

Parts of the Word Window

Screen Part	Description
Insertion Point	Indicates, with a blinking vertical line where text or graphics will be inserted. <i>Where you type.</i>
Home Tab	The default tab on the Ribbon . Contains the most common commands used in a Word document. Commands that perform specific functions are organized into sections on the Home Tab e.g. Font, Paragraph, Clipboard .
Ribbon	Groups commands into tabs for performing related tasks. e.g. Home Tab, Insert Tab, Page Layout Tab . Click on each tab to view its group of available commands.
Office Button	Displays a list of commands related to things you can do with a document, such as opening saving, printing or sharing. <i>*Replaced with the File in Word 2010</i>
Quick Access Toolbar	Displays buttons to perform frequently used commands with a single click e.g. undo, redo, save.
Vertical Scroll Bar	Provides a visual indication of your location in a document. You can use it with the mouse to drag a document up or down to view text that is on other pages.
Title Bar	Displays the name of the document and the name of the program running it. The Minimize, Maximize/Restore Down, and Close buttons are grouped on the right hand side of the title bar.
Ruler	Displays the location of margins, indents, columns and tab stops for the selected paragraph. <i>To enable the Ruler click on the View tab and then click the check box beside Ruler from the Show/Hide group.</i>
Font Group	Contains editing features such as: font sizes, styles and color. <i>See handout Microsoft Word for more.</i>
Paragraph Group	Contains various layout and alignment features for text and paragraphs.

