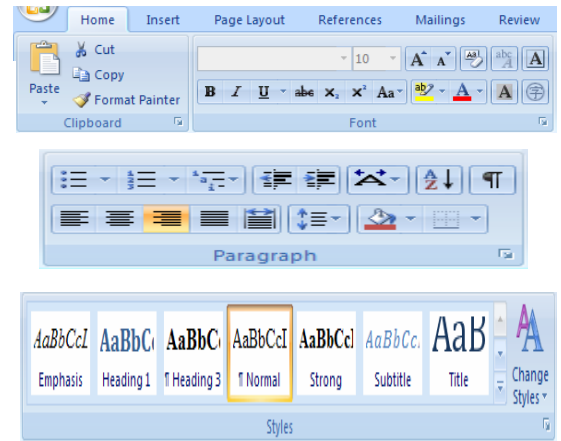


Microsoft Word 2007

The Ribbon and its useful functions

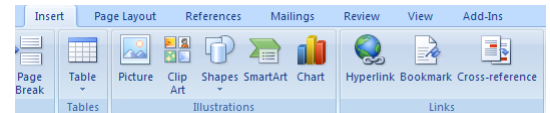
1. The “Home” tab

- The home tab includes Word’s most familiar features such as Font, Cut, Copy, Paste, Alignment, Bold, Italic, and Underline
- The styles area allows you to automatically choose special types of formats for your text. Hovering over a style will preview the format you chose.



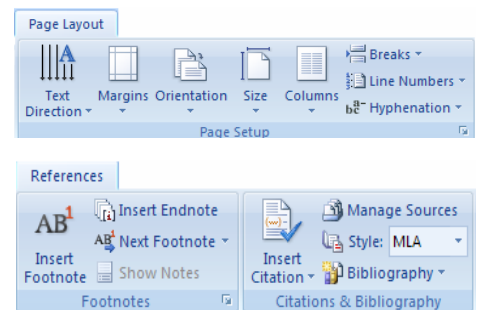
2. The “Insert” tab

- The insert tab allows you to insert objects into a Word document.
- Objects include: Tables, Pictures, Clip Art, Charts, Graphs, Hyperlinks, Bookmarks, Word Art, Header & Footer, etc.



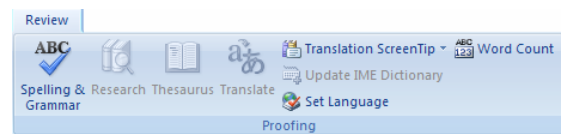
3. The “Page Layout” and “References” tab

- Page Layout will allow you to alter the way the page is displayed both in Word and how it will print out. Watermarks, page color, and borders can be added.
- References allows you create Works Cited Pages and Bibliographies, using MLA and APA formats.
- For extra help on citations visit:
<http://web.bryant.edu/~library/reference.htm>



4. The “Review” tab

- The review tab contains editing and proofreading functions of Word 2007. Such as Spell check, Thesaurus, and Translation.
- The translation feature include special characters and accents.



For more information on the Ribbon, visit:

<http://office.microsoft.com/en-us/getstarted/FX101938921033.aspx>