

Notice the “**Title Bar**” at the top remained the same

To the left is the “**Quick Access**” tool bar – It’s totally customizable

Large circle button on the left is the “**Office Button**” – It’s like a fancy file menu

The **Right Arrows** (look light triangles), mean more options or sub menus

The left pane has an area to the right that shows most **recently used documents**

“**Push Pin**” locks the document so it doesn’t disappear

To exit the Office Button Menu, just click outside the area and it will close the menu window

NEW FEATURES

Context Sensitive Ribbon – “Context sensitive”, means it changes as you work on your documents. *Example:* If you’re working on a table, you’ll see table options show up.

If you are working on a picture, you’ll see picture tools show up. You’ll always have the tools you need when you need them.

The “Ribbon” is broken up into tabs – Groups are related to the tab. Hover over options to get a little bit of help about it.

SHOW THEM THE PAGE SET UP EXAMPLE

If the help you need is not showing up, use the diagonal arrow in bottom right corner to launch the “**Dialog Box**”, we call it the “**Dialog Launcher**”, it gives you a view that is more like the previous versions of Word.

Previous versions had a “Menu Bar”, with help as last option. All the way to the right is a help button looks like a circle with question mark in it. Hover over it and see what it is or press **F1** key.

Like a browser, we can go back and forward or home. There are both **Maximize and Minimize buttons** too.

If you press the **ALT** key on the keyboard, you’ll see letters and numbers for shortcuts. Simply pressing the **M** key brings up “**Mailings Tab**” and then you’ll see each command on the “**Ribbon**” has its own letter so you can keep using the short cuts.

TO TURN OFF SHORTCUTS – Simply press **ALT** again.

The last cool change is the “**Mini Tool Bar**” - **Example:** type some text, highlight it and hover over it. You should see formatting tools light appear.

Use the “**Vertical Scrollbar**” on the right side if the document is too long to view completely. You can scroll vertically through the document.

The “**Horizontal Scrollbar**” at the bottom allows you view the rest of document if it’s too wide to view on a single screen width. Also, there is a “**Status Bar**” at the bottom with some viewing options.

DEMO: Open Newsletter1.docx

Click on View, then the Show Hide Section, click on Ruler – Now shows rulers on top and left side.

This news letter is built into a table format – Click in document and look at the center of ruler and hover, it’s a “**Table Column Marker**”. On the left side, you’ll see “**Table Row Markers**” – used to adjust table row height.

“**Draft Layout**”, is used to focus on the content and not the graphics and layout of the document.

Your document “**View Buttons**” are always at the bottom right of the application. So, if you are working in another tab like mailings, you can still quickly change the view.

Full screen reading layout is good for reading a document but not necessarily working on the document. Up at the top in the center you will see the “**Navigation Buttons**” for switching to various pages in the document. The “**Close Button**” located on the top right, will exit this full-screen mode.

“**Zoom Level**” shows up in the bottom right of the screen. Also, the “**Snaps to 100%**” is located at the bottom right of the screen. On the top center under the “**View Tab**”, you can click on the “**100% icon**” and that will shows how your document will look when printed.

In the Windows section under the “View Tab” is a “Split” icon. It allows you to see two areas at the same time.

DEMO: Open newsletter2.docx

In the “**Windows Section**” of the **View Tab**, Click on “**View Side by Side**”.

Using the mouse wheel, it has **synchronous scrolling** (Both documents will scroll together) as you roll the mouse wheel.

Go to “**Office Button**” and choose previous document from “**Recent Documents**”.

From the view tab, the “**Switch Windows**” button, located at the top right, allows us to go between different open documents.

DEMO: Open recipe_book.docx

Old navigation used the cursor up and down or page up and page down to move around the document. This still works in this version of Word.

Holding the *control key* and pressing the *page down* key takes you to the top of next page.

Control plus the “END” key will take you to last page of document. **Control plus the “Home” key**, takes you to top of page 1.

Scrolling only changes the view. You must click on the page to edit that page or else you’ll be typing on the previous page where your cursor is located.

“**BROWSE BY OBJECT**” is an options menu, located between the double arrows on bottom right scrollbar. It looks like a small circle or dot. Clicking on this circle will display a menu of browsing options like browse by heading, browse by table, etc.