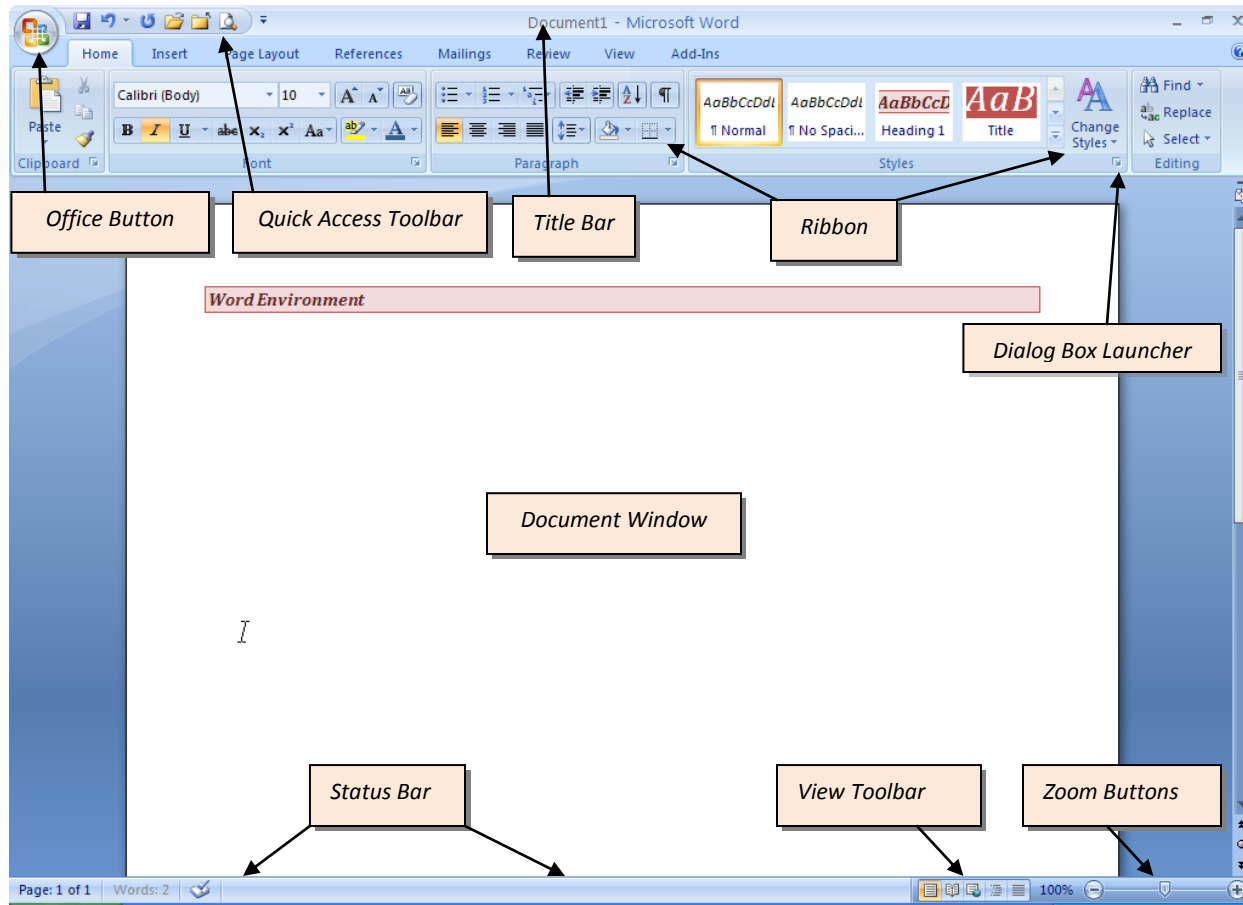


Word Environment



The new Word environment is designed to more closely reflect the way people generally work with the Word program. The elements in Word are listed in the table below. The goal of the redesigned Word interface is to make working with a document more intuitive. Tasks that are performed often are no longer hidden. The new Live Preview feature shows the formatting changes in the window. Just move the mouse pointer over the command and the format will appear in the window.

Feature	Description
Office Button	This button is located in the upper left corner of the window. Contained within this button are commands for managing Word documents as a whole. For instance, this is the area where the Print, Save, Save As, Open, and Close options are located. It also contains the link to the Word Options area, where global changes to the Word program can be made.
Quick Access Toolbar	This toolbar displays the Save, Undo, and Redo buttons. It can be customized to contain any of the commands that you use frequently such as Open and Close.
Title Bar	This bar displays the name of the program that is open, along with the document name. At the right end of this bar, the minimize, maximize-restore, and close buttons are located.

Feature	Description
Ribbon	The ribbon contains the commands that make it possible to use the different commands in the Word program. Please see the Ribbon link in this Web page for more information on the Ribbon and its purpose.
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.
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.
View Toolbar	This toolbar is used to change to the different available views in Word. These are Print Layout, Full Screen Reading, Web Layout, Outline, and Draft.
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.
