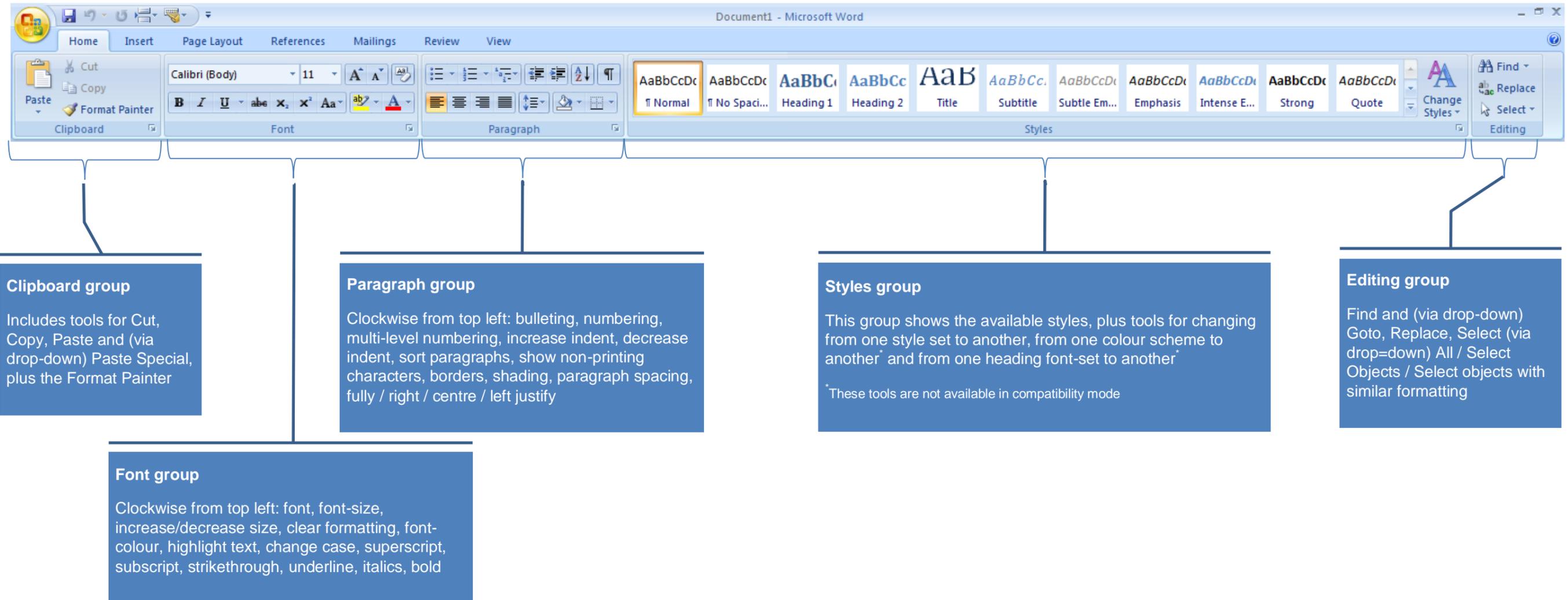


