

MICROSOFT WORD 2016

Handout 1: The Ribbon



Quick Access Toolbar
Contains the **Undo** button. Customizable.

Active Tab
The tab you're **currently** viewing.

Tab
The Ribbon contains multiple **tabs**, each of which contains its own set of **buttons**.

Contextual Tabs
These tabs appear when certain objects, like charts and pictures, are selected. They contain functionality **specific to the selected object**.

Ribbon Display Options
Controls whether the Ribbon is always visible or not.

Cloud
Save your file to the cloud & share it with others.

File **Home** **Insert** **Design** **Layout** **References** **Mailings** **Review** **View** **Format** **Picture Tools** **Format** **Sign in** **Share**

Clipboard **Paste** Calibri (Body) 11 A A Aa B I U abc x₂ x² A aly A Paragraph Font Font Paragraph Styles Editing

File Tab
Allows you to save and print your file, as well as open existing files and create new files.

Button
Performs an action when clicked on. Just **pointing** to a button reveals a **ScreenTip** that describes what the button does.

Group
Buttons that do similar things are **grouped** together.

Paragraph

Launcher
Some groups have **launcher** buttons. Clicking this brings up a dialog box that contains related, but less common, commands.

This button has one part:

This button has two parts.
Each part darkens when you point to it.

Button proper Carries out the selected option.	List arrow Opens an options menu.
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Group Name
This is just a **label**—you **cannot** click it.