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Class

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Using the Tools of MSWord

When you open MSWord, one of the first things you're confronted with is a blank page. As you look around from there you notice the Ribbon across the top of the screen. Becoming familiar with the Ribbon is key to developing skill and efficiency using MSWord. The ribbon contains a series of tabs. Some of the key features of each tab for the beginning user of MSWord are:

- File – Save and print documents. (SAVE OFTEN)
- Home – Changing the font and formatting paragraphs.
- Insert – Inserting a blank page, table, headers, footers, and page numbers.
- Page Layout – Setting margins.
- References – Manage sources.
- Mailings – Setting up mailing lists to print envelopes, labels, or personalize documents.
- Review – Check spelling and word count.
- View – Turn the Ruler on and off. Change how the document appears on your screen.

Selecting any one of the tabs opens a new Ribbon unique to that tab.

The area above the ribbon is divided into three sections. To the left is the Quick Access Toolbar which includes buttons to save, undo, and redo your work. In the center is the title of

your document and the program you are using, in this case Microsoft Word. To the right are buttons to control the window (screen), including minimizing, changing the size and shape, and closing the window.

Microsoft products including Word, Excel, and PowerPoint have a similar look and feel. The top of the screens each have a Quick Access Toolbar, screen control buttons, and a ribbon. Becoming comfortable using any one of these programs is knowledge and skill that can be applied to the others.