print layout, full screen reading, web layout and draft. These can be added/removed by right clicking anywhere on the status bar and checking/unchecking View shortcuts.
- 9. Zoom Slide** – Allows you to increase/decrease the amount of the document you see on the screen.
- 10. View Ruler Button** – Allows you to view/hide the rulers.
- 11. Screen Split Button** – At the top of the vertical scroll bar is a new button. Just below the double arrow is a tiny button that looks like a minus sign that lets you split your screen in two when double-clicked. Double-clicking it a second time will unsplit your screen.

Microsoft Word Screen Parts

12. **Scroll Bars** – Allows you to view entire workbook by moving it up, down (vertical scroll bar), left or right (horizontal scroll bar).
13. **Right Indent** – Slide this triangle to the left of the margin to limit the right side of a paragraph to that point. Move the triangle to the right of the margin to allow the right side of the paragraph to extend beyond the margin. The triangle at the margin will keep the right side of the paragraph with the margin.
14. **Group** – Command buttons with a common purpose are clustered together. Each ribbon contains several groups. Some groups, but not all, contain a quick launch bar (dialogue box launcher) in the bottom right hand corner.
15. **Quick Launch Bar/Dialogue Box Launcher** – It is the arrow in the bottom right hand corner of some groups. When clicked, it will bring up a dialog box where additional options/changes can be entered.
16. **Title Bar** – Shows name of program and open document. Also contains minimize, maximize and close buttons.
17. **Quick Access Toolbar** – This customizable toolbar allows you to add frequently used commands. Click on the down arrow at the end of the toolbar to add/remove command buttons – or - right-click on any command button and choose Add to Quick Access Toolbar.
18. **Tab** – The ribbon is broken down into 7 tabs. Each tab has a common purpose and consists of several groups. To select a tab, simply click on it and the appropriate groups will be displayed.
19. **First Line Indent** – This triangle controls where the first line of a paragraph begins. Moved to the left of the margin, will allow the first paragraph to be in the left margin. Can be moved to the right of the margin to indent your paragraph. THIS IS NOT SETTING TABS!
20. **Hanging Indent** – The opposite of a first line indent. It is often moved to the right of the first line indent, which allows the remaining lines of a paragraph to be indented according to placement of the triangle.