



Document1 - Word

Search

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File Home Insert Draw Design Layout References Mailings Review View Developer Help

Undo Paste Copy Format Painter Font Paragraph Styles Editing Voice Editor

Document Title

Quick Access
Toolbar: Contains
commands that are
most often used.

Tabs:
File—Home—Insert—Draw....
Contain different groups and
commands to edit the docu-
ment.
The current Home tab contains
the Undo, Clipboard, Font, Para-
graph, Styles, Editing, Voice, and
Editor Groups.

Search Field

Cursor (blinks). Tells us where text
will be inserted.

Minimize Command:
Minimizes document to
Windows taskbar.

Maximize Com-
mand:
Maximizes or Re-
stores document

Close Command: Closes
the document

Groups:
Undo—Clipboard—Font—Paragraph....
Belong to each Tab and contain commands to
edit the document.
Font Group contains the Font Type, Font Size,
Bold, Highlight, Font-Color, etc...commands.
The entire Groups bar is known as the Ribbon.

The entire white area is the document or document body or body.

The Ruler

The Status Bar. Contains current page number , word count , layout view , and zoom lever.