

The Microsoft Office Ribbon – What Does This Button Do?
By Jamie Taylor

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The Ribbon

Microsoft Word 2010 has a large selection of formatting tools and options available for you to use.

Formatting is related to the way that the characters and words that you type are arranged on the printed document.

Most of these formatting options are found along the top of the window, or the “Ribbon” as Microsoft calls it. This is the Ribbon. It is currently set to the “Home” tab. On the “Home” tab, each of the buttons and drop down



Figure 1: The Ribbon

menus affects the formatting of your typed characters and words, in some way.

Home Tab

Clipboard



This is the clipboard area of the Ribbon. These tools and buttons are useful when copying and pasting characters and words from other places.

For instance, I can copy some characters and text from an Internet web site and paste it into this document using these tools and buttons.

The following section has been copied from the Wikipedia article on Microsoft Office:

Microsoft Office is a proprietary commercial office suite of inter-related desktop applications, servers and services for the Microsoft Windows and Mac OS X operating systems, introduced by Microsoft in 1989. Initially a marketing term for a bundled set of applications, the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features such as a common spell checker, OLE data integration and Microsoft Visual Basic for Applications scripting language. Microsoft also positions Office as a development platform for line-of-business software under the Office Business Applications brand. According to Forrester Research, as of June 2009, some version of Microsoft Office is used in 80% of enterprises, with 64% of enterprises using Office 2007.

Font

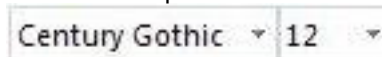


This is the Font area of the Ribbon. These buttons and tools affect the way that characters and words appear on the printed document.

For example, most of this document has been typed using a typeface (also called Font) called “Century Gothic”

This section of text is typed using a different Font; this one is called Arial.

Changing the Font of some text is really easy. Simply select the block of text that you would like to change (also called “Highlighting”), then choose a Font from the drop down menu in the Font section of the Ribbon.



The number in the box next to the name of the font is the size of the font. This is measured in 6th's of an inch. A size 12 font measures 4.512mm in size.



These two buttons increase and decrease the size of the font (respectively).



This next button changes the case of the characters and words that you have typed.

Case is related to capital letters. THIS SENTENCE IS TYPED IN UPPER CASE. whereas this sentence is typed entirely in lower case.

This Sentence Is Typed In “Camel Case”; Which Means That The First Letter Of Every Word Is A Capital Letter.

Clicking this button will show you the different options that you have for case formatting. Usually, you will use the top option (which is the default option), called “Sentence case.”



This is a button that clears the formatting of a section of text. This will revert the formatting of a section of text back to the default format settings set up by Microsoft. This is very useful if you want to remove lots of different formatting effects on a whole section of text.



This button allows you to add extra characters to a section of text to make it easier to read. This tool is only useful for documents that are meant to be read by people who have trouble reading typed words (for instance, people who suffer from Dyslexia).



This button is used to draw a box around characters and words. Selecting some text, then clicking this button will draw a box around that text.

For instance, this text has a box drawn around it.

Underneath the Font box (on the second row of buttons), are a selection of buttons that are used to change the typography of the characters and words.



This button is called “Bold”. This tool affects selected characters and words by emboldening them. **This sentence has been emboldened; notice how the characters and words in this sentence appear darker and thicker than the others in this document. This is used to bring your attention to a very important sentence or block of text.**



This button is called "Italics". The tool affects selected characters and words by leaning them to the right a little. *This sentence has been italicised; notice how the characters and words in this sentence appear as if they are leaning to the right-hand side of the page. There is no standard usage for this formatting option.*



This button is called "Underline". This tool draws a line underneath selected words and characters. This sentence has been underlined; notice how the characters and words in this sentence have a line drawn underneath them. This tool is used to make section headings immediately obvious.



This button is called "Strikethrough". This tool draws a line through selected words and characters. ~~This sentence has been underlined; notice how the characters and words in this sentence have a line drawn through them. This tool makes it a little difficult to read some characters and words, but it is used in drafts of documents to mark sections that need to be deleted.~~



This button is called "Subscript". This tool makes selected words and characters smaller and prints them underneath other characters. This sentence has been underlined; notice how the characters and words in this sentence have a line drawn through them. This tool is used, mainly, in Mathematics and Science.



This button is called "Superscript". This tool makes selected words and characters smaller and prints them above other characters. ^{This sentence has been underlined; notice how the characters and words in this sentence have a line drawn through them. This tool is used, mainly, in Mathematics and Science.}



This button is called "Text Effects". This tool can draw coloured lines around the outside of characters and words. **This sentence has a basic "gradient fill" applied to it; notice how it looks different to the other sentences in this document.**



This button is called "Text Highlight Colour". This tool highlights sections of text, much like how a real highlighter works. **This sentence has been highlighted in yellow.**



This button changes the colour of the text. Up until this point the text has been coloured black. **But this sentence has been coloured red. And this sentence has been coloured green.**



This button is called "Character Shading". This tool allows you to shade behind characters and words in a document. It is a little like highlighting, but it doesn't make the text stand out as much as highlighting. **This sentence has been shaded.**



This button is called "Enclose Characters". This tool is used to draw a circle or a box around characters and words. This sentence contains **words** with characters that have been **en** closed separately.

Paragraph



This is the Paragraph area of the Ribbon. These buttons and tools affect the position of a paragraph.



This first button is called “bullets”. This tool allows you to create a bullet-pointed list of items. For instance, different types of animal:

- Avian
- Mammal
- Reptile



This button is called “Numbering”. This tool allows you to create a numbered list of items. For instance, the steps involved to make a cup of tea are:

1. Add water to kettle
2. Turn kettle on
3. Get a cup
4. Put a tea bag in the cup
5. Pour boiling water, from the kettle, into the cup
6. Let the tea brew
7. Remove the tea bag
8. Add milk and sugar to taste
9. Stir a little
10. Wait for it to cool down a little
11. Drink



This button is called “Multilevel Numbering”. This tool allows you to add a numbered list of items, but with multiple levels. For instance:

- 1) One of the thing in this list
 - a) One of the two sub-items in this list
 - i) More sub-items in this list
 - (1) It goes on and on
 - ii) Even more sub-items in this list.
 - b) Another of the two sub-items in this list
- 2) Another thing in this list



These two buttons decrease and increase the indentations of a paragraph. This is useful for if you need to quote someone or something.

This block of text looks like a quote from a book or website. The text goes all the way to the right-hand side of the page, but the left-hand side of the paragraph starts a few indents into the page.



These two buttons change the orientation of the text. Currently, it is set as “Left-to-right Text Direction”.

