## Lecture 3: MS Word – Unser Interface

## ▦ Open and Close Word:

When you start Word from the desktop icon, the screen will appear as shown in Figure 1. From this screen, you can decide to open a document that you have used recently, open a blank document or use one of the templates available. If you always want to open a blank document, choose **File > Options > General** and uncheck **Show the start screen when this application starts**.
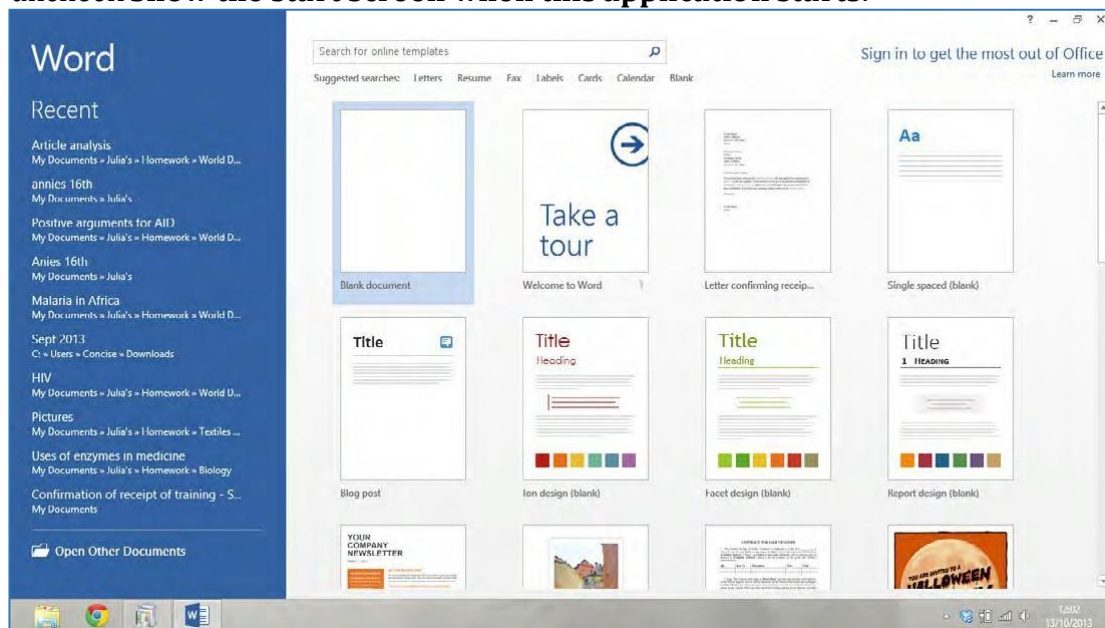


When you open a blank document, your screen will be displayed similar to Figure below:
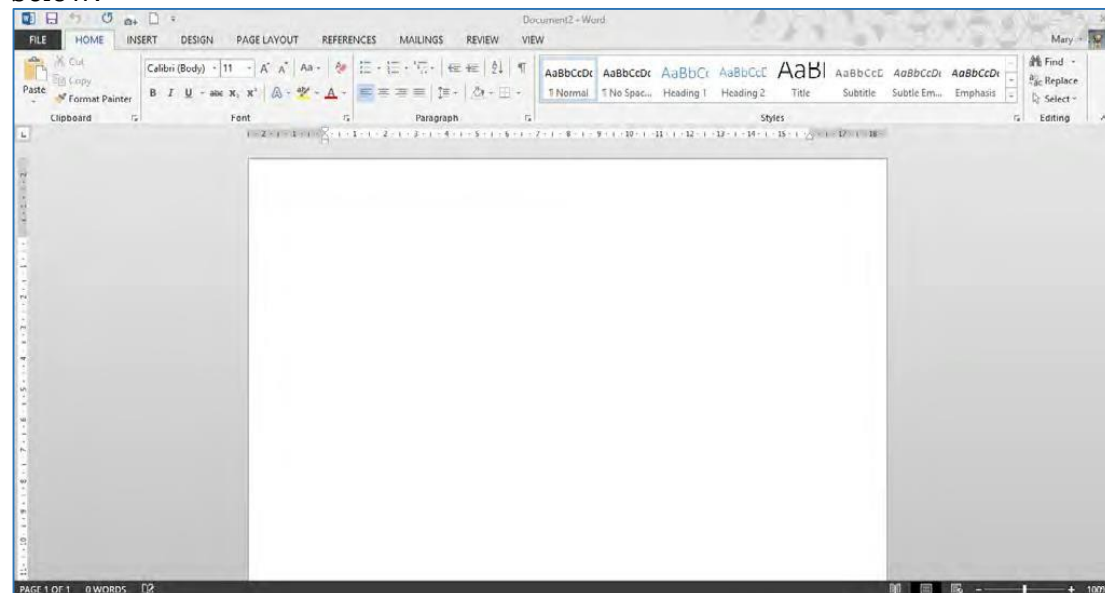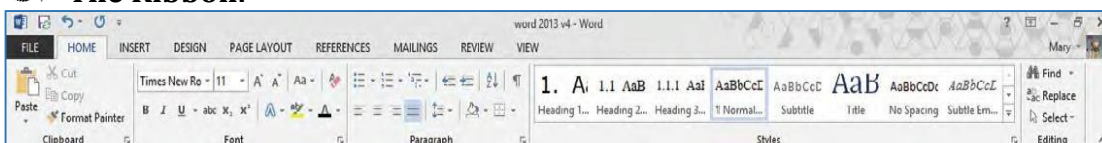
### The Quick Access Toolbar:

