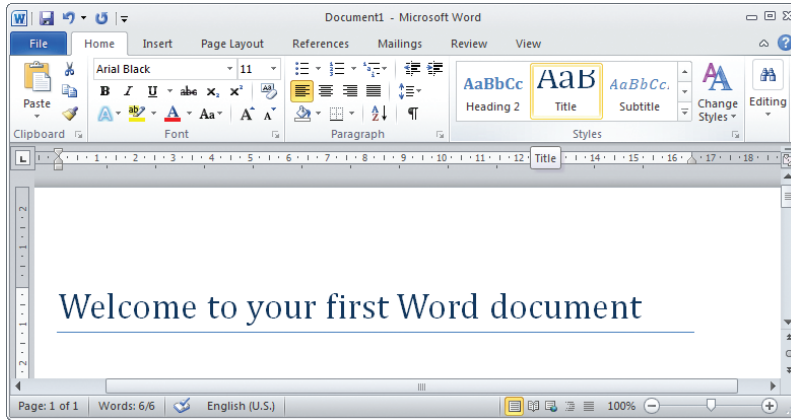


The Ribbon

Near the top of the screen is the Ribbon, which gives you access to most of Word's controls with a few mouse clicks. It's divided into a number of Tabs, only one of which is active at any one time. In the example below, the Home Tab is showing basic text editing and formatting features.



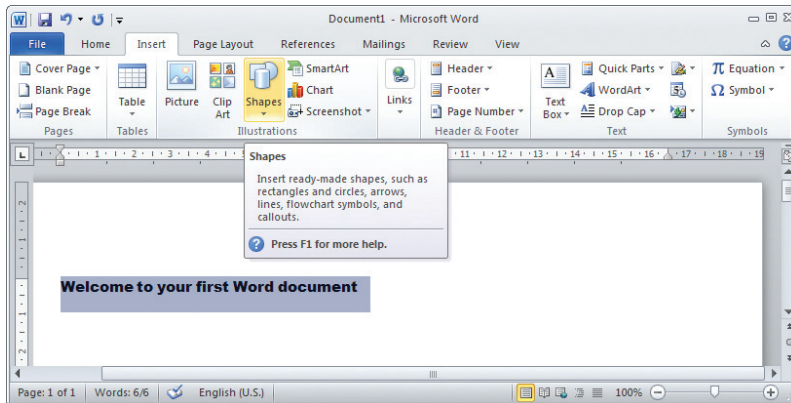
Hot tip



In this example, the highlighted text changes its appearance as the controls in the Ribbon are used. It is currently formatted using the style "Subtitle". As the mouse hovers over the style "Title" the text temporarily changes its format to preview this style. For more about text styles, see Chapter Two.

Using different Tabs in the Ribbon

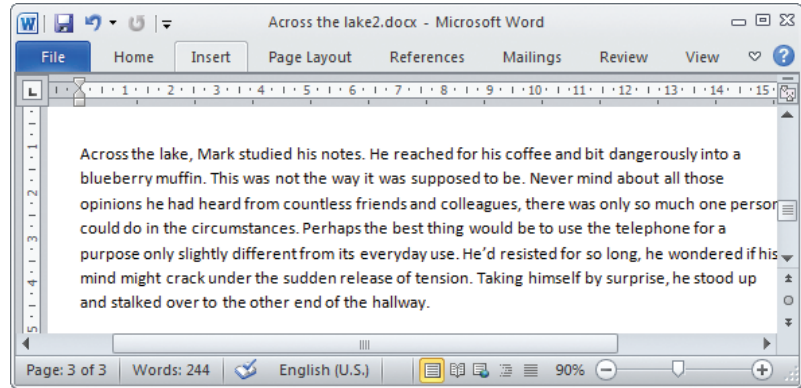
- 1 Click on the Insert Tab's title to activate it. You will see that it's subdivided into seven sections



- 2 Each section contains groups of related controls. Let your mouse hover over one of these to see a brief explanation of its function

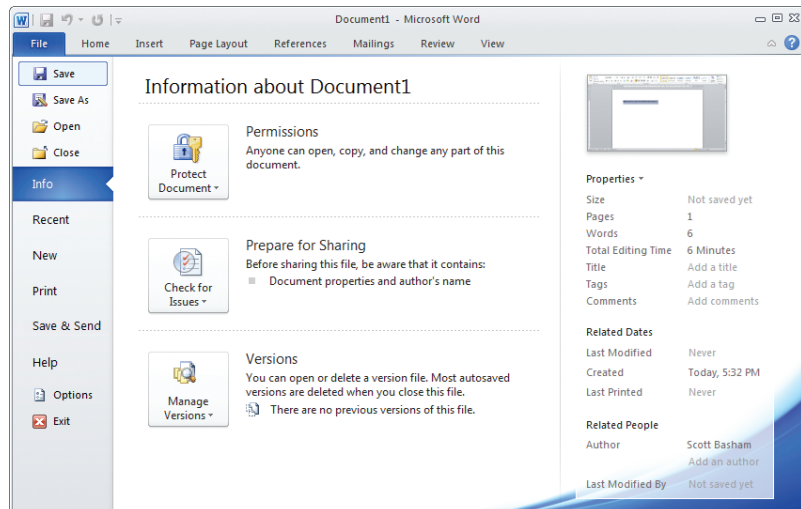
...cont'd

- 3 Double-click on the currently active Tab to hide the Ribbon temporarily. This is useful if you want to maximize the amount of screen space available for viewing and editing your document



- 4 When the Ribbon is hidden in this way, clicking on a Tab heading will temporarily reveal its contents. Double-click on a Tab to restore the Ribbon permanently.

- 5 Click on the File Tab to see Word's new Backstage View. This lets you save and load documents, print and manage files, together with a range of global options and tools.



Don't forget



Each of the main Ribbon Tabs has its own chapter in this book. The Backstage View (File Tab) is covered in detail in Chapter Ten.