This sentence is set to “Right-to-Left Text Direction”. It is useful for typing in Arabic.

The section of text is typed vertically. This tool can make a block of text look like it is from an ancient Chinese scroll.
The problem with formatting your text like this, is that the reader has to either turn the page or their head to one side, just to read it.



This button is called "Asian Layout". It allows you to type a section of text vertically, rather than horizontally.



This button is called "Sort". This tool is used to alphabetise a list – putting the items within the list in alphabetical order.



This button is called "Show/Hide". This tool shows or hides paragraph formatting icons. These will not be displayed on the printed document, but they can be useful for tracking down errors in the formatting of your document.

The next row of buttons changes the alignment of a paragraph. So far, in this document, the text has been aligned to the left-hand side of the page. This means that each line of text starts on the far left of the page.



This sentence is aligned to the centre of the page.

This sentence is aligned to the right of the page.

This paragraph is justified. This means that both the left and right sides of the block of text are lined up with both sides of the page. This is different to left, centre or right aligned, because the characters and words have extra spaces between them to make this paragraph line up with the borders of the page.



This button is called "Distributed". This tool acts the same way as the justify tool, except that when this tool is selected, you begin typing in the centre of the page. This paragraph uses the "Distributed" tool. But sometimes you get gaps between the letters in each line, and sometimes you don't. Like this.



This button is called "Lines and Paragraph Spacing". It changes the amount of space between each of the lines in a block of text. So, far this document has used the 1.0 setting. That means that each line has a gap of 1 line between each line.

This paragraph has the setting 1.5. As you can see, the gap between each line is a little bigger than the gap in the previous paragraph. This is sometimes used in academic texts (text books) to make the lines of text easier to read for those who suffer with borderline dyslexia.

This paragraph has the setting 2. As you can see, the gap between each line is a little bigger than the gap in the previous paragraph. There are sizes above this, but they are pretty useless.



This button is called "Shading". This tool along with the "Character Shading" tool is used to add a coloured background to areas of text. This tool changes the colour that is used by the "Character Shading" tool.



This button is called "Borders". This tool can be used to add a border (a line around) to a block of text. This is pretty useful if you want to draw the reader's attention to a paragraph. You will see these used in the "For Dummy's" series of books. This tool used to be called "Text Box" in old versions of Word.

Styles



This is the Styles area of the Ribbon. These buttons are shortcuts to other tools.

tools.

These buttons and tools affect the way that the text appears on a printed document. However, they can be thought of as shortcuts (or convenience buttons) that change all of the other settings on the "Home" tab of the ribbon.

So far in this document, I have used the "Heading 1" style 5 times; once each for the text at the beginning of each section. Since there is (potentially) no limit to the number of buttons and tools in this section, I won't cover them.

The best way to learn about these buttons and tools is through "trial and error". Try them out, and remember that Undo (go back one step) is your friend.

Undo can be accessed by holding the Control key and pressing Z.

Editing



There are 3 tools in this section of the Ribbon. They are all easily explained by their names.

Find searches through the document for a specific set of characters or words.

Replace does the same as Find, but replaces those characters or words with other characters or words.

Select selects blocks of texts within a document.

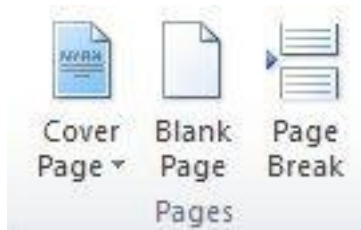
Insert Tab



Figure 2: The Insert Tab

The Insert tab has tools and buttons that can be used to add (or insert) things to a document. Most of the things you can add (collectively called “Objects”) are in the form of built-in objects – like Charts, Graphs, Headers & Footers, Word Art or special symbols.

Pages



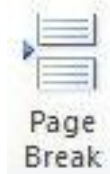
This is the Pages area of the Ribbon. These buttons are used to add special types of pages to a document.



This first button is the "Cover Page" button. This tool can be used to add special types of cover pages to a document. These are particularly useful if you are writing a book. But this is NOT useful if you are writing an academic paper (I.E a dissertation or an essay) as you will be told what kind of cover page to add, by your tutor/lecturer.



This second button is the "Blank Pages" button. This tool is used to add a blank page in the middle of a document. This is useful for writing books and novels, as most chapters in a book or novel start on a right-hand (or even numbered) page.



This button is a "Page Break" button. This tool is used to jump straight to the next page in the document. Each time that I have talked about a new area of the Ribbon in this document, I have used a page break. Here comes another one.



Tables

This is the Tables area of the Ribbon. It is used to add a table to your document.

Simply clicking on this button will bring up the Table wizard, which will guide you through adding a table to your document.

Illustrations



This is the Illustrations area of the Ribbon. These tools and buttons are used to add pictures, shapes and other images to your document.



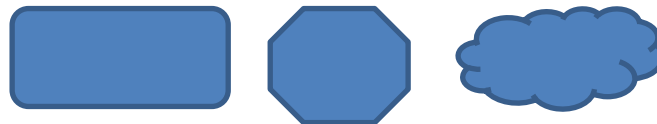
This first button is the "Picture" button. This tool is used to add pictures that are stored on your computer to a document. All of the pictures in this document were added using this button.



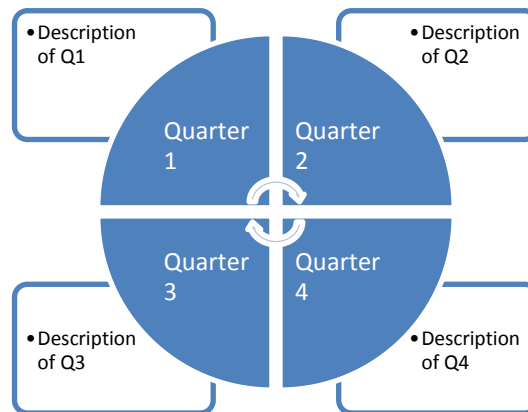
This button is the "Clip Art" button. Clip Art are images provided by Microsoft that you can add to your documents. Usually, these are pretty cheesy and of low quality.



This button is the "Shapes" button. This tool is used to add "hand-drawn" shapes to a document. The following are shape examples, drawn using this tool.



This button is the "Smart Art" button. This tool is used to add picto-graphic information; such as Flow or Gantt charts, Picture lists, and Cycle matrices. The following is an example of a Cycle Matrix.



This button is the "Chart" button. This tool is used to add different types of mathematical graphs and charts to a document. When you add a chart to your document, you will have to supply Word with some data for it to plot in that chart.