The Quick Access Toolbar is always visible. It is a way of quickly accessing commonly used commands without having to go to a particular tab. When you start Word you are given a standard set of commands but you can change what appears on the Quick Access Toolbar.

### The Ribbon:

The ribbon is made up of tabs, groups and commands. We will discuss the contents of each tab as we work through this book. Click on any tab to see the commands for that tab.

1. To hide the ribbon either:

    a) Double click on the Tab Name, e.g. Home.
    b) Ctrl > F1 will minimize or restore the Ribbon
    c) Click the up arrow on the right hand side of the ribbon.

2. To restore the ribbon either

    a) Double click on the tab      ^      name again to display the ribbon.
    b) Press **Ctrl > F1**

3. Extra tabs may be added to the ribbon by Office depending on what you do. For example, inserting a picture will add a **Format** tab to the ribbon.

4. Click the arrow     at the bottom of a group to get more options if you need them.

5. Key Tips. Press **Alt** on the keyboard to make the new keyboard shortcuts appear. You press the key for the tab you wish to appear, then the key for the command. For example **Alt N P** will insert a picture.
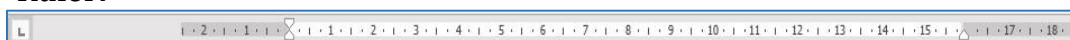
### Minimize, Maximize, Help:

On the right hand side of the screen you will find the standard **minimize**, **maximize**, **close** buttons together with **Help**.



📖 **Ruler:**



Underneath the ribbon, you can choose to display the Ruler. This is discussed in more detail in next sections.

📖 **Status Bar:**
   At the bottom of the window, the status bar has two sets of commands:
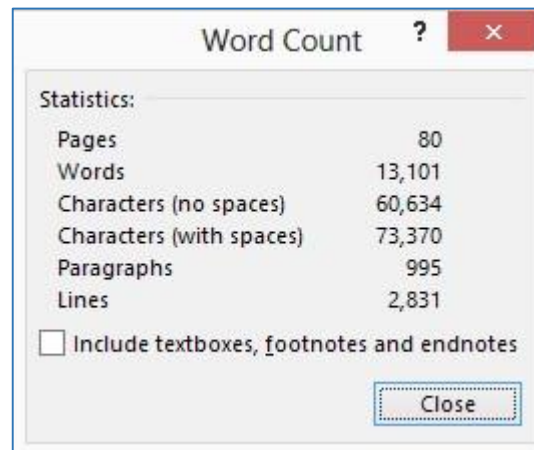
**On the right hand side:**



The slide on the right allows you to zoom in and out of the document. The three views on the left will show different versions of the document.

**On the left hand side:**



The number of pages in the document is displayed together with a word count. Clicking the word count will display the number of characters as shown as in the following figure.

The button on the right has a cross if there are spelling or grammatical errors within the document. If the document is correct, the button is shown with a tick.