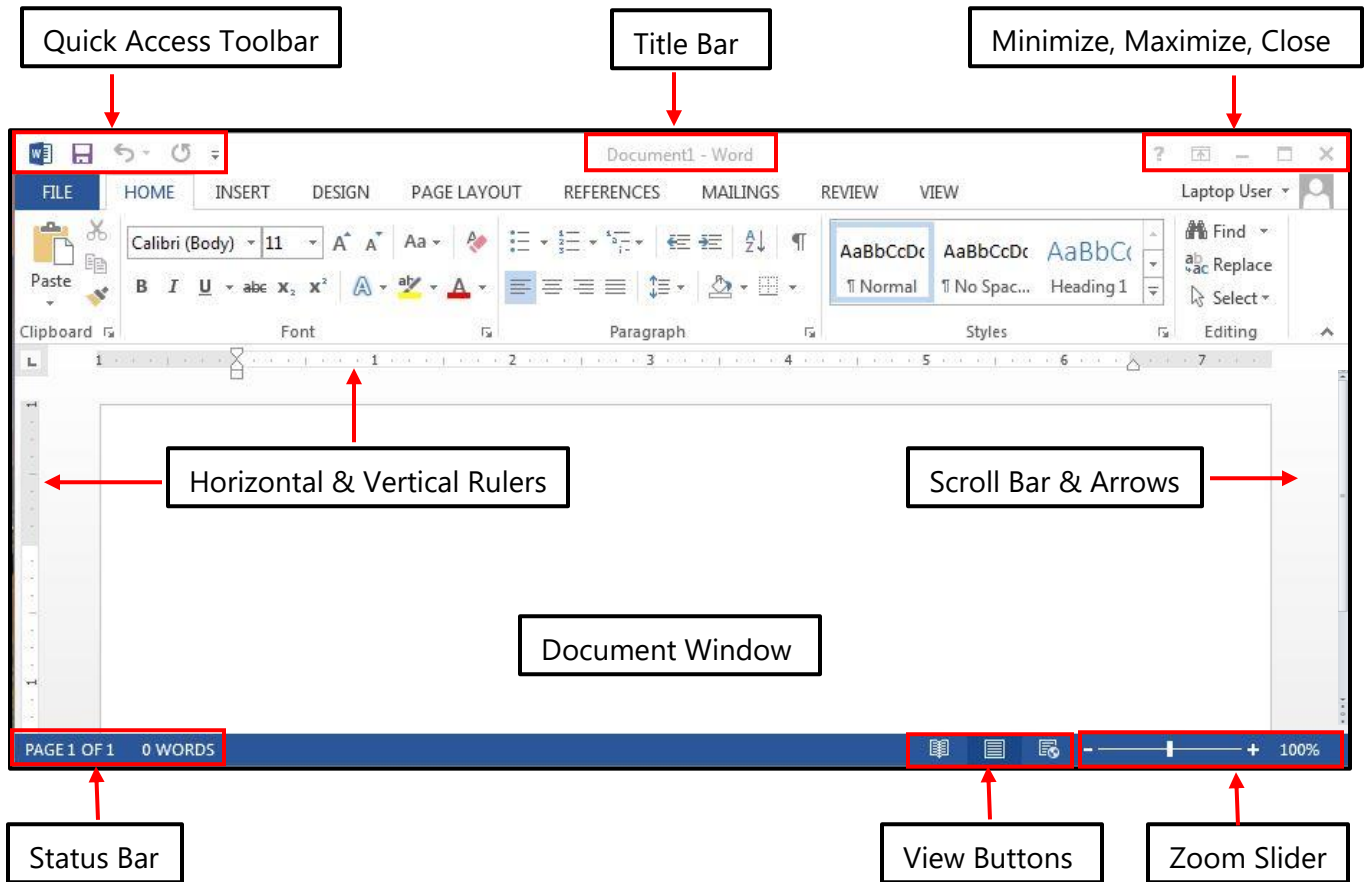
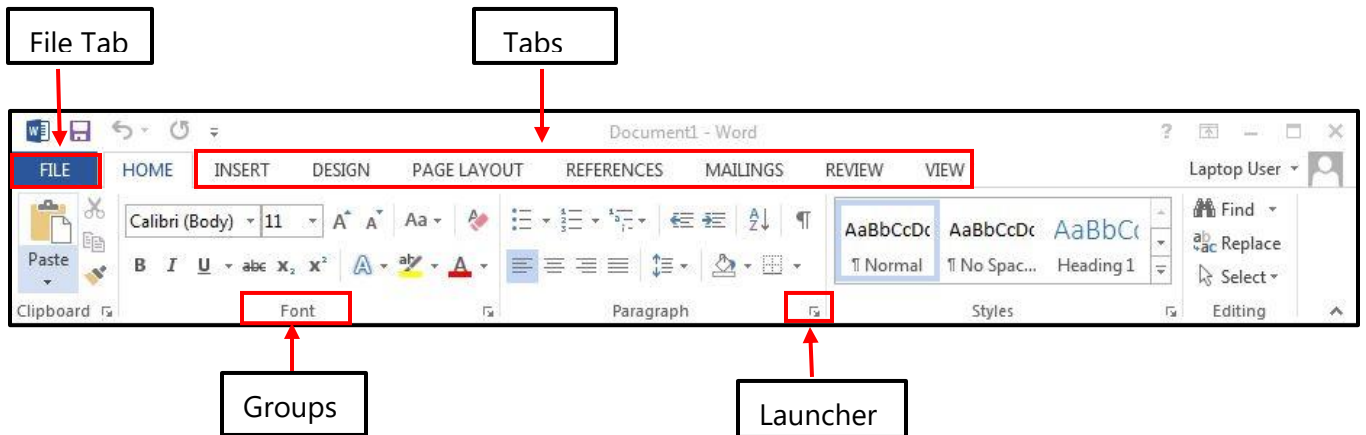


BASIC ELEMENTS OF THE PROGRAM WINDOW



THE RIBBON



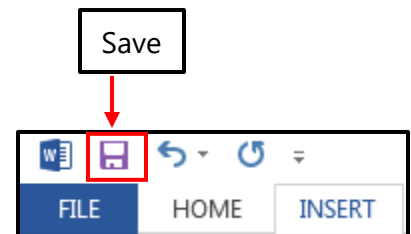
<u>Tab</u>	<u>Groups</u>
Home	Clipboard, Font, Paragraph, Styles, & Editing
Insert	Pages, Tables, Illustrations, Add-in, Media, Links, Header/Footer, Text, & Symbols
Design	Themes, Document Formatting, Page Background
Page Layout	Page Setup, Paragraph, & Arrange
References	Table of Contents, Footnotes, Citations, Captions, Index, & Table of Authorities
Mailings	Create, Start Mail Merge, Write/Insert Fields, Preview Results, & Finish
Review	Proofing, Language, Comments, Tracking, Changes, Compare, & Protect
View	Document Views, Show, Zoom, Window, & Macros

The exception is the **File** tab which includes general commands along with file options. On this tab you will find **Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options.**

SAVE & SAVE AS

SAVE AS

1. Click **File**
2. Click **Save As**
3. Select the location
4. Name the document
5. Click **Save**



PRINTING

PRINTING

1. Click **File**
2. Click **Print** on the menu
3. Check Printer Settings & adjust if necessary (Copies, Pages, Double-Sided, etc.)
4. Click the **Print** button

