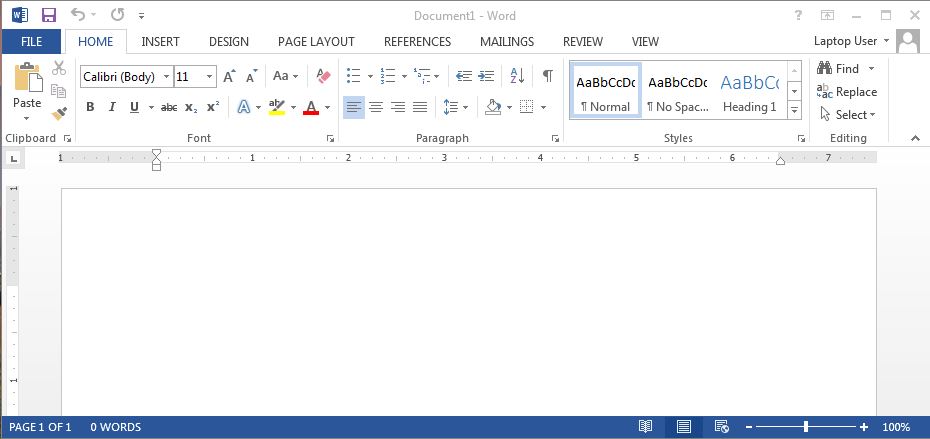
Microsoft Word: Basics

**BASIC ELEMENTS OF THE PROGRAM WINDOW**

View Buttons

Zoom Slider



Quick Access Toolbar

Document Window

Horizontal & Vertical Rulers

Title Bar

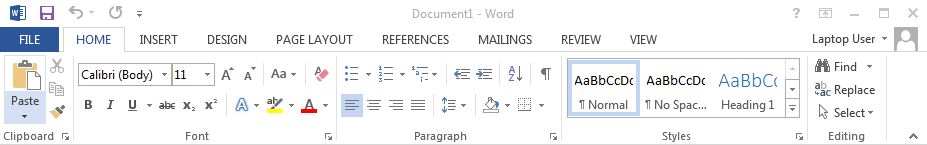
Status Bar

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, Add-in, Media, Links, Header/Footer, Text, & Symbols

**Design** Themes, Document Formatting, Page Background

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

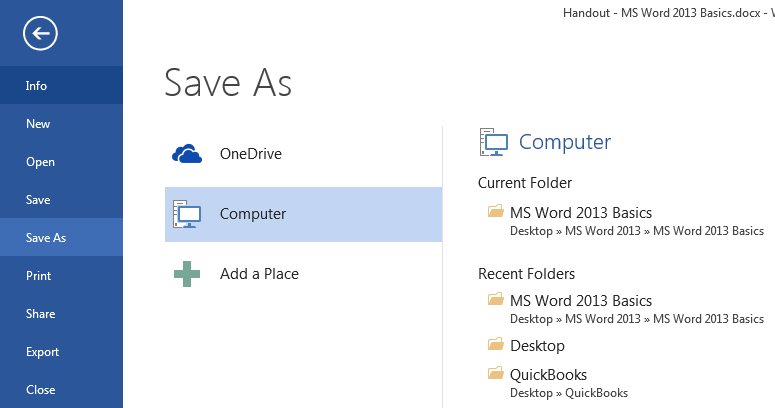
**References** Table of Contents, Footnotes, Citations, Captions, Index, & Table of Authorities

**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 along with file options. On this tab you will find **Info**, **New**, **Open**, **Save**, **Save** **As**, **Print**, **Share**, **Export**, **Close**, **Account**, and **Options**.

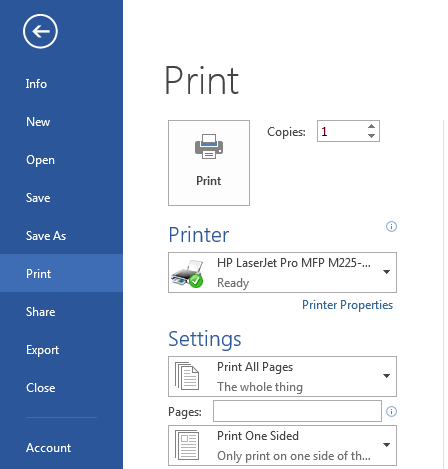
**SAVE & SAVE AS**

Save

**SAVE AS**

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

