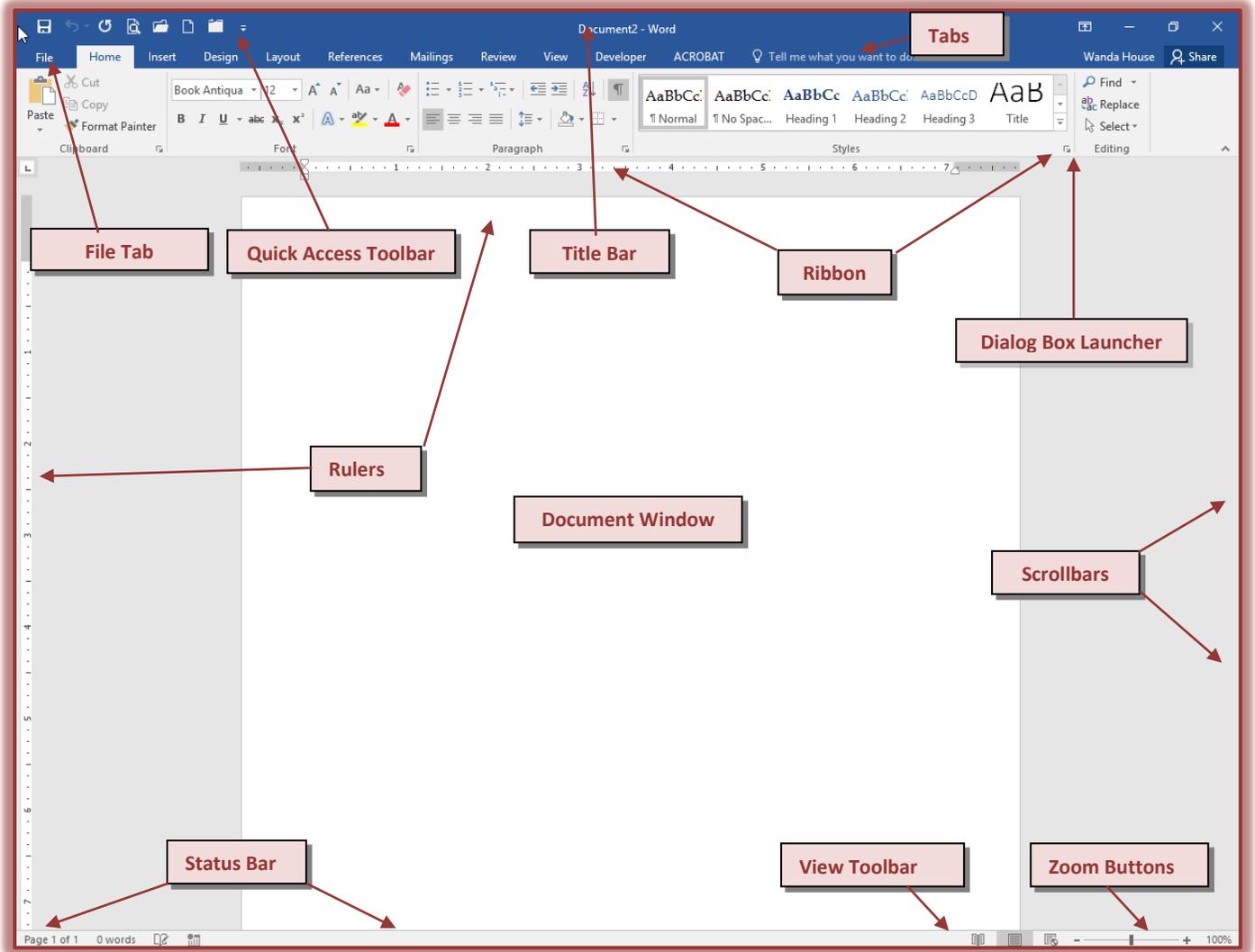


Word Environment

The Word environment closely reflects the way people generally work with the Word program. The elements in Word are listed in the table below. The goal of the Word interface is to make working with a document more intuitive. Tasks that are performed often are not hidden. The Live Preview feature shows the formatting changes in the window before they are applied to the text or image. To access the command move the mouse pointer over the command and the format will appear in the window.



Feature	Description
Dialog Box Launcher	When this button is clicked, a dialog box containing more commands for that particular group will display.
Document Window	This is the area where the data is input into the document. When more than one document is open, each document has its own window.
File Tab	This is the Backstage View area. Contained within this tab are commands for managing Word documents as a whole such as Print, Save, Save As, Open, and Close options.

Feature	Description
Quick Access Toolbar	This toolbar displays the Save, Undo, and Redo buttons. It can be customized to contain any of the commands that are used frequently such as Open, Close, and Print.
Ribbon	The ribbon contains the options that make it possible to use the different commands in the Word program. Please see the Word Ribbon link on the Word page in the Siena Training Web site for more information on the Ribbon and its purpose.
Rulers	These rulers can be used for placing material on a page, for resizing table columns and rows, and for determining the location of the insertion point on the page.
Scrollbars	Scrollbars are used to move up and down on a page in Word. These bars will appear when the page is too long or too wide to fit within the document window.
Status Bar	This bar provides information about the current document. To turn off the display of an item, right-click the status bar and then click on that item.
Tabs	Tabs are used to access the different commands for working in the Word program. When the tab is accessed, different commands pertaining to that tab will display.
Title Bar	This bar displays the name of the program that is open, along with the document name. Minimize, maximize-restore, and close buttons are located on the right side of this bar.
View Toolbar	This toolbar is used to change to different available views in Word. These are Read Mode, Print Layout, and Web Layout.
Zoom Buttons	These buttons are located on the far right of the status bar. With these buttons, it is possible to change the size of the view of the document.