

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 not possible to replace the ribbon with the menus and toolbars that were available in previous versions of Word. However, 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.

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, such as Paragraph or Font.

The tabs that are available on the Ribbon in Word are listed and explained in the table below.

Tab	Explanation
Home	This tab contains the most frequently used commands. Within this tab are the Clipboard, Font, Paragraph, Styles, and Editing groups.
Insert	This tab contains commands that are used to insert elements into a document. Within this group are the Pages, Tables, Illustrations, Links, Headers and Footers, Text, and Symbols groups.
Page Layout	When this tab is clicked, commands pertaining to the layout of a page are displayed. This tab contains the Themes, Page Setup, Page Background, Paragraph, and Arrange groups.
References	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.
Mailings	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.
Review	When working with changes in a document or to insert comments, click this tab. Within this tab the groups are Proofing, Comments, Tracking, Changes, Compare, and Protect.
View	To change the way a document is viewed, click this tab. The groups available under this tab are Document Views, Show/Hide, Zoom, Window, and Macros.
Add Ins	This tab will contain any commands that may be added to the Word program. Add Ins are programs that are added to Word and are not part of the original product.