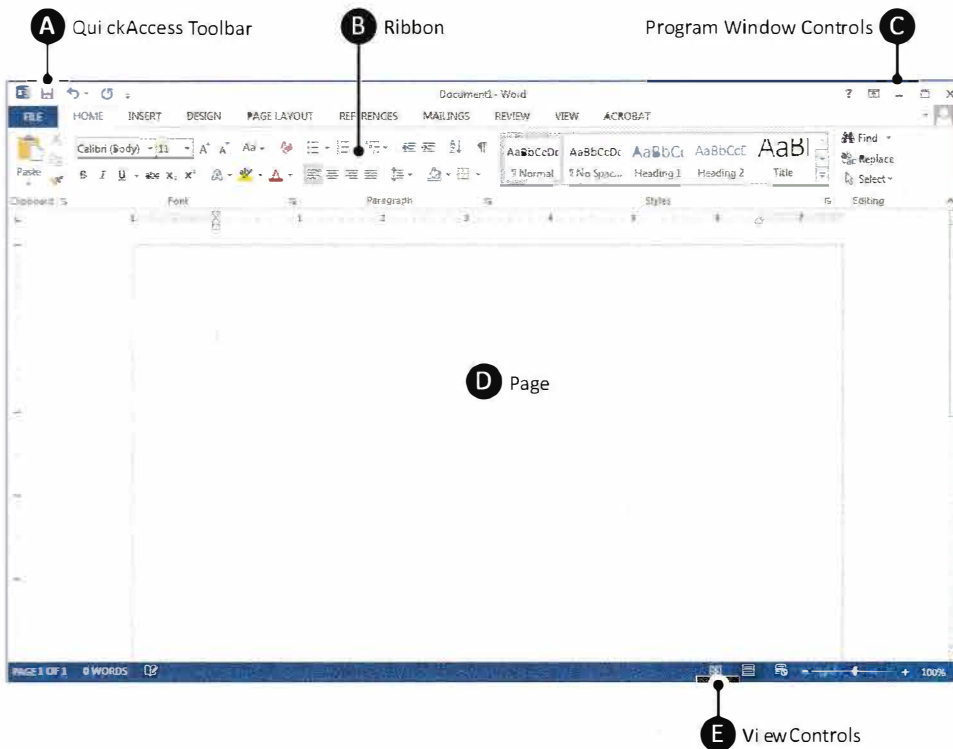


Application Window

The Word application window displays the working area of your document and provides access to the tools needed to enter, edit, and format text and other content.

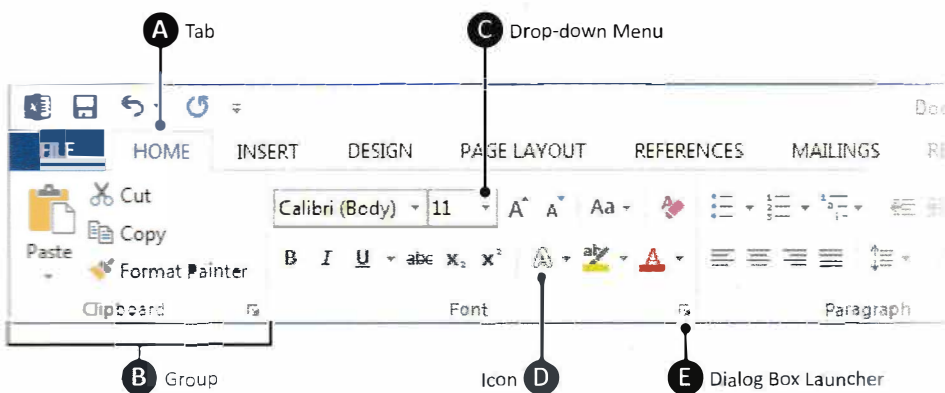


Application Window Key

- A Quick Access Toolbar**
Commonly used commands at the top of the application window
- B Ribbon**
Groups of related tools organized within a set of tabs
- C Program Window Controls**
Allow you to move, resize, and close the application window
- D Page**
The area on which your content appears as it is entered and formatted
- E View Controls**
Adjust zooming in and out of a document, as well as selecting page view options

Ribbon Parts

The Word ribbon user interface keeps related tools organized and easily accessible.



