

## Word Tabs and Ribbons

The ribbon is designed to assist in quickly finding Word commands that are needed to complete a task. The commands are grouped together in logical groups which are collected together under tabs. Each tab relates to a particular activity such as page layout or view. To reduce the clutter on the screen, some tabs only appear when needed, such as when a picture is inserted.

It is possible to minimize the ribbon to provide more working space in the Word window. To minimize the ribbon, double-click one of the tabs. To restore the ribbon, double-click on one of the tabs. It is possible to add customized groups to the ribbon or to add new tabs. However, the default buttons and groups cannot be customized.

Commands that are related to working with Word document content are represented as buttons on the tabs that make up the groups. The Home tab is activated by default when Word is opened. Within each tab, the buttons are organized into groups. In some groups, the button that might be used most often is larger than the other buttons. Less common commands can be accessed by clicking the **Dialog Box Launcher** button which is located in the lower right corner of the group pertaining to the command for which a dialog box is available, such as Paragraph or Font.

The tabs that are available on the Ribbon in Word are listed and explained in the table below. For additional information about each of these tabs, check the individual documents on the Word 2013 page of the Siena Training Web site.

Tab	Explanation
<b>File</b>	This tab contains commands for opening, saving, printing, and closing of documents. There are also commands for other file operations, such as protecting a document, sending the document through email, or creating a new document.
<b>Home</b>	This tab contains the most frequently used commands such as font and paragraph formatting. Within this tab are the Clipboard, Font, Paragraph, Styles, and Editing groups.
<b>Insert</b>	This tab contains commands that are used to insert elements into a document such as clip art, tables, pictures, and WordArt. Within this group are the Pages, Tables, Illustrations, Apps, Media, Links, Comments, Header and Footer, Text, and Symbols groups.
<b>Design</b>	Use this tab to change the design of the document. This is the area where Watermarks, Page Color, and Page Borders are specified. The groups under this tab are Document Formatting and Page Background.
<b>Page Layout</b>	When this tab is clicked, commands pertaining to the layout of a page are displayed such as margins, columns, page orientation, and paragraph spacing. This tab contains the Page Setup, Paragraph, and Arrange groups.
<b>References</b>	To insert items such as footnotes and tables of contents, click this tab. The groups within this tab are Table of Contents, Footnotes, Citations and Bibliography, Captions, Index, and Table of Authorities.

Tab	Explanation
<b>Mailings</b>	This tab contains all the commands that are necessary to complete a mail merge. Within this tab the Create, Start Mail Merge, Write and Insert Fields, Preview Results, and Finish groups are available. The Start Mail Merge feature is also used to start the Mail Merge Wizard.
<b>Review</b>	When working with changes in a document or to insert comments, click this tab. Within this tab the groups are Proofing, Language, Comments, Tracking, Changes, Compare, Protect, and OneNote.
<b>View</b>	To change the way a document is viewed, click this tab. The groups available under this tab are Views, Show, Zoom, Window, and Macros.
<b>Developer</b>	This tab is used to add form controls, to work with Macros, and to protect a document. The groups available under this tab are Code, Add-Ins, Controls, Mapping, Protect, and Templates. This group may not show on the ribbon when the program is first uploaded to the computer. It can be added by going to Options under the File Tab.