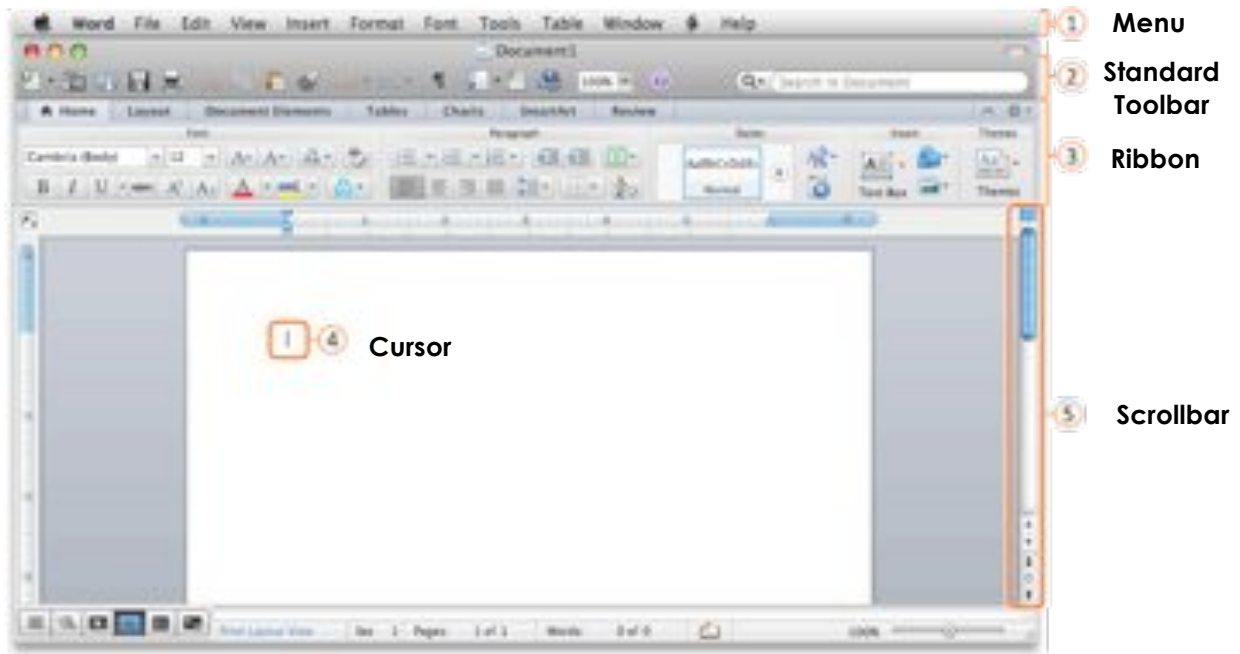
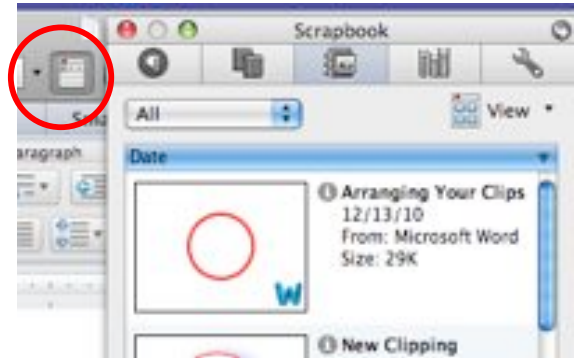


Introduction to Word 2011!



- 1 Menu bar:** The area at the top of the screen where all menus are displayed. The File, Edit, and View menus have the most commonly used menu commands.
- 2 Standard toolbar:** The toolbar that displays the name of the document and buttons for some of the most common tasks, such as opening, saving, and printing a document.
- 3 Ribbon:** The tabbed command bar at the top of a window or work area that organizes features into logical groups. The Home tab and Layout tab have the most commonly used commands for formatting text and changing the document layout.
- 4 Cursor:** The blinking vertical line in a document that indicates where text will appear when you start to type.
- 5 Scrollbar:** The bar on the side of the document window. Drag the scrollbar up or down to see parts of a document that are not currently visible.

The **Toolbox** is still available in **Word 2011**.
Click on the **Toolbox** icon to open it. It now contains only the **Scrapbook**, **Styles**, **Citations**, **Reference** & **Compatibility** tools.



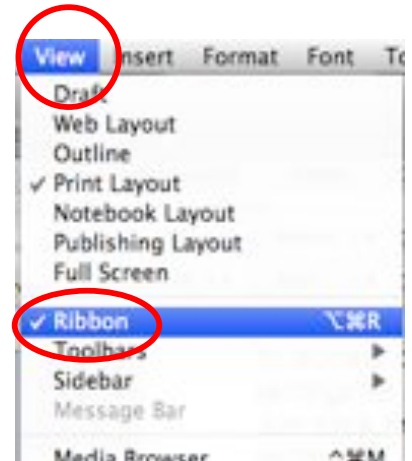
About the Ribbon Bar

The **Ribbon** has replaced many menu items previously found on the **Formatting Palette** in the **Toolbox** in Word 2008.

