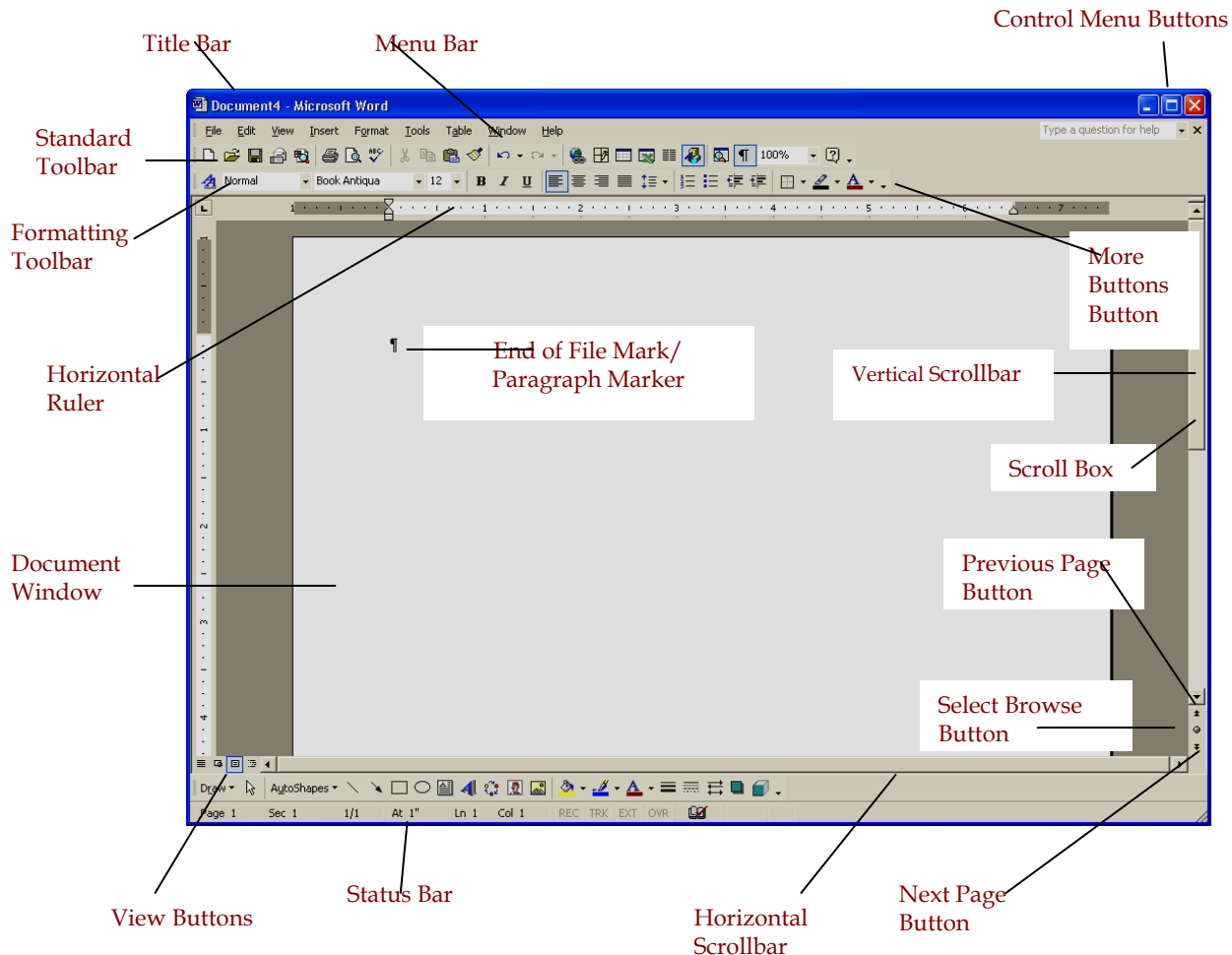


Word Screen Elements

The Word screen is made up of several elements. Some of these elements are common to all Windows screens, such as the Menu Bar, the Title Bar, and the Status Bar. Each of these elements is shown in the illustration below and described in the table after the illustration.