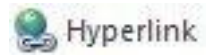


This button is the "Screenshot" button. This tool is used to add an image of what's happening on your screen to the document. This is useful if you are typing a document about a piece of software, and want to include a picture of what's happening along with a description.

Links



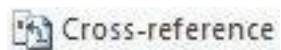
This is the Links area of the Ribbon. These tools and buttons are used to add web-links, bookmarks and references to your document.



This first button is the “Hyperlink” button. This tool can be used to add links to websites or files on your computer to your document.



This button is the “Bookmark” button. It can be used to add bookmarks to a document; these make it easier to move around the document.



This button is called the “Cross Reference” button. This tool is used to add references to other areas in the document, such as “See table 7” or “See page 15”. These cross references automatically update themselves, too.

Header & Footer



This is the Header & Footer area of the Ribbon. These tools and buttons are used to add headers, footers and page numbers to your document.



This first button is the “Header” button. This tool is used to add characters and text to the area within the upper margins of the document.

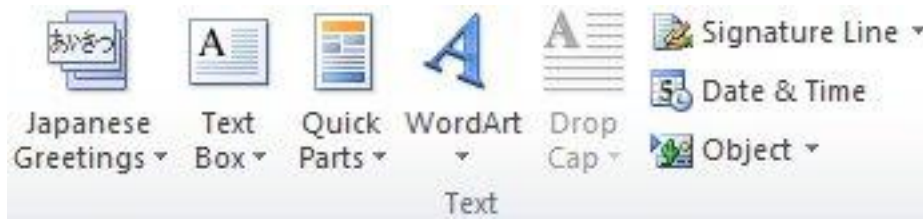


This button is the “Footer” button. This tool is used to add characters and text to the area within the lower margins of the document.



This button is the “Page Number” button. This tool is used to add page numbers to each of the pages in a document.

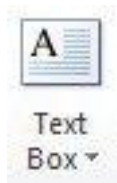
Text



This is the Text area of the Ribbon. These tools and buttons are used to insert specific text options to your document.



This first button is the “Japanese Greetings” button. This tool is used to add Japanese greetings to a document. Unless you are writing a document for Japanese people to read, **AND** you can read Japanese, then this is a useless tool.



This button is the “Text Box” button. This tool is used to add text inside of a moveable box to your document. This can be useful if the text you are adding to a document needs to be in lots of different places on a document.



This button is the “Quick Parts” button. This tool is used to add common blocks of text to a document. These common blocks of text include things like the author name, publisher name, title, page numbers and many others.



This button is the “Word Art” button. This tool is used to add decorative text into your document. These are very fancy looking pictures that are made up of text.

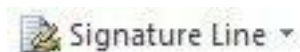
The following is a piece of Word Art:

This is some Word

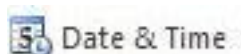


This button is the “Drop Cap” button. This tool is usually “greyed out”; which means that it isn’t in colour. If a tool is greyed out, then it is not useable just yet. For this tool to be useable, you must select some text first.

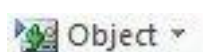
The whole point of the Drop Cap tool is to make the very first letter of a paragraph very big. This is an old typography technique. It was once used by Monks who would hand-copy pages of the bible. They would, usually, add a picture within the first letter that would show what was happening in that section of the story. Also, this paragraph has a Drop Cap at the beginning of it.



This button is the “Signature Line” button. This tool is used to automatically add a “signature” to the end of a document. This tool is often used by businesses, as it would be impossible for a manager to sign every single letter that is sent out by the company.

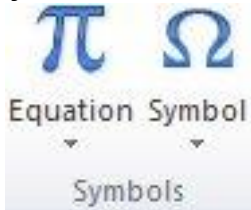


This button is the “Date & Time” button. This tool is used to automatically add (and update) the date and/or time to a document. This is useful if you are writing a letter that will take you a few days to complete.



This button is the “Object” button. This tool is used to add anything that is not added by any of the other buttons on the Insert Tab.

Symbols



This is the Symbols area of the Ribbon. These tools and buttons are used to insert specific characters that may not appear on your keyboard into your document.



This is the "Equation" button. This tool is used to add Mathematical and Scientific equations to your document. There are lots of templates to use, or you can type your own.



This is the "Symbol" button. This tool is used to add specific symbols or characters – that may not be listed on your keyboard – to your document. It uses the full ASCII table, so you can add many characters that are outside of the Latin character set; such as Greek (ζ), Cyrillic (ћ) or Musical (♯)

Page Layout Tab

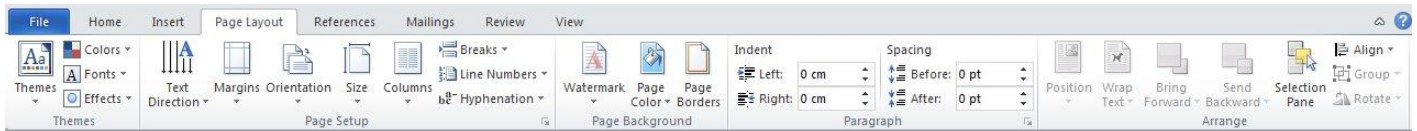


Figure 3: Page Layout Tab

The Page Layout tab has tools and buttons that can be used to edit the layout and formatting of the page. These tools can change the colour of the background, add or remove columns, change the size of the page and alter the direction of the text.

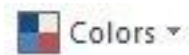
Themes



This is the Themes area of the Ribbon. These buttons are used to change the styles used throughout the entire document with the press of a single button.



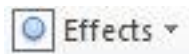
This first button is the "Themes" button. This tool is used to change the style of the entire document in one click. By "Style" we mean the type face and size (a Font is a type face AND a size); the colour of the text; any bold, underlined or italicized formatting and line spacing.



This button is the "Colours" button. This tool is used to change the colour of all of the text in a document with only one button press.

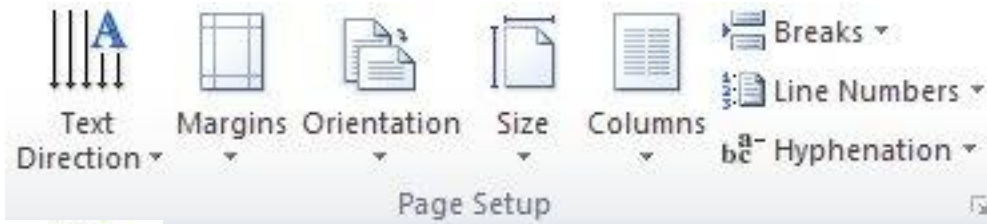


This button is the "Fonts" button. This tool is used to change all of the fonts (type face and size) used in the document with only one button press.



This button is the "Effects" button. This tool is used to change all of the font effects (Bold, Underline, Italics, Line spacing, etc.) used in the document with only one button press.

Page Setup



This is the Page Setup area of the Ribbon. These buttons are used to change various settings that are related to the pages of your document.



This first button is the “Text Direction” button. This tool is used to change the direction of some selected text. The options available are Horizontal, Vertical and Rotated Text. We’ve already seen horizontal text (what most of this document is written in), and vertical text can be seen on page 7. The other option, Rotated Text, is only available when Asian characters are present in the document.



This button is the “Margins” button. This tool is used to alter the size of the margins for all of the pages in your document. A margin is the invisible space at the sides and top and bottom of your document that you cannot type into. Altering these margins allows you to have more or less text on the page. So far, in this document, I have used very small margins (1.2cm on all sides). The default margins are 2.5 cm on all sides.



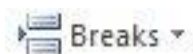
This button is the “Orientation” button. This tool is used to change the orientation of a page in your document. It can be used to rotate an entire page from Portrait (how this document is laid out) to Landscape (by rotating the page 90° to the right).



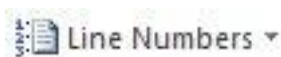
This button is the “Size” button. This tool is used to change the size of the paper used for your document. There are a lot of templates here, but the most useful one is A4 (which is what this document is printed on).



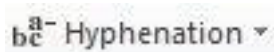
This button is the “Columns” button. This tool is used to add columns to a document. Magazines and newspapers are usually written with 3 to 5 columns each page.



This button is the “Breaks” button. This tool is used to add breaks to the text on a document. These can be Page Breaks (covered on page 12), or columns breaks. You can even have Word place a break between the current page and the next even or odd page (useful when writing a text book or novel).

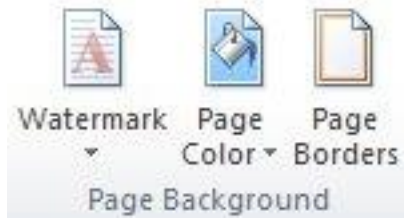


This button is the “Line Numbers” button. This tool is used to add line numbers to the entire document, or sections of text. This is useful for legal-type documents, agendas or policies.



This button is the “Hyphenation” button. This tool is used to edit the options relating to hyphenation. This is a hyphen “-”. It is used to link specific types of words together; words such as “American-Football,” “One-Sixth,” or “Well-Respected” (these are known as compound modifier).

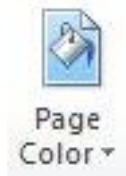
Page Background



This is the Page Background area of the Ribbon. These buttons are used to change various settings that are related to the pages of your document.



This first button is the “Watermark” button. This tool can be used to add faint text to the background of each page. This can be used to let the reader know that they are reading a confidential document, or that they are not allowed to copy the document.



This button is called the “Page Colour” button. This tool is used to change the colour of the background of an entire page. Be careful when using this tool though, as a change in background colour will be printed and this might use a lot of printer ink. If you want a document (or a page of a document) to have a different background colour, it might be better – and cheaper – to print it on coloured paper.

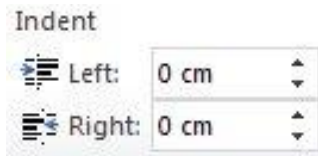


This button is the “Page Borders” button. This tool is used to add line borders to the pages of your document.

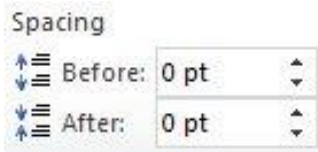
Paragraph



This is the Paragraph area of the Ribbon. These buttons are used to change various settings that are related to line spacing and paragraph indenting.

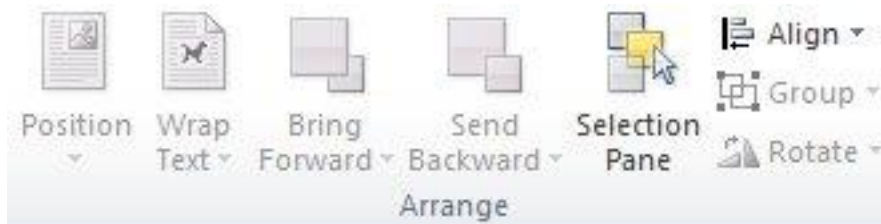


These first buttons are the “Indent” buttons. These tools are used to alter the indentation of whole paragraphs or blocks of text. The indentations can be on either the left or the right-hand side of the page. Increasing the indentation on the left-hand side of the paragraph will “move” the text further towards the centre of the page. Conversely, moving the right-hand side indentation will “move” the text further towards the centre of the page.



These buttons are the “Spacing” buttons. These tools are used to alter the size of the space between each of the lines in a paragraph. Unlike the spacing button on the Home tab (see: page 8), these buttons let you “fine tune” the spacing before and after each line.

Arrange



This is the Arrange area of the Ribbon. These buttons are used to edit how images, text boxes and graphs are arranged throughout your document.

It is best to think of your document as a pile of objects that sit on top of a piece of paper. These objects can be re-arranged before they are printed onto paper. Objects (text, images, etc.) can sit next to each other or on top of each other. Sometimes you will want one object to appear on top of other objects. These tools are only available when you select an object (an image, a graph, etc.)



This first button is the “Position” button. This tool allows you to edit the position of an object (an image, a graph, etc.). There are a lot of pre-set options for you to choose from and these can be very useful in arranging objects within a document.



This button is called the “Wrap Text” button. This tool allows you to change the way that text is wrapped around an object within your document. So far, in this document, I have used the “Tight” option. This places other objects (such as text) as close to the image as is possible.



This button is called the “Bring Forward” button. This tool allows you to re-arrange the stack of objects on a page. Remember that I mentioned that until a page is printed, everything appears on the document in a stack or pile? Well, this is the tool you can use to bring things from the bottom (or within) the pile toward the top of the pile.



This button is the “Send Backward” button. This tool allows you to do the opposite of the Bring Forward button – it moves objects further down the stack or pile, until they reach the bottom.



This button is the “Selection Pane” button. This tool brings up a small window (called a Pane) showing you all of the movable objects on the page of the document that you are looking at. Imagine that you have 4 objects sitting on top of each other, and you want to move the one at the bottom all the way up to the top; this tool allows you to select the object you want without having to worry about selecting other objects on the page.



This button is called the “Align” button. This tool is used to align objects to certain areas of the page. It is very similar to the align buttons found on the Paragraph areas of the Home Tab (See page 8), except that it works with objects instead of text.



This button is called the “Group” button. This tool is used to group objects together. Selecting (clicking) on one of the objects in the group will select them all. This is useful if you are performing the same operation on all of your objects.



This button is the “Rotate” button. This tool can be used to rotate objects (or groups of objects). It can also be used to flip objects horizontally or vertically.

References Tab

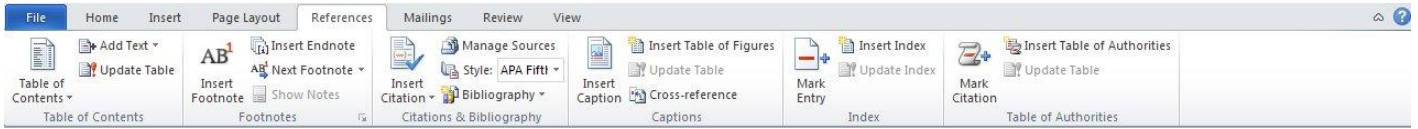


Figure 4: References Tab

The References tab has tools and buttons that can be used to add references to other documents, books or web sources; a table of contents; bibliographies (lists or text books or other sources of information) and captions into your document.

Table of Contents



This is the Table of Contents area of the Ribbon. These buttons are used to add a table of contents to your document. This can make it easier for the readers of your document to find specific sections of it.



This first button is the “Table of Contents” button. This tool allows add a table of contents to the beginning of your document. There are many different styles for you to choose from and each one is slightly different. The table of contents at the beginning of this document was added by pressing this button.

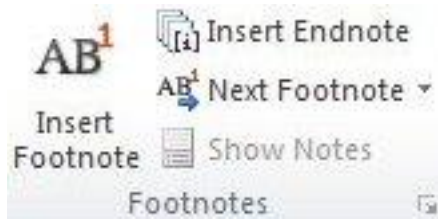


This button is called the “Add Text” button. This tool is used to add text and characters to your table of contents. It allows you to edit the text on each “level” of the table of contents.



This button is called the “Update Table” button. This tool is used to automatically update your table of contents. It’s worth using this tool every time that you make a big change to your document or before you save the document.

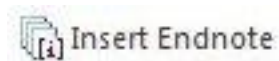
Footnotes



This is the Footnotes area of the Ribbon. These buttons are used to add extra notes to the bottom of specific pages to your document. This allows you to add more detail to your document that readers can choose to read if they wish.



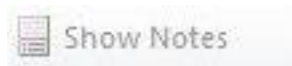
This first button is called the "Insert Footnote" button. This tool is used to add footnotes to the end of a page. For instance, if you look at the bottom of this page, you will find a footnote.¹



This button is called the "Insert Endnote" button. This tool is very similar to the Insert Footnote tool, except that an Endnote is placed at the very end of the document, rather than at the bottom of the current page.



This button is called the "Next Footnote" button. This tool is used to move around the document, focusing on each of the footnotes in the document.



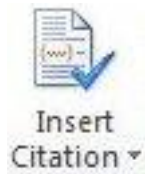
This button is called the "Show Notes" button. This tool is used to move directly to the next set of footnotes in the document.

¹ This is a footnote. It has been added to this page to demonstrate what footnotes are. They are quite useful if you need to either add more information/clarification or mention the source of some kind of information.

Citations and Bibliography



This is the Citations and Bibliography area of the Ribbon. These buttons are used to add extra notes to the bottom of specific pages to your document. This allows you to add more detail to your document that readers can choose to read if they wish.

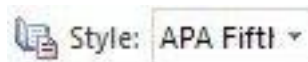


This first button is the “Insert Citation” button. This tool is used to cite (reference) a book, article, journal or website. For example, the following is a citation for a book called “The Fry Chronicles: An Autobiography” by Stephen Fry: (Fry, 2011).

The only problem is that you need to have a bibliography section set up, so that you can see the names of the documents that you cite. (If you check the end of this document, you should find a bibliography section)



This button is called the “Manage Sources” button. This tool is used to add or remove the sources that you cite in your document.



This button is called the “Citation Style” button. This tool is used to change the style used for citations in your document. If you are writing an academic paper (where citations are used the most), then you should already know the citation style you need. If not, then you should ask the person who has set up the paper.



This button is called the “Bibliography” button. This tool is used to add a bibliography (including all of the references you have cited) into your document. If you look at the end of this document, you will find a bibliography.

Captions



This is the Captions area of the Ribbon. These buttons are used to add captions and tables of figures to your document.

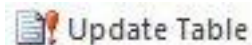


This first button is the "Insert Caption" button. This tool is used to add captions to an image. Captions are small amounts of text directly under an image, usually they contain a description of the image.

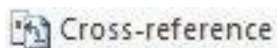
You should notice that each image of a tab (at the beginning of each section) has a caption underneath it.



This button is called the "Insert Table of Figures" button. This tool is used to add a table of figures to your document. A table of figures is very similar to a table of contents, except that it only lists the figure (images, illustrations, equations, etc.) in the document.

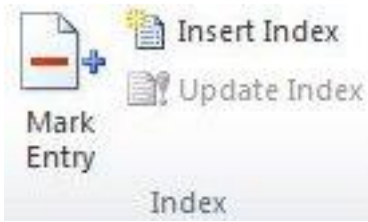


This button is called the "Update Table" button. This tool is used to update your table of figures. It works in the same way as the update table button found in the table of contents area of the References tab.



This button is called the "Cross Reference" button. This tool is used to add references to other areas in the document, such as "See table 7" or "See page 15". These cross references automatically update themselves, too.

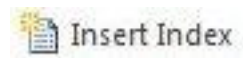
Index



This is the Index area of the Ribbon. These buttons are used to add indexes to your document. An index is similar to a table of contents, except that they list keywords rather than section headings.



This first button is called the “Mark Entry” button. This tool is used to add a selection of text to the index of your document. To add something to your index, you select it then press this button.



This button is called the “Insert Index” button. This tool is used to add an index to your document. However, you need to use the Mark Entry tool to add things to the index.



This button is called the “Update Index” button. This tool is used to update the index that you have added to your document. As with the update table buttons in the Table of Contents area (see page 28) and the Captions area (see page 31), it is useful to use this tool every time that you make a change to your document and before you save.

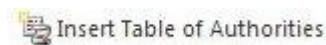
Table of Authorities



This is the Table of Authorities area of the Ribbon. These buttons are used to tables of authorities to your document. The most common use for a table of authority is a legal document; they are very similar to a table of contents, except that they track all of the citations you have used throughout your document.



This first button is the "Mark Citation" button. This tool is used to add specific citations to your table of authorities. It is used in the exact same way as the Mark Entry button (see page 32) in the Index area of the References tab.



This button is called the "Insert Table of Authorities" button. This tool is used to add a table of authorities to your document. It works in a similar way to the Table of Contents button (see page 28) on the References tab.



This button is called the "Update Table" button. This tool is used to update your table of authorities. As with the update table buttons in the Table of Contents area (see page 28) and the Captions area (see page 31), it is useful to use this tool every time that you make a change to your document and before you save.

Mailings

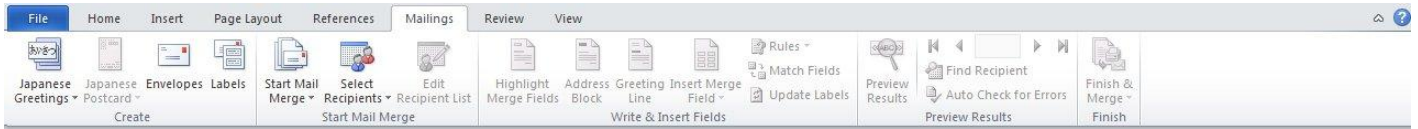


Figure 5: Mailings Tab

This is the Mailings area of the Ribbon. These buttons are used to automatically set up mailing options for your document. These options include things like automatically adding names and addresses and greetings.

These tools and options can be useful if you are sending a single document to many different people at different addresses. The mailing tools and options can automate the process of adding names, greetings and signatures to any documents that you are sending.

Create



This is the Create area of the Ribbon. These buttons are used to add sections and formatting specific to letters.



This first button is the “Japanese Greetings” button. This tool is used to add Japanese greetings to documents and letters.

An example would be: 秋雨の候、貴社ますますご盛栄のこととお慶び申し上げます。平素は格別のご高配を賜り、厚く御礼申し上げます。 Which roughly translates to: “Season of autumn rain, We and our pleasure that our more elite company. Bestowed the good offices of our normal circumstances are exceptional, Thank you very.”

Clearly, this tool is only useful if you can read and understand Japanese text.



This button is the “Japanese Postcard” button. This tool is used to create Japanese style postcards.

This tool will be “greyed out” or un-selectable, however, unless you have both a Japanese keyboard **AND** the Japanese language installed on your machine. As with the Japanese Greetings tool, this tool is absolutely useless to most users who are not Japanese.



This button is the “Envelopes” button. This tool is used to create, format and print envelopes. This does require you to have envelopes that you can print onto, however.



This button is the “Labels” button. This tool can be used to create, format and print labels. This is useful if you do not have envelopes that cannot be printed on, or that cannot be passed through your printer. There are many options and template sizes for common label types – you will need to look on the packaging of your sheet of labels to find out the size name (we use L6172 at ARKH) and choose that from the list of available sizes.

Start Mail Merge



This is the Start Mail Merge area of the Ribbon. These buttons are used when beginning a mail merge. They allow you to add multiple recipients (people who will receive your document), in many different forms, to your document.



This first button is the "Start Mail Merge" button. This tool is used to begin the process of a mail merge. A mail merge can be used on letters, envelopes, labels and E-Mail messages.

It is essential that this tool be used before other mail merge tools, as this tells Word that you want to create a mail merged document.



This button is the "Select Recipients" button. This tool is used to add recipients to your mail merged document. Recipients can be added via typing them in manually, an Excel spread sheet, an Access database, or even a simple text file.



This button is the "Edit Recipients List" button. It is used to add or remove recipients after you have selected them using the Select Recipients tool. This is useful if you realise that you have left someone out or have forgotten to add someone to your list of recipients.

Write & Insert Fields



This is the Write & Insert Fields area of the Ribbon. These buttons and tools are to add specific blocks of text (called "Fields") to your document. These include addresses and greetings.



This first button is called the "Highlight Merge Fields" button. It is used to help you to see which parts of the document you have added as a merge field (such as the address block, or a greeting) so that you don't remove them when editing your document.



This button is called the "Address Block" button. It is used to add a special field called the Address Block. This means that you don't have to type addresses into your document for every single recipient.



This button is called the "Greeting Line" button. It can be used to automatically add specific greetings to your document for each of the recipients.



This button is called the "Insert Merge Field" button. This tool, like the others in this area, is used to add merge fields to your document. However, this tool can add more than just names or addresses; it can add telephone numbers or company names.



This button is called the "Rules" button. This tool is used to edit the rules around mail merge. Normally, Word will step in and start automatically formatting and inserting merge fields for you, but this tool allows you to change how Word does that.

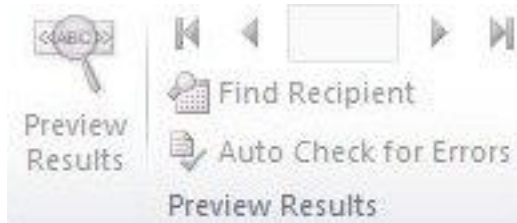


This button is the "Match Fields" button. This tool allows you to customise the names of fields. The names of fields won't be printed, but are used to look up the information from your list of recipients. Mostly, this tool is useless.



This button is the "Update Labels" button. It is used to update all the fields that you are using, if you are creating labels.

Preview Results

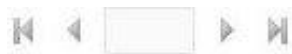


This is the Preview Results area of the Ribbon. These buttons and tools are used to allow you to check your mail merge document before you merge and print it.



This first button is called the "Preview Results" button. This tool is used to build a working preview of your mail merged document. Up until pressing this button, there will be sections of the document that will have "placeholder text" which will look like this: "Dear <<name>>,"

When the Preview Results tool is used, each piece of placeholder text is replaced with real values from your list of recipients.



This area of buttons is the "Record Selection" area. These tools are used to switch between each of the recipients in your list of recipients, when the Preview Results tool has been used.



This button is called the "Find Recipient" button. This tool, along with the previous tools ("Record Selection"), is used to find a specific recipient from your list of recipients.



This button is called the "Auto Check for Errors" button. This tool is used to change the way that Word handles any errors that occur when you finalise your mail merge. It can also be used to simulate a full mail merge, allowing you to see if there will be any errors

Finish



This button is the “Finish & Merge” button. The tool is used when you are finished with you mail merged document. This replaces all of the placeholder text with actual records from your recipient list, and creates copies of the document ready for printing.