To hide or show the toolbar select **View > Ribbon**.

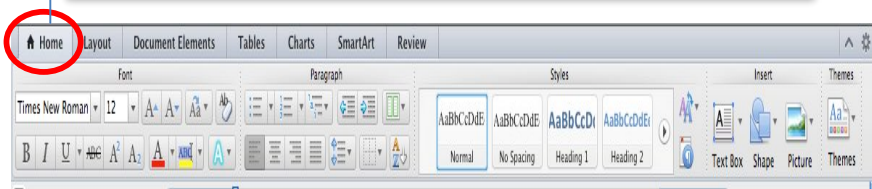
***Tip:** Keyboard shortcut is **option + Command + R**.

The **Ribbon** incorporates most of the options and commands previously found in the **Formatting Palette** and has organized them into groups under tabs.

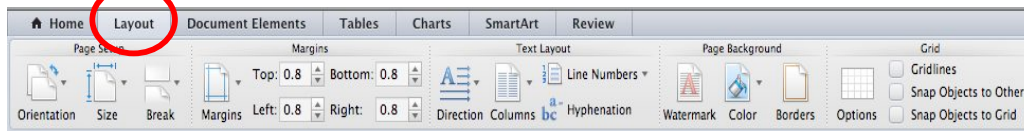


The **Ribbon** consists of **Contextual Tabs** that will **only** appear on the **Ribbon** when certain objects or text is selected. ***Note:** You can still do many formatting functions from the Word toolbar at the top of your document.

The Home Tab: Contains groups of commands which were previously part of the Formatting, Standard and Drawing Toolbars



Layout Tab: Contains Page Setup, Margin Settings, layouts and background settings.



Format/Format Picture Tab: When you insert shapes, charts, pictures, movies, or other objects, additional tabs appear that you can use to format these objects. For example, if you insert a shape, the Format tab appears next to the Home tab.

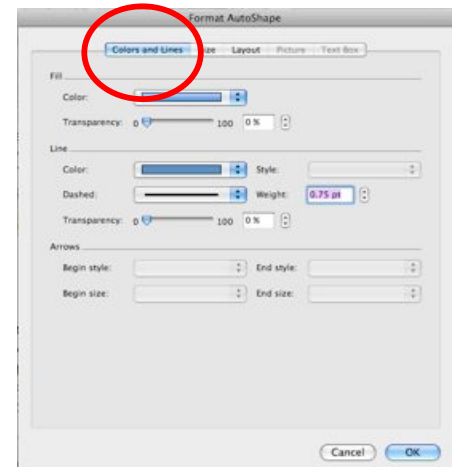


Format a shape



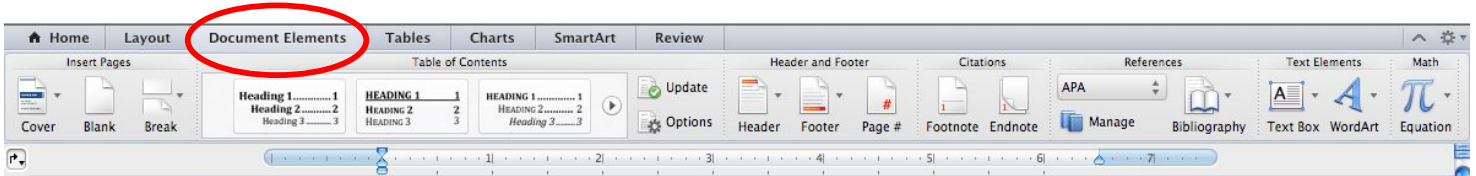
- Click to select the shape.
- Use the **Format/Format Picture** tab to make changes desired.

*Tip: For more formatting options, from the Format menu, select Auto Shape to activate the Format AutoShape window.

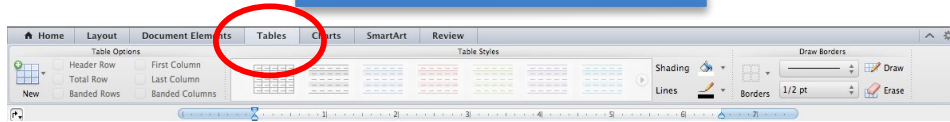


Document Elements Tab: Use to insert:

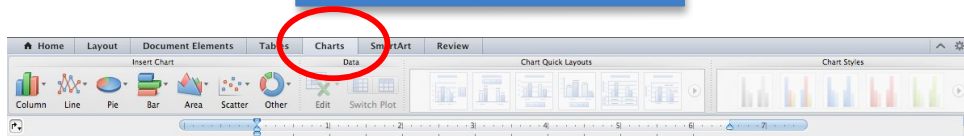
- page numbers
- header & footers
- text boxes
- Word Art and other text formatting.