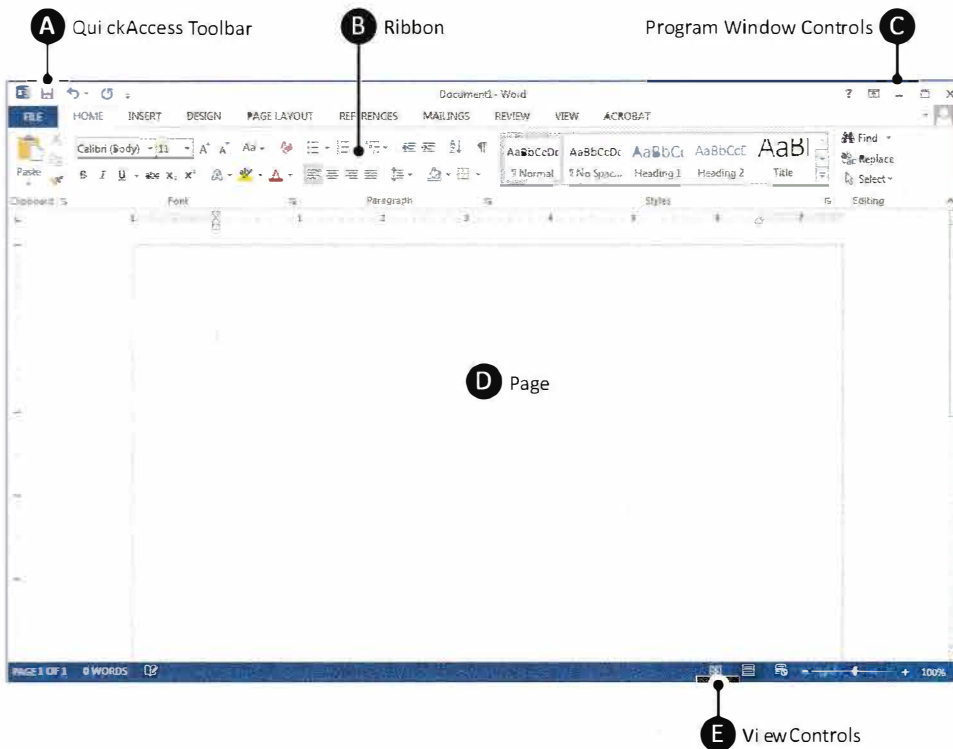
Tools are organized within **tabs**, which contain **groups** of related features and commands. Graphical **icons** or menu items control the editing and formatting of a Word document. Some tools or groups have additional options accessible from a **drop-down menu** or **dialog box launcher**.

Ribbon Parts Key

- A Tab**
Contains related groups of different tools and commands to perform the most common tasks
- B Group**
Contains related features and tools organized within a ribbon's tab
- C Drop-down Menu**
Allows you to choose a command from a list of options
- D Icon**
An interactive tool that activates its feature when clicked
- E Dialog Box Launcher**
Opens a small window with information and options about a particular tool or group

Application Window

The Word application window displays the working area of your document and provides access to the tools needed to enter, edit, and format text and other content.

