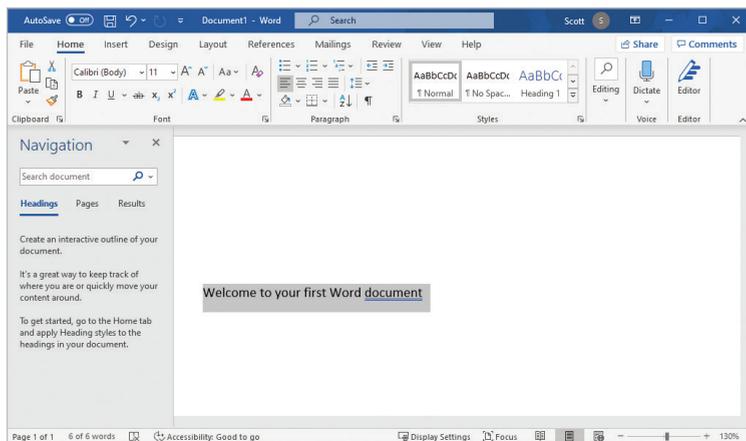


# The Ribbon

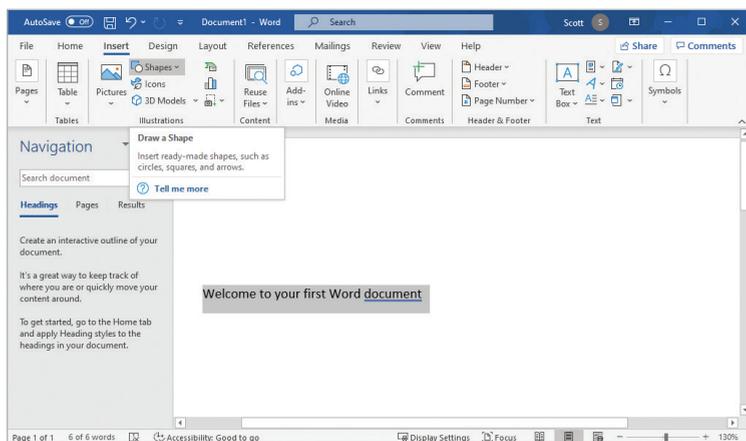
Near the top of the screen is the Ribbon, which gives you access to most of Word's controls within a few mouse clicks. It's divided into a number of tabs, only one of which is active at any time. In the example below, the Home tab is showing basic text-editing and formatting features.



In this example, the highlighted text changes its appearance as the controls in the Ribbon are used. It is currently formatted using the **Normal** style. If the mouse hovers over the **Heading 1** style, the text temporarily changes its format to preview this style. For more about text styles, see Chapter 2.

## Using different tabs in the Ribbon

- 1 Click on the **Insert** tab's title to activate it. You'll see it's subdivided into 11 sections



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



If you click on the Ribbon Display Options icon  at the top right of the screen you can change how the Ribbon and tabs will display.

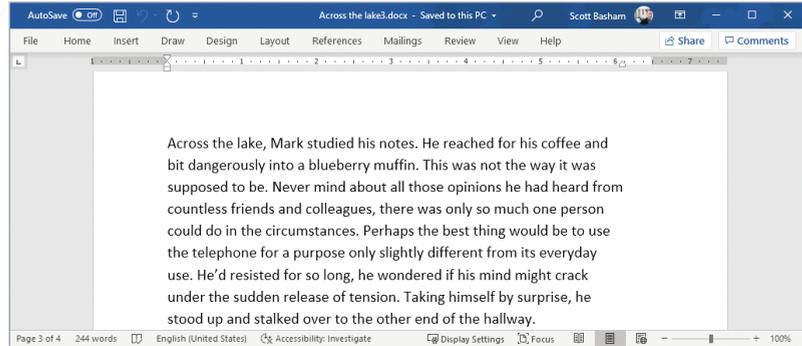
	<b>Auto-hide Ribbon</b> Hide the Ribbon. Click at the top of the application to show it.
	<b>Show Tabs</b> Show Ribbon tabs only. Click a tab to show the commands.
	<b>Show Tabs and Commands</b> Show Ribbon tabs and commands all the time.



Word integrates seamlessly with a range of connected services such as OneDrive and YouTube, provided you are logged in to a valid Microsoft online account. See Chapter 8 for more on this topic.

## ...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, then select Info to see document information, together with other options for managing documents including printing, sharing and exporting. There's also a range of global options and account tools