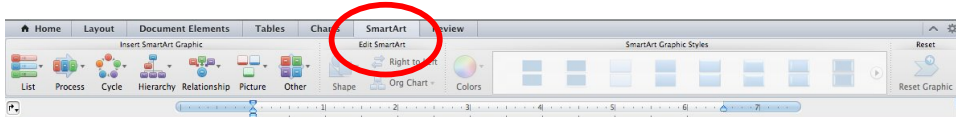
Tables Tab: Insert and format Tables.



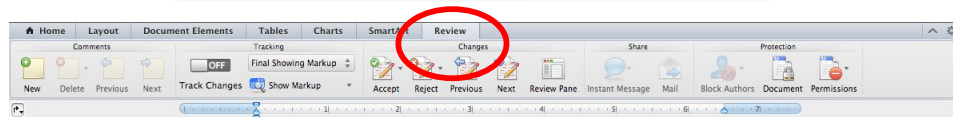
Charts Tab: Insert and format Charts.



SmartArt Graphic Tab: Create organizational/relational charts.



Review tab: Track/Review changes to file.
Collaborate with multiple users.

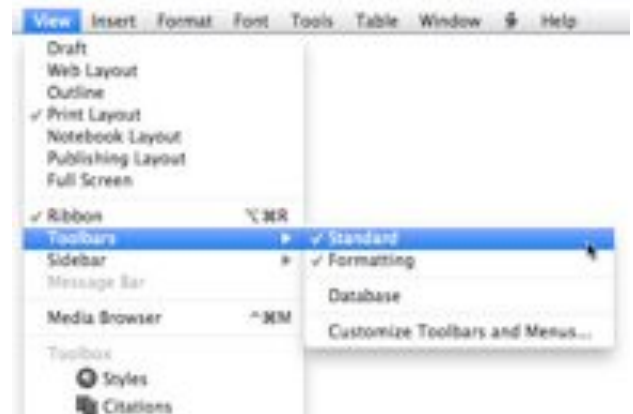


Make Word Work For YOU!

It can be useful for toolbars to contain the commands you **really** use—some of which may be deeply buried in menus. Here's how to customize your Word 2011 toolbars to fit the way **you** work.

Customizing Toolbars

To add the **Standard** & **Formatting** toolbars so you can access their buttons when you create your own toolbar choose **View -> Toolbars**, and selected the **Standard** and **Formatting** toolbars.

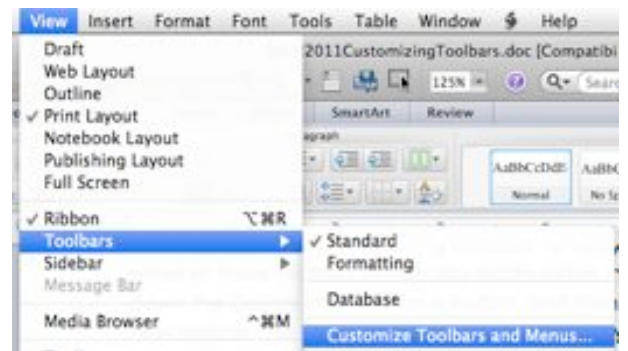


This will add those toolbars at the top of the window, below the title bar, and above the ribbon.

Add Buttons To Your Toolbar

With the Customize Toolbars And Menus window open, you can add buttons to your Standard Toolbar.

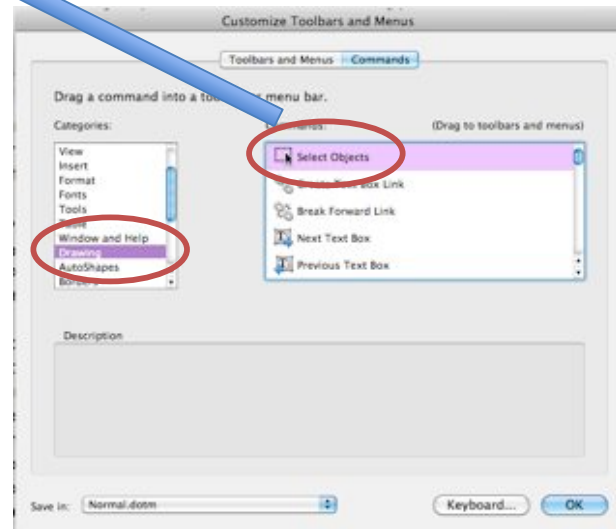
1. Choose **View -> Toolbars -> Customize Toolbars And Menus**
2. Choose the **Category** you want from the list on the left. Select the **Command** you need on the right.





3. **Click & drag** the command onto your **Standard Toolbar**. Click **OK**.

Example: To add the **Select Objects Command** to your Standard Toolbar.
Under **Command** highlight **Drawing**>Choose **Select Objects**.
Click and drag the **Select Objects** command to your **Standard Toolbar**.



Rearrange the buttons

To move buttons around on the toolbar click on one and drag it to where you want.