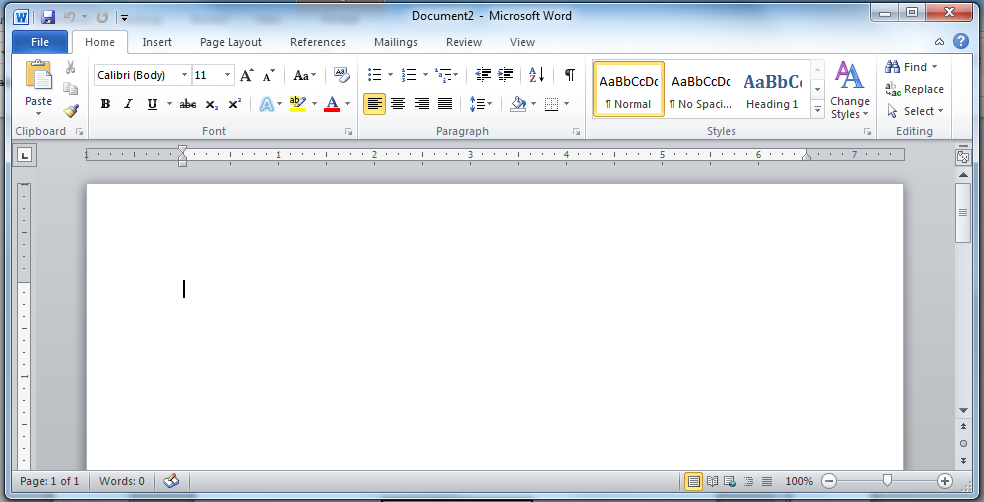
MS Word 2010 Basics

**BASIC ELEMENTS OF THE PROGRAM WINDOW**



View Buttons

Zoom Slider

Quick Access Toolbar

Document Window

Horizontal & Vertical Rulers

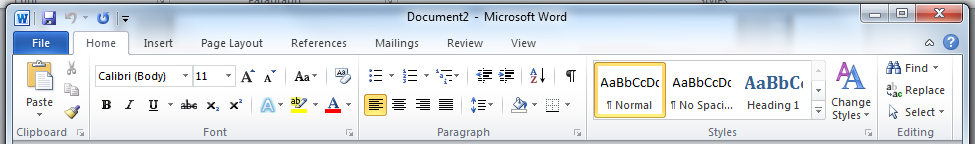
Title Bar

Status Bar

Minimize, Maximize, Close

Scroll Bar & Arrows

**THE RIBBON**



File Tab

Tabs

Groups

Launcher

**Tab Groups**

**Home** **Clipboard**, **Font**, **Paragraph**, **Styles** & **Editing**

**Insert** **Pages**, **Tables**, **Illustrations**, **Links**, **Header/Footer**, **Text**, & **Symbols**

**Page Layout Themes**, **Page** **Setup**, **Page** **Background**, **Paragraph**, & **Arrange**

**References** **Table** **of** **Contents**, **Footnotes**, **Citations**, **Captions**, **Index**, & **Table** **of** **Authorities**

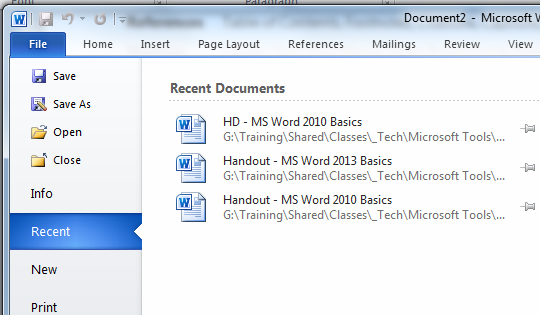
**Mailings** **Create**, **Start** **Mail** **Merge**, **Write/Insert Fields**, **Preview** **Results**, & **Finish**

**Review Proofing**, **Language**, **Comments**, **Tracking**, **Changes**, **Compare**, & **Protect**

**View** **Document** **Views**, **Show**, **Zoom**, **Window**, & **Macros**

The exception is the **File** tab which includes general commands with file options. On this tab you will find **Save**, **Save** **As**, **Open**, **Close**, **Info**, **Recent**, **New**, **Print**, **Save & Send**, **Help**, **Options**, **Exit**.

**SAVE & SAVE AS**



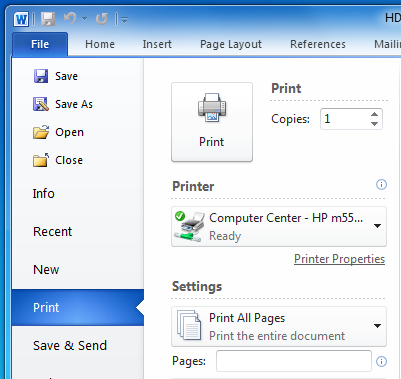
**SAVE AS**

1. Click **File**
2. Click **Save As**
3. Select the location
4. Name the document
5. Click **Save**



Save

**PRINTING**



**PRINTING**

1. Click **File**
2. Click **Print** on the menu
3. Check Printer Settings & adjust if necessary (Copies, Pages, Double-Sided, etc.)
4. Click the **Print** button

