The Application Window

When you start an Office application such as Excel, PowerPoint or Word, the program window is displayed with a blank document named "Book1", "Presentation1", or "Document1" respectively. Using Word as an example, parts of the application window include:

Backstage (File tab)

Quick Access Toolbar

Document name

Tabs

"Tell Me" Help box
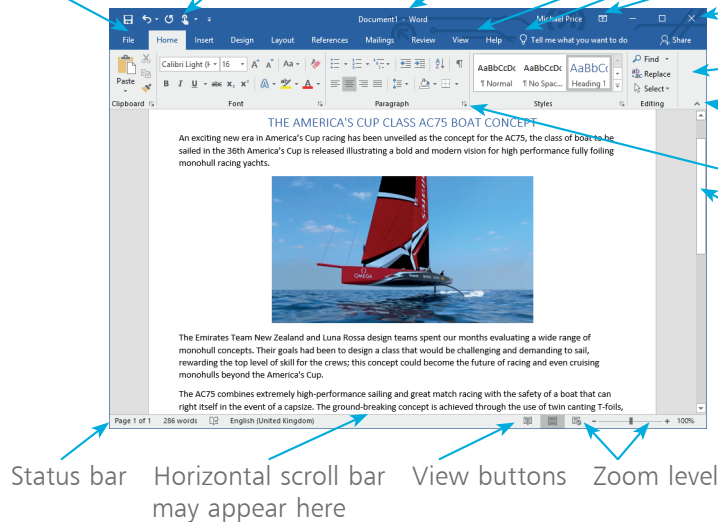
Ribbon Display options

Minimize/Restore/Close

Ribbon Command icons (display lists or galleries)

Collapse the Ribbon

Group launch button (shows dialog box)

Vertical scroll area
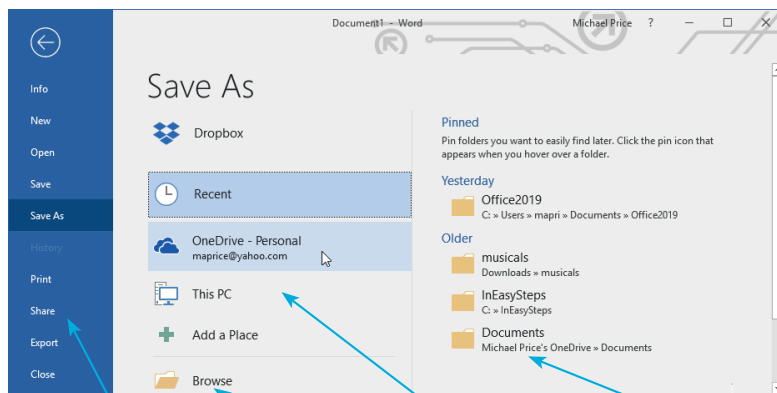

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Status bar

Horizontal scroll bar may appear here

View buttons

Zoom level

When you have updated your document and want to save your progress so far, click **File** to display the Backstage command screen and then select **Save** to name and save the document. You can save it in your OneDrive (see page 16) or on your computer.

File commands

Browse the selected location

Save locations

Recent folders

The **Tell Me** Help box is available in Word, Excel, Outlook, and PowerPoint.

From Backstage you can select **Info** for details about your document, or **New** to start another document, or **Open** to display an existing document. There are also printing and sharing options provided.