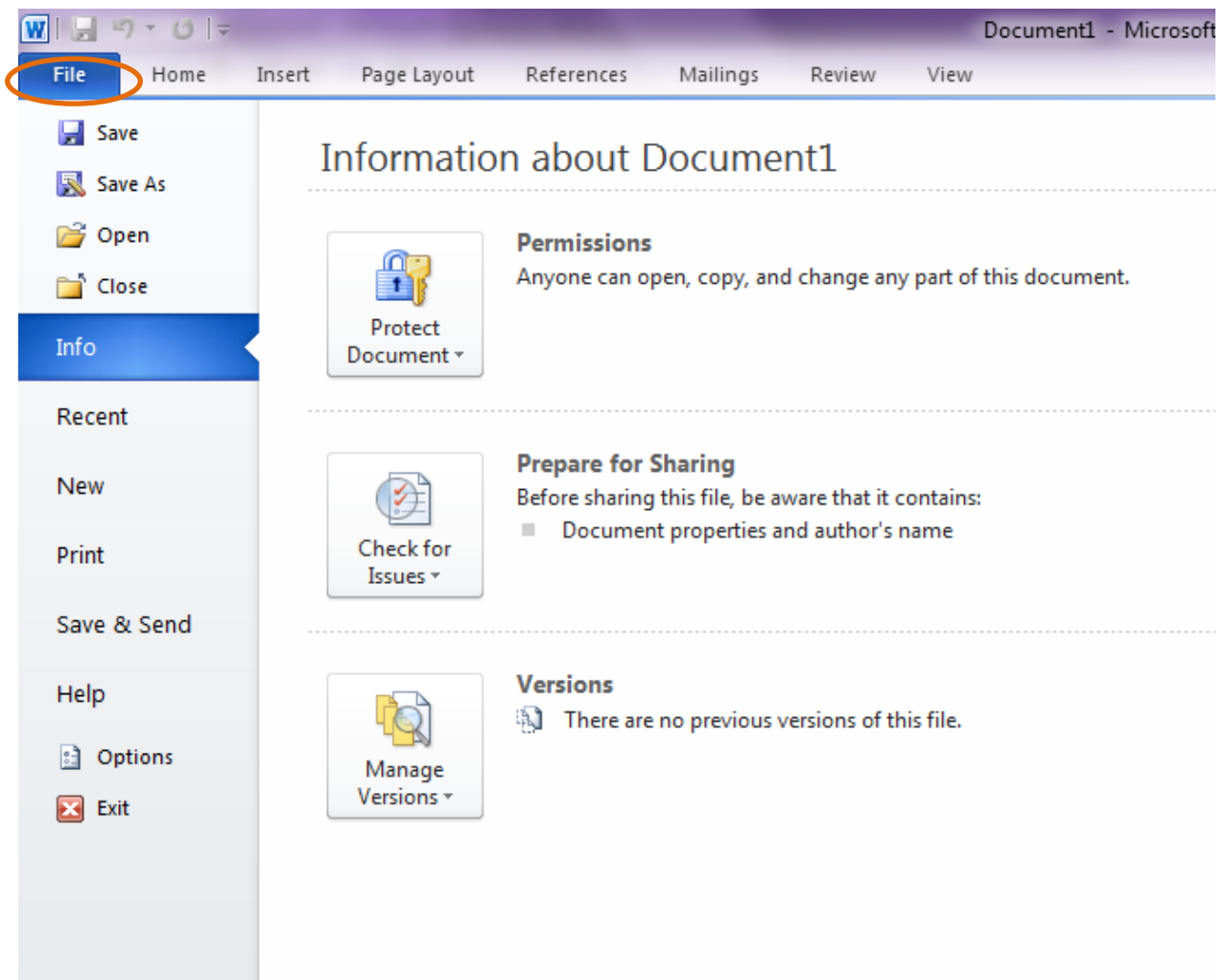


Microsoft Word 2010 Screen Layout Tutorial

Welcome to the Microsoft Word 2010 Screen Layout Tutorial. In this module, you will learn the basics and screen layout of Microsoft Word 2010. This will lay the groundwork and help you better understand the other features of Word.

File Tab

The File tab has replaced the Microsoft Office Button. This tab includes the same basic commands that were previously accessed by clicking the Microsoft Office button or File menu. These commands include Open, Save, and Print.

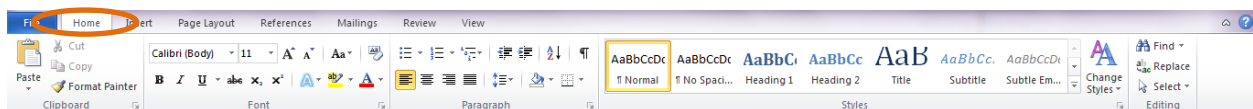


Office Ribbon

The Office Ribbon replaced traditional menus. This ribbon organizes commands into tabs that group related commands together, as shown below. This ribbon is also customizable.

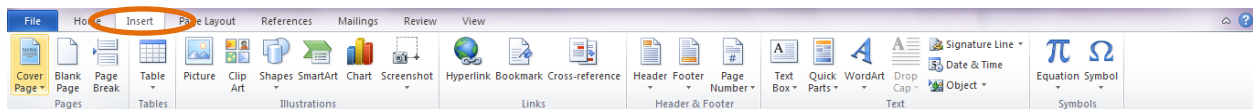
Home tab groups:

- Clipboard
- Font
- Paragraph
- Styles
- Editing



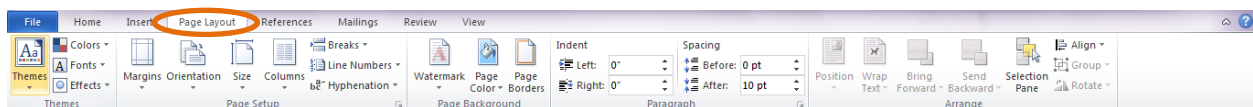
Insert tab groups:

- Pages
- Tables
- Illustrations
- Links
- Header & Footer
- Text
- Symbols



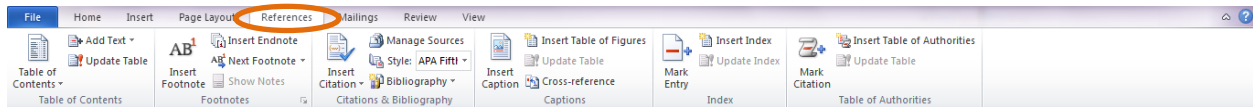
Page Layout tab groups:

- Themes
- Page Setup
- Page Background
- Paragraph
- Arrange



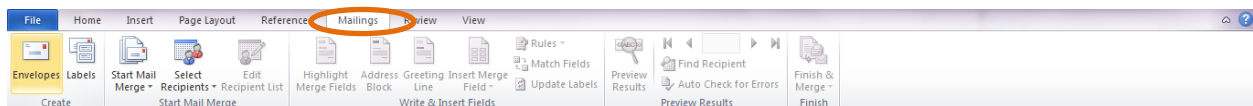
References tab groups:

- Table of Contents
- Footnotes
- Citations & Bibliography
- Captions
- Index
- Table of Authorities



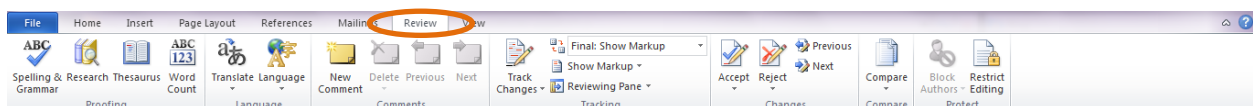
Mailings tab groups:

- Create
- Start Mail Merge
- Write & Insert Fields
- Preview Results
- Finish



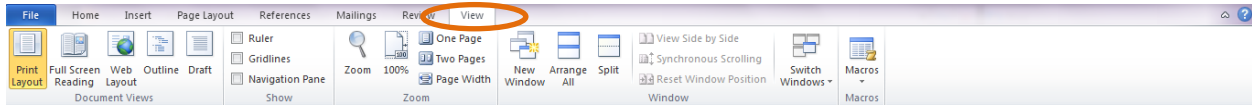
Review tab groups:

- Proofing
- Language
- Comments
- Tracking
- Changes
- Compare
- Protect



View tab groups:

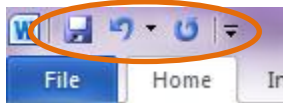
- Document Views
- Show
- Zoom
- Window
- Macros



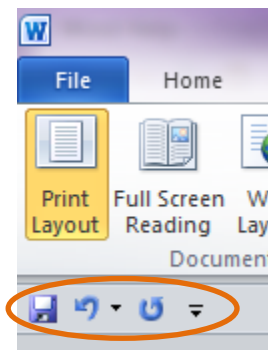
Quick-Access Toolbar

The Quick-Access Toolbar is a customizable toolbar that allows easy access to your most frequently used commands, no matter which tab is displayed. This toolbar can be located either above or below the ribbon.

Above the ribbon:

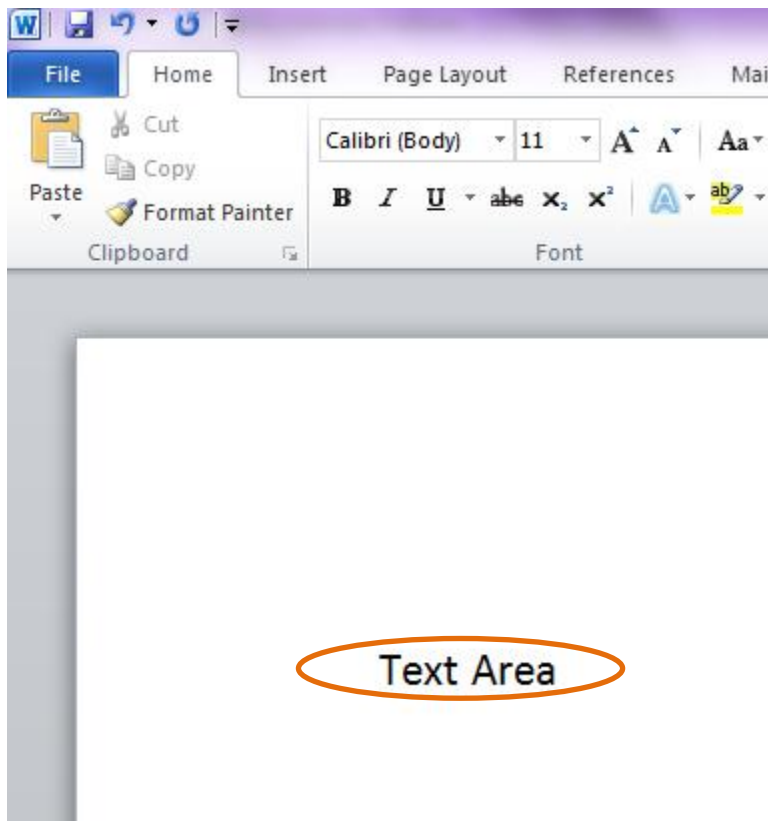


Below the ribbon:



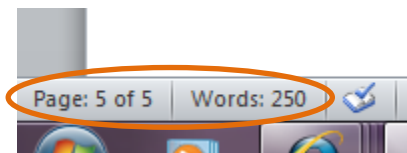
Text Area

The text area is located below the ribbon. The text area is where document text is typed.



Status Bar

The customizable status bar is located at the bottom of the window, and displays information such as page number and word count.



Help

Word Help is a useful Office tool that allows you to search from within Microsoft Word 2010 to find more information about available features.

1. Click the question mark in the top, right-hand corner of Microsoft Word 2010.
2. In the search field, type the topic you would like information on.
3. Click Search.
4. Available items related to the topic will display.
5. Click on the desired item to display the article.