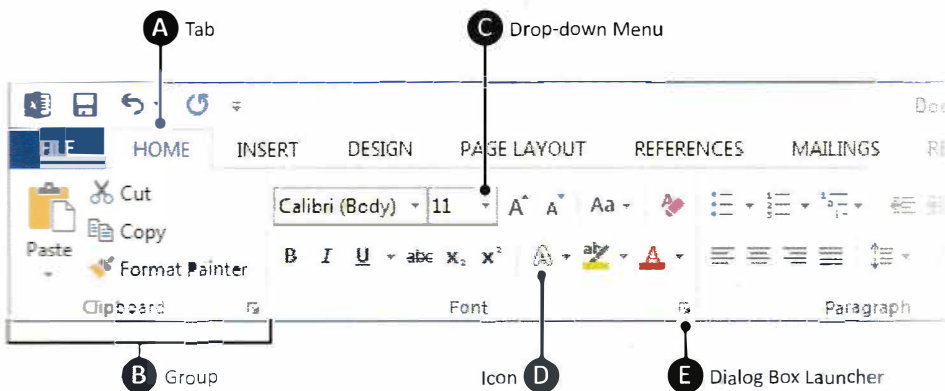


Application Window Key

- A Quick Access Toolbar**
Commonly used commands at the top of the application window
- B Ribbon**
Groups of related tools organized within a set of tabs
- C Program Window Controls**
Allow you to move, resize, and close the application window
- D Page**
The area on which your content appears as it is entered and formatted
- E View Controls**
Adjust zooming in and out of a document, as well as selecting page view options

Ribbon Parts

The Word ribbon user interface keeps related tools organized and easily accessible.



Tools are organized within **tabs**, which contain **groups** of related features and commands. Graphical **icons** or menu items control the editing and formatting of a Word document. Some tools or groups have additional options accessible from a **drop-down menu** or **dialog box launcher**.

Ribbon Parts Key

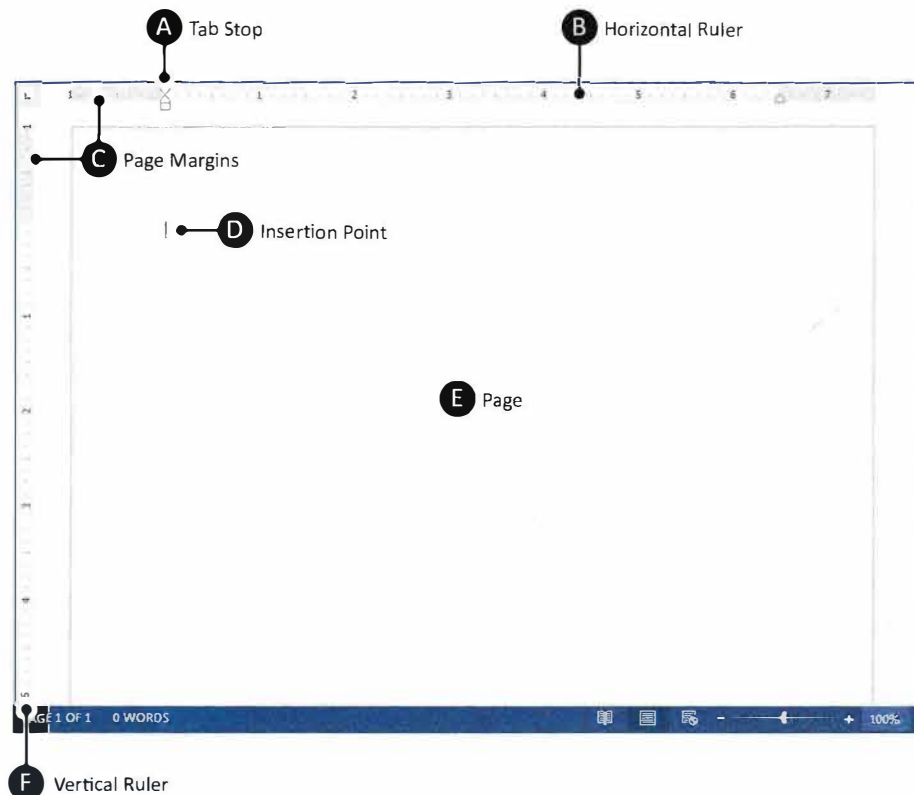
- A Tab**
Contains related groups of different tools and commands to perform the most common tasks
- B Group**
Contains related features and tools organized within a ribbon's tab
- C Drop-down Menu**
Allows you to choose a command from a list of options
- D Icon**
An interactive tool that activates its feature when clicked
- E Dialog Box Launcher**
Opens a small window with information and options about a particular tool or group