Screen Element	Description
Control Menu Buttons (Minimize, Maximize, Restore, Close)	These buttons are used to size and close the Word window and the document window. They are located in the upper right-hand side of the Window. The bottom Control Menu Buttons control the document window and the Program window when the document window is not maximized.
Document Close Button	This button is used to close the open document when only one document is open or when the document is maximized.

Screen Element	Description
Document View Buttons	These buttons are located in the bottom left-hand corner of the Window and are used to switch the document between four different views: Normal View, Web Layout View, Print Layout View, and Outline View.
Document Window	This is the area where text, tables, WordArt, graphics, and other Word elements are entered.
End-of-File-Mark or Paragraph Mark	These marks are used to indicate the end of a document. Each time a new line is started, the end mark/paragraph mark moves downward.
Formatting Toolbar	This toolbar is usually located on the fourth line of the Window. It contains buttons that can be used to activate common font and paragraph formatting commands, such as changing the font size and font type, and to bold, underline, italicize, and justify text.
Horizontal Ruler	This ruler is used to adjust margins, tabs, and column widths. The ruler is located at the top edge of the document window. It is used to set tap stops, indent paragraphs, adjust column widths, and set page margins.
Horizontal Scroll Bar	The scroll bar is located along the bottom of a Word document Window. It is used to move the window left or right on the screen.
Insertion Point	This is a straight blinking vertical bar that appears at the point where text is to be inserted or deleted. As text is being input, the insertion point moves to the right. When Enter is pressed, the insertion point moves down one line. Graphics, tables, and other items may be inserted at the location of the insertion point.
Menu Bar	The Menu Bar is displayed at the top of the screen, just below the Title Bar. It contains menu items for working in Word documents. When the menu is first displayed, a short list of the most frequently used commands is displayed. A full list of commands may be obtained by clicking on the double arrows at the bottom of the menu.
Mouse Pointer	The location of the mouse pointer on the screen determines the shape it will take. For instance, the mouse pointer could have the shape of the insertion point or an arrow, depending on the function it is to perform.
Next Page Button	This button is used to select the next item (page) in a document.
Previous Page Button	This button is used to select the previous item (page) in a document.

Screen Element	Description
Program Close Button	This button closes the current document if more than one document is open. If one or no documents are open, this button closes the program window.
Scroll Bars	Scroll bars are located along the side and bottom of a Window. They are used to display different portions of a document. These bars allow for the movement of the window from left to right and from top to bottom.
Scroll Box	This box is located along the scroll bar. It is used to move quickly from one page of a document to another.
Select Browse Object Button	This button is in the middle of the three buttons located directly below the scroll bar. When this button is clicked, it displays additional buttons that can be used to move quickly around the document, such as Find, Go To, Browse by page, and Browse by section.
Standard Toolbar	Located on the third line of the Window, this toolbar contains buttons that activate frequently used commands, such as New Document, Open, Save, and Print.
Status Bar	The Status Bar is located at the bottom of the program window. It displays information about the location of the insertion point, the progress of tasks, and the status of certain commands, keys, and buttons. The Status Bar provides information such as the page number where the insertion point is located, the number of pages in a document, and the location of the insertion point in the document.
Status Indicators	These buttons are used to turn certain keys or modes on or off. The item, such as REC (Record Macro), TRK (Tracking), EXT (Extend Selection), OVR (Overtyping), will be dimmed when off and darkened when on.
Title Bar	The Title Bar is the first line in the program Window, and it is used to identify the current active application, such as Microsoft Word. It also shows the filename of the current/active document.
Vertical Ruler	This ruler sometimes displays at the left edge of the window when certain tasks are performed, for instance when working with Tables.
Vertical Scroll Bar	This is the scroll bar located along the right side of a Word document Window. It is used to move around in the document.