Word® 2021 & 365 Introduction

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.

The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.

- ① Open documents
- ② Create a blank document
- ③ Microsoft Account Information
- ④ Open recent documents
- ⑤ Open pinned documents
- ⑥ Open shared documents
- ⑦ Search online templates
- ⑧ Quick Access Toolbar
- ⑨ Ribbon Tabs
- ⑩ Command Group
- ⑪ Group Name
- ⑫ Ribbon Display Options

Interface Basics

Using the Ribbon

1. **To hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. **To change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. **To show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. **To access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. **To access advanced options**, click the "Dialog Box Launcher" button in a button group, if available.

Using the File Tab & Backstage View

1. **To open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. **To see additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. **To show or hide the Quick Access Toolbar**, click the "Ribbon Display Options" button in the Ribbon and select "Show (or Hide) Quick Access Toolbar."
2. **To change the location of the Quick Access Toolbar**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
3. **To add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. **To remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. **To access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. **To add a command**, select it on the left, click the "Add" button and then "OK." **To remove a command**, select it on the right, click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.
To customize the Status Bar, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar **or** click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. **To use the "Zoom Slider,"** click and drag the slider control at the far-right end of the Status Bar.
3. **To use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. **To create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. **To find online templates**, click a "Suggested searches" link or type in the "Search for online templates" text box and press "Enter" or click the "Start searching" button.
3. **To view custom templates**, click the "Personal" link.
4. **To pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Documents

To overwrite a file that has already been saved, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.
To save a document for the first time or to save a document with a different name or in a different location:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the file. **To save a file as a PDF or XPS:**

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. **To pin a recent document to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. **To un-pin**, click it again.
To open a document, click to select a "Recent" or "Pinned" file. **Or,**

1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
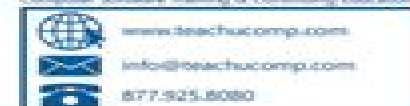3. Navigate to the file and click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but **can** contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Documents" button at the bottom of the "Recent" pane.
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button.

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J Spring

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Easy Web Page Creation Mary Millhollon,Jeff Castrina,2001 Easy Web Page Creation is the ideal Web creation guide for people who want to build their own home pages but don t know where to start The book proves that armed with key facts about Web page mechanics and design concepts people with average computer skills can skillfully build a professional looking Web page with the resources they already have on hand such as Microsoft RM Office 2000 It shows readers with basic computer skills but no prior publishing or design experience how to create a variety of Web pages from simple online community pages on MSN RM to full blown multimedia sites using Microsoft FrontPage RM It also demonstrates how to plan upload and maintain a Web site and it presents a wealth of tips and advice about good Web design practices With Easy Web Page Creation Web site success is within easy reach of anyone from grandparents to Generation X ers and any organization from hobby groups to government offices and small businesses to established enterprises   Online Teaching at Its Best Linda B. Nilson,Ludwika A. Goodson,2021-06-16 Bring pedagogy and cognitive science to online learning environments Online Teaching at Its Best Merging Instructional Design with Teaching and Learning Research 2nd Edition is the scholarly resource for online learning that faculty instructional designers and administrators have raved about This book addresses course design teaching and student motivation across the continuum of online teaching modes remote hybrid hyflex and fully online integrating these with pedagogical and cognitive science and grounding its recommendations in the latest research The book will help you design or redesign your courses to ensure strong course alignment and effective student learning in any of these teaching modes Its emphasis on evidence based practices makes this one of the most scholarly books of its kind on the market today This new edition features significant new content including more active learning formats for small groups across the online teaching continuum strategies and tools for scripting and recording effective micro lectures ways to integrate quiz items within micro lectures more conferencing software and techniques to add interactivity and a guide for rapid transition from face to face to online teaching You ll also find updated examples references and quotes to reflect more evolved technology Adopt new pedagogical techniques designed specifically for remote hybrid hyflex and fully online learning environments Ensure strong course alignment and effective student learning for all these modes of instruction Increase student retention build necessary support structures and train faculty more effectively Integrate research based course design and cognitive psychology into graduate or undergraduate programs Distance is no barrier to a great education Online Teaching at Its Best provides practical real world advice grounded in educational and psychological science to help online instructors instructional designers and administrators deliver an exceptional learning experience even under emergency conditions   **Cross-Cultural Design. User Experience of Products, Services, and Intelligent Environments** Pei-Luen Patrick Rau,2020-07-10 This two volume set LNCS 12192 and 12193 constitutes the refereed proceedings of the 12th International Conference on Cross Cultural Design CCD 2020 held as part of HCI International 2020 in Copenhagen Denmark

in July 2020 The conference was held virtually due to the corona pandemic The total of 1439 papers and 238 posters included in the 40 HCII 2020 proceedings volumes was carefully reviewed and selected from 6326 submissions The regular papers of Cross Cultural Design CCD 2020 presented in this volume were organized in topical sections named Cross Cultural User Experience Design Culture Based Design Cross Cultural Behaviour and Attitude and Cultural Facets of Interactions with Autonomous Agents and Intelligent Environments   The Engineer ,2017   Advancing Online Teaching Kevin Kelly,Todd D. Zakrajsek,2023-07-03 The goal of teaching online is fundamentally the same as teaching face to face facilitating the learning of all students to the greatest extent possible This book differs from other books on online teaching in that in the process of offering guidance on course design and planning developing outcomes and appropriate engaging activities managing the workload and assessment the authors pay explicit attention throughout to the distinct and diverse needs of students and offer effective strategies to accommodate them in a comprehensive and inclusive way by using the principles of Universal Design for Learning By following those principles from the outset when planning a course all students will benefit and most particularly those whom the research shows have the greatest achievement gaps when taking online courses males first generation and low income students those from underrepresented minority groups the academically underprepared students with disabilities and those with limited online access or lacking readiness for online learning Beyond good planning and design Kelly and Zakrajsek offer ideas for creating inclusive course environments and activities such as using culturally appropriate content and making it accessible in multiple formats They also share methods to foster faculty learner interaction and increase personal connections with students and among students through group activities or learning communities which are so critical to motivation and success Faculty new to online teaching as well as more experienced readers will find a wealth of practical guidance on developing and honing both fully online and blended courses and as importantly a wealth of proven ideas to help the new generation of students with diverse needs to succeed   Managing Digital Records in Africa Mpho Ngoepe,2022-05-23 Managing Digital Records in Africa draws on the research work of the InterPARES Trust ITrust project that investigated interrelated archival issues focusing on legal analysis infrastructure trust authentication and education within the African context This research focused book provides a legal analysis and systematic assessment of how African institutions manage digital records in four countries i e Botswana Kenya South Africa and Zimbabwe It also examines the extent to which records are managed using Internet based applications trust in such records and digital record authentication to support the auditing process Finally it provides a curriculum analysis in digital records at institutions of higher learning in 38 African countries The book s case studies illustrate the threads of discussion which span the ITrust domains of legislation infrastructure authentication trust and education in archives and records management The book can be used as a premier reference source by private and public organizations researchers educators archivists records managers and postgraduate students to make informed decisions about digital records records management systems cloud

based services authenticating records and identifying universities on the continent that offer archival programmes The book may also find expression to practitioners in other fields such as law and auditing *Guide to Research Projects for Engineering Students* Eng Choon Leong,Carmel Lee-Hsia Heah,Kenneth Keng Wee Ong,2015-07-28 Presents an Integrated Approach Providing Clear and Practical GuidelinesAre you a student facing your first serious research project If you are it is likely that you ll be firstly overwhelmed by the magnitude of the task and secondly lost as to how to go about it What you really need is a guide to walk you through all aspects of the researc *Microsoft Windows* Microsoft Corporation,1990 An up to date comprehensive reference to each component in the latest version of the Windows Application Programming Interface API that will be indispensable to every Windows programmer **First** , **Renaissance and Rebirth** Brian Ogren,2009 Metempsychosis was a prominent element in Renaissance conceptualizations of the human being the universe and the place of the human person in the universe A variety of concepts emerged in debates about metempsychosis human to human reincarnation human to vegetal human to animal and human to angelic transmigration As a complex and changing doctrine metempsychosis gives us a well placed window for viewing the complex and dynamic contours of Jewish thought in late fifteenth century Italy as such it enables us to evaluate Jewish thought in relation to non Jewish Italian developments This book addresses the problematic question of the roles and achievements of Jews who lived in Italy in the development of Renaissance culture in its Jewish and its Christian dimensions *Government Information Management in the 21st Century* Peggy Garvin,2016-04-22 Government Information Management in the 21st Century provides librarians information professionals and government information policy leaders with a comprehensive and authoritative state of the art review of current issues in government information management with a global perspective The widespread use of the Internet to provide government information and services has altered the landscape dramatically for those who organize store and provide access to government content Technical challenges include digital preservation authentication security and accessibility for a diverse user base Management challenges include changes to costs workflow staff skills and resources and user expectations Public policies based on distributed paper collections must also change to address issues that are inherent to digital networked public content such issues include the maintenance of personal privacy re use of government information and the digital divide The authors in this timely book are practitioners scholars and government officials Together they provide an informed look at how managing government information is being tested at a time of rapid change Part I addresses key issues for public academic and government libraries in organizing and providing access to government information Part II features chapters on the diverse information issues facing governments such as managing Freedom of Information requirements opening government data to the public and deploying new online technologies **Essentials of WJ IV Cognitive Abilities Assessment** Fredrick A. Schrank,Scott L. Decker,John M. Garruto,2016-03-16 The step by step guide to administering scoring and interpreting the WJ IV Tests of Cognitive Abilities Essentials of WJ IV Cognitive Abilities

Assessment provides expert practical advice on how to administer score and interpret the WJ IV COG Designed to be an easy to use reference the text goes beyond the information found in the WJ IV examiner s manual to offer full explanations of the tests and clusters on the WJ IV COG This essential guide also explains the meaning of all scores and interpretive features and includes valuable advice on clinical applications and illuminating case studies This clearly written and easily accessible resource offers Concise chapters with numerous callout boxes highlighting key concepts numerous examples and test questions that help you gauge and reinforce your grasp of the information covered An in depth chapter on interpretation of the WJ IV COG which highlights links to interventions for each test based on contemporary theory and research Expert assessment of the tests relative strengths and weaknesses Illustrative case reports with clinical and school based populations If you re a school psychologist clinical psychologist neuropsychologist or any professional or graduate student looking to become familiar with the new WJ IV COG this is the definitive resource you ll turn to again and again **Good Faith Obligation** Alex Wan,Peng Guo,2024-09-10 This book provides a study on the relevance of good faith obligation with a specific focus on Australia and China Good faith has been hailed as one of the most important unresolved contractual issues in contract law There have been numerous judicial approaches over the years to articulate a baseline for good faith application however the direction taken in dealing with this important issue is generally unsatisfactory both in producing a coherent understanding of the role and sustaining a uniform application of good faith in contracts This book concentrates on examining whether the continued relevance of good faith in arm s length contractual relationships based on the reasonable expectations of the contracting parties can be maintained To accomplish this good faith is examined by revisiting the legal approaches from a comparative perspective in understanding whether there is a continuing role for good faith in commercial contracts *SharePoint 2010 Wrox 10-Pack Digital Library* Todd Klindt,2012-03-07 The SharePoint 2010 Wrox 10 Pack Digital Library contains these ten books priced at a considerable savings off of the combined list prices to give you a complete SharePoint 2010 e book library Professional SharePoint 2010 Administration ISBN 9780470533338 Professional SharePoint 2010 Development 2nd edition ISBN 9781118131688 Real World SharePoint 2010 Indispensable Experiences from 22 MVPs ISBN 9780470597132 Professional Business Connectivity Services in SharePoint 2010 ISBN 9781118043790 Professional SharePoint 2010 Cloud Based Solutions ISBN 9781118076576 SharePoint 2010 Enterprise Architect s Guidebook ISBN 9780470643198 SharePoint Server 2010 Enterprise Content Management ISBN 9780470584651 SharePoint 2010 Field Guide ISBN 9781118105054 SharePoint 2010 Six in One ISBN 9780470877272 Professional SharePoint 2010 Branding and User Interface Design ISBN 9780470584644 *Wrox SharePoint 2010 SharePoint911 Three-Pack* Todd Klindt,Shane Young,Jennifer Mason,Laura Rogers,Randy Drisgill,John Ross,Larry Riemann,Amanda Perran,Shane Perran,Jacob J. Sanford,Paul Stubbs,Steve Caravajal,2012-02-25 The Wrox SharePoint 2010 SharePoint911 Three Pack combines the contents of three full e books written by the experts from SharePoint911 That s over 1800 pages of

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