Page Key

- A Tab Stop**
Allows you to set places on a page where text can be positioned and aligned by using the tab key
- B Horizontal Ruler**
Helps determine the position of content and margins going left to right on a page
- C Page Margins**
Blank space that is set around the edges of the page
- D Insertion Point**
Indicates the position on the page where text and content is placed
- E Page**
The space where text and content is entered and positioned for on-screen reading or printing
- F Vertical Ruler**
Helps determine the position of content and margins going top to bottom on a page

Page

The Word page is where text and other content is entered, edited, and formatted. Pages have margins within which content is aligned.

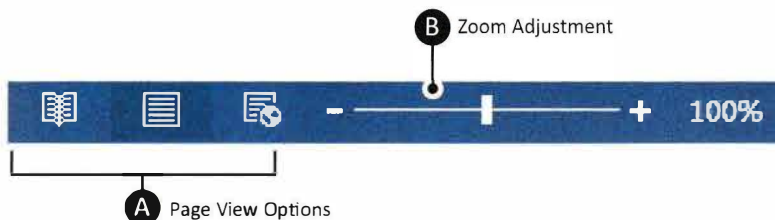


View Controls Key

- A Page View Options**
Allow you to select page view options
- B Zoom Adjustment**
Adjusts zooming in and out of a document

View Controls



The controls at the bottom-right of the document adjust zoom and present different page view options.

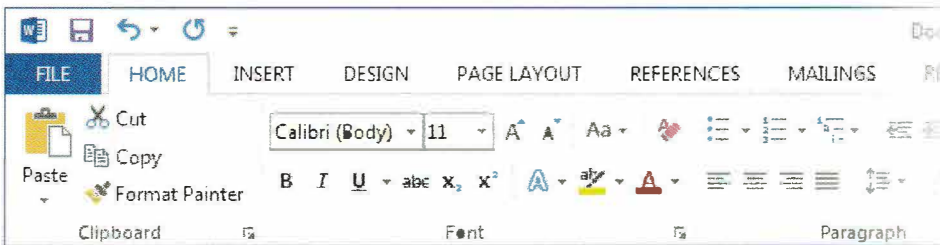


Instructions

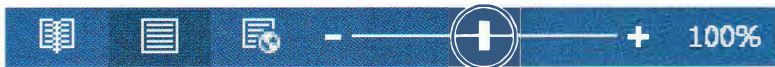
Now that you have reviewed the Word application interface, let's continue with a brief exercise to familiarize you with its working parts.


ⓘ *Note: This is the only lesson that you will not be required to save. However, you may be responsible for the material presented in this lesson on the Unit 1 Written Assessment.*

1. Locate the Word program icon and **launch** Microsoft Word 2016 
2. From the **Start** screen, select **Blank Document**.
3. At the top of the document where the **Insertion Point (Cursor)** is flashing, key your first name.
4. Hit the **Enter** key and notice how your cursor moves to the next line.
5. Key the text [This is my first lesson in learning Microsoft Word 2013.].
6. Go to the **Backstage View** of Microsoft Word by clicking on the **File** tab. Notice the saving and printing options available.
7. Now, click on the **Arrow** to return to your open document. 
8. Practice getting to know the **Ribbons** and their parts by clicking some of the **Tabs** such as INSERT, PAGE LAYOUT, etc. (as shown below).



3. While exploring the ribbons, notice the different tool options by clicking on a few of the **Dialog Box Launchers**.
10. Click on a few of the **Drop-down Menus** and notice the different tool options.
11. Using the **View Controls** at the bottom-right of the document, use the slider to increase and decrease the zoom setting (as shown below).



12. Close Microsoft Word by clicking on the **X** icon in the top right corner of the window. 
- ⓘ *Note: Do not save your worksheet.*
13. You are now ready to move on to Lesson 2 where you will begin learning the many powerful features of Microsoft Word.

