The main screen

Once Word is up and running, you should see the following screen – with all the elements illustrated here:

Don’t worry if your screen doesn’t exactly match this illustration: Word’s display is highly customizable and most visual elements can be switched on or off according to your own preferences. You will find tips on how to do this throughout the book.

You can resize Word’s window in the normal way by dragging on its border (if it’s maximized then you’ll need to click the Restore Down button first).

As you can see from the two illustrations on this page, Word automatically resizes and reconfigures its workspace and controls to make the best use of the space available.

If you can’t see the icon or control you want, simply make the window larger or click the symbol to see what’s been hidden.