

Microsoft Word Notes

Microsoft Word is a **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** used to create **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and more.

A Word file is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The file extension for Word is \_\_\_\_\_\_\_\_\_\_.

The Word Start Screen

From here, you can:

1.

2.

3.



**Microsoft Word Screen**

|  |  |  |
| --- | --- | --- |
|  | Name | Description |
| **A** | File Tab |  |
| **B** | QAT |  |
| **C** | Title Bar |  |
| **D** | Word Help |  |
| **E** | Ribbon Display |  |
| **F** | Minimize |  |
| **G** | Restore Down |  |
| **H** | Close |  |
| **I** | Ribbon |  |
| **J** | Tabs |  |
| **K** | Groups |  |
| **L** | Dialog Box |  |
| **M** | Insertion Point |  |
| **N** | Page Indicator |  |
| **O** | Word Count |  |
| **P** | Proofing |  |
| **Q** | Views |  |
| **R** | Zoom |  |
| **S** | Ruler |  |

*Reading Instructions/Directions to Complete a Word Task*

[Click here to access GCFLearnFree website for interactive exploration of the Word screen.](https://edu.gcfglobal.org/en/word2013/getting-to-know-word/1/)

INSTRUCTION: Change the right page margin to .5” (Page Layout>Page Setup>Margins>Custom Margins>Right Margin)

Dissecting the Instruction

(Page Layout>Page Setup>Margins>Custom Margins>Right Margin)

Options & Sections

Command

Group

Tab



**Dialog Box**

\*Bottom right corner of a group

\*Provides more formatting options for a group

\*Not all groups have dialog boxes

**NOTES:**