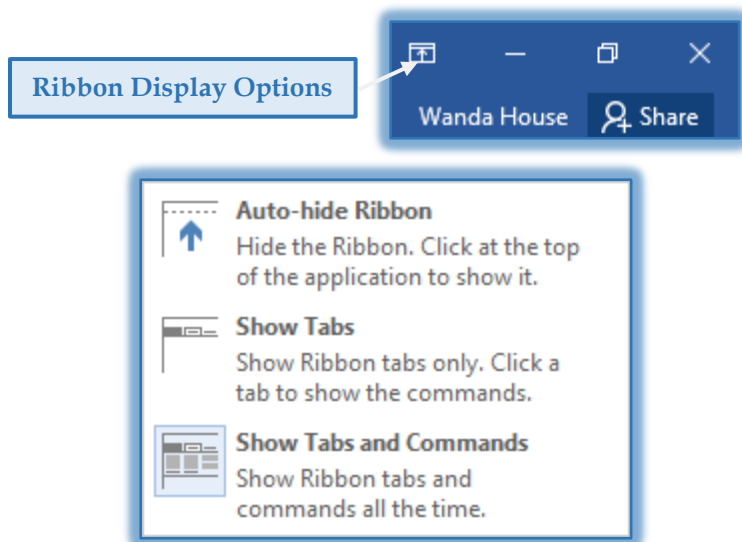


## Word Ribbon Display Options

This option is used to determine how the Ribbon will display in the Word program. The Ribbon is the area that contains the commands for working with Word.

### Ribbon Display Options Button

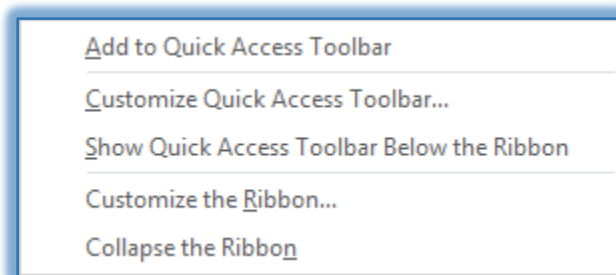
- Click the **Ribbon Display Options** button in the upper-right corner of the Word window (see illustration below).



- Select one of the options from the list.
  - ★ **Auto-hide Ribbon** – The ribbon will not display in the window. None of the tabs, groups, or buttons will be visible. To display the ribbon, move the mouse pointer to the top of the window.
  - ★ **Show Tabs** – Only the tabs will show in the Word window. Groups and buttons will not display. Click each tab to display the groups and buttons.
  - ★ **Show Tabs and Commands** – All the tabs, groups, and buttons will show at the top of the Word window.

### Right-click Ribbon

- Right-click** anywhere on the **Ribbon**.
- Select the **Collapse the Ribbon** option in the list (see illustration below).



- The **Ribbon Tabs** will continue to display, but none of the **Groups** and **Buttons** will display.
- To expand the ribbon:
  - ★ **Right-click** on the **Ribbon**.
  - ★ **Uncheck** the **Collapse the Ribbon** option.