Review

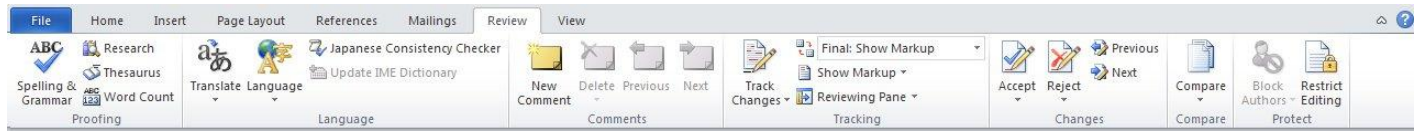
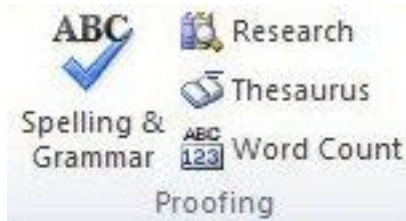


Figure 6: Review Tab

This is the Review area of the Ribbon. These buttons are useful for proofing your document. This means checking the spelling and grammar, and setting the language of the document. Also, these tools allow you to add comments (which will not be printed), and compare the current version of your document to older versions.

Proofing



This is the Proofing area of the Ribbon. These buttons and tools are used to allow you to check the spelling and grammar of your document. There is also a thesaurus tool and a word count tool.



This first button is the “Spelling & Grammar” button. This tool is used to check the spelling and grammar of your document. For this tool to work correctly, you need to make sure that Word knows which language you are typing your document in.

To make sure that Word knows which language you are typing your document in, press the “Spelling & Grammar” button and the following dialogue box will appear. Make sure that the bottom “Drop Down” menu says “English (UK)” – as it does in the image below.

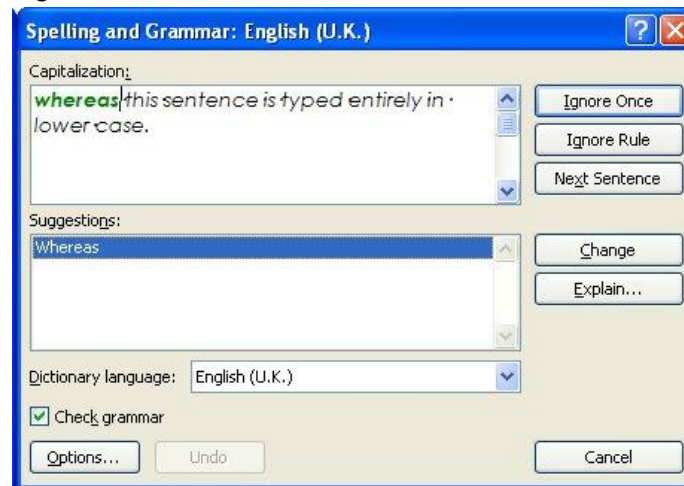
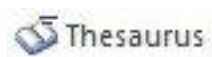


Figure 7: Spellcheck Dialogue



This button is the “Research” button. This tool is used to research things without having to leave Word. Without this tool, you would have to find a textbook or a website that contained the information you need. The only down side to using this tool is that you need to be connected to The Internet to use it.



This button is the “Thesaurus” button. This tool works exactly the same way as a physical Thesaurus. A thesaurus is a book that allows you to find words that have similar meanings to other words; for instance “Fire” and “Conflagration”.



This button is the “Word Count” button. This tool is used to count the amount of words, characters, spaces, pages, lines and paragraphs in your document. This is really useful if you have a word limit (for an essay, etc.).

Language



This is the Language area of the Ribbon. These buttons and tools are used to change the language that Word thinks the document is typed in.



This first button is the “Translate” button. This tool allows you to translate a word, sentence, paragraph or an entire document from one language to another. This is, however a machine translation, and as such is pretty bad. It will give you a general idea, but not a perfect translation.

Note: This tool only translates from English (US). Some words are spelt differently in English (US) than in English (UK).



This button is the “Language” button. This tool allows you to change the “Proofing Language” (the language that Word thinks your document is typed in) to any other language that Word supports (around 50-70 languages).

However, you will have to install the language that you want to use **BEFORE** you can use it, and this requires you to be connected to The Internet

Comments



This is the Comments area of the Ribbon. These buttons and tools are used to add comments to documents. These comments will not be printed, but can be useful when editing or adding to a document.



This first button is called the “New Comment” button. This tool is used to add a comment to your document. These can be very useful as reminders for things that you need to add, change or take away from your document. They can also be useful for other readers of your document, especially if you have confusing tables or formulae in your document.

*Note: Any notes in your document will **NOT** be printed.*



This button is called the “Delete Comment” button. This tool can be used to delete specific comments from your document.

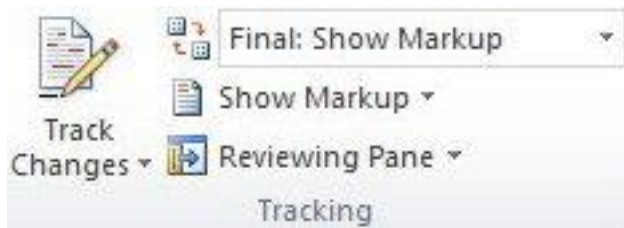


This button is called the “Previous Comment” button. This button is used to move backwards through the comments in your document.



This button is called the “Next Comment” button. This tool is used to move forwards through the comments in your document.

Tracking

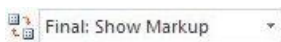


This is the Tracking area of the Ribbon. These buttons and tools can be used to track any and all changes that you make to your document. For these tools to work, you must enable them **BEFORE** beginning to type out your document



This first button is the “Track Changes” button. This tool is used to track any and all changes that you make to your document. This can be useful if you delete something that you later regret deleting, as this will allow you to replace what you have deleted with the click of a button.

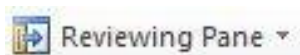
Note: This has to be selected **BEFORE** you begin typing your document.



This button is the “Display for Review” button. This tool is used to display the different versions of your document (supposing that you have already enabled the “Track Changes” tool).

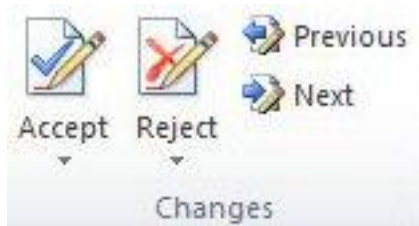


This button is the “Show Markup” button. This tool is used to change the details that are shown when the different “Display for Review” options are chosen (supposing that you have already enabled the “Track Changes” tool).



This button is the “Reviewing Pane” button. This tool creates a pane (small window) on the left-hand side of the screen, which will show you all of the changes that you have made to your document (supposing that you have already enabled the “Track Changes” tool).

Changes



This is the Changes area of the Ribbon. These tools are used to accept or reject changes that other people have made to your document. This is useful if you collaborate (work together with) with other people on a single document. Each user will make changes to the document, and Word will keep a log of them, it is up to you whether these changes become permanent or not.

*Note: For these tools to take affect, each person who makes changes to your document **HAS** to have set Word up fully (including setting a username, telling Word their actual name, and providing a company name). If they haven't done this, then the changes will **NOT** be kept.*



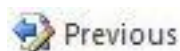
This first button is the “Accept Changes” button. This tool is used to accept changes that other people have made to your document.



This button is the “Reject Changes” button. It is used to reject changes that other people have made to your document.

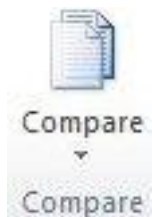


This button is the “Next Change” button. This tool is used to move forwards through the changes that other people have made to your document.



This button is called the “Previous Change” button. This tool is used to move backwards through the changes that other people have made to your document.

Compare



This is the Compare area of the Ribbon. This area only has one tool and it is used to allow you to compare the current version of your document against an older version or combine two versions of your document (assuming that you have used the “Track Changes” button – See page 44)

Protect



This is the Protect area of the Ribbon. These tools can be used to protect your document from being edited by other people.



This first button is the “Block Authors” button. This tool is used to stop certain people from editing or adding to your document.

Note: For this tool to take affect, each person who can view your document **HAS** to have set Word up fully (including setting a username, telling Word their actual name, and providing a company name). If they haven’t done this, then they will be able to make changes to your document.



This button is the “Restrict Editing” button. This tool can be used to block everyone who will view your document from editing certain things; such as formatting (see page 4), entering text or deleting text.

View

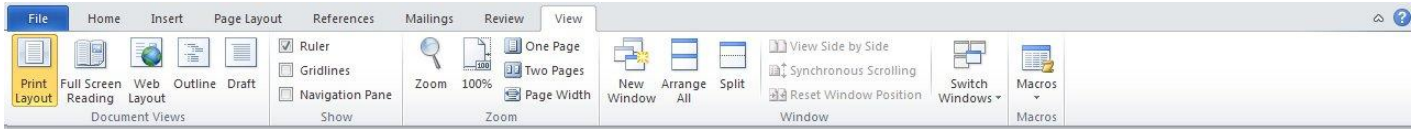


Figure 8: View Tab

This is the View area of the Ribbon. These buttons are useful for changing the current view of your document. This can help with arranging the objects on the document.

Document Views



This is the Document Views area of the Ribbon. These tools are used to change the way that you view your document.



This first button is the “Print Layout” button. This tool switches the current view mode to the Print Layout. This view allows you to see as the document as it will look once it has been printed.

The chances are that your version of Word has this as its default view. If you can see the page, the edges of the page and the rulers and margins then you are looking at your document’s print layout.



This button is the “Full Screen Reading” button. This tool switched the current view mode to Full Screen View. This allows you to read a document in full screen, allowing the document to take up as much screen space as possible.



This button is the “Web Layout” button. This tool switches the current view mode to Web Layout. This allows you to view a document as if it were a website.

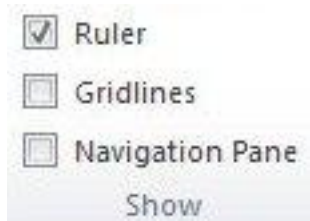


This button is the “Outline” button. This tool switches the current view mode to Outline. This view mode just shows any headers and text. It does not show any formatting, or images/objects.



This button is the “Draft” button. This tool switches the current view mode to Draft. This view mode is a combination of Web Layout and Outline, in that the document is displayed as if it were a website, but with no formatting or images/objects.

Show



This is the Show area of the Ribbon. There are three tick boxes here, which are only available when the current view mode (see page: 49) is set to Print Layout, Web Layout or Draft. Placing a tick into each of the tick boxes enables a feature.

The ruler tick box enables or disables the ruler function. The ruler sits at the top of each page on all three views. This is useful as it will help you to arrange objects on your document.

The gridlines tick box enables or disables the gridlines function. This places a graph-like grid over the page to help you arrange objects in your document (this will not be printed).

The navigation pane tick box enables or disables the navigation pane. This is similar to the Reviewing Pane (see page 44), except that it does not list changes that you make to the document.

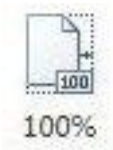
Zoom



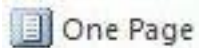
This is the Zoom area of the Ribbon. These tools are used to zoom in to and out of the document, making it easier to read the document without altering the formatting of any text or objects.



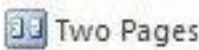
This first button is the “Zoom” button. This tool allows you to set the zoom level of your document.



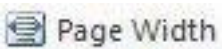
This button is the “100% Zoom” button. This tool enables you to “snap back” to 100% zoom (the default zoom level when you create a document)



This button is the “One Page” button. This tool sets the zoom level so that one page takes up the entire window space.



This button is the “Two Pages” button. This tool sets the zoom level so that two pages take up the entire window space.



This button is the “Page Width” button. This tool sets the zoom level so that the width of a page matches the width of the window space.

Window



This is the Window area of the Ribbon. These tools are used to arrange any open word windows.

Every program in a modern Operating System works in a Window of its own. Word has its own window system, Explorer has its own window system, Google Chrome has its own window system, etc. This is where the Windows operating system got its name.

Each of these windows can be manipulated around the screen, and these are the tools that you can use to manipulate them.



This button is the "New Window" button. This tool is used to open a copy of the current document in another window.



This button is the "Arrange All" button. This tool is used to arrange all open Word windows. This will place one window at the top of the screen and any other windows at the bottom of the screen.



This button is the "Split" button. This tool allows you to decide how you would like the screen divided (or split) amongst each of your open Word windows.



This button is the "View Side by Side" button. This tool is used to show all of your open Word windows side by side.



This button is the "Synchronous Scrolling" button. This tool allows you to scroll through two (or more) Word windows at the same speed. You **MUST** enable "View Side by Side" to do this, though.



This button is the "Reset Window Position" button. This tool allows you to set a window's position back to its default one.

Macro



This is the Macros area of the Ribbon. There is only one tool here, but this tool can be very useful.

A macro is a small program that performs a common task (usually that takes more than a few seconds to perform) in very little time, at the push of a button. You should be used to using macros by now; keyboard shortcuts Macros, as are desktop shortcuts.

Macros in Word (and indeed the whole of Office) perform specific common tasks (usually formatting ones) at lightening speed.

To create a task, you need to record yourself doing on then name it. After that, you can run that Macro at any time.

Bibliography

Fry, S. (2011). *The Fry Chronicles: An Autobiography*. London: Penguin Books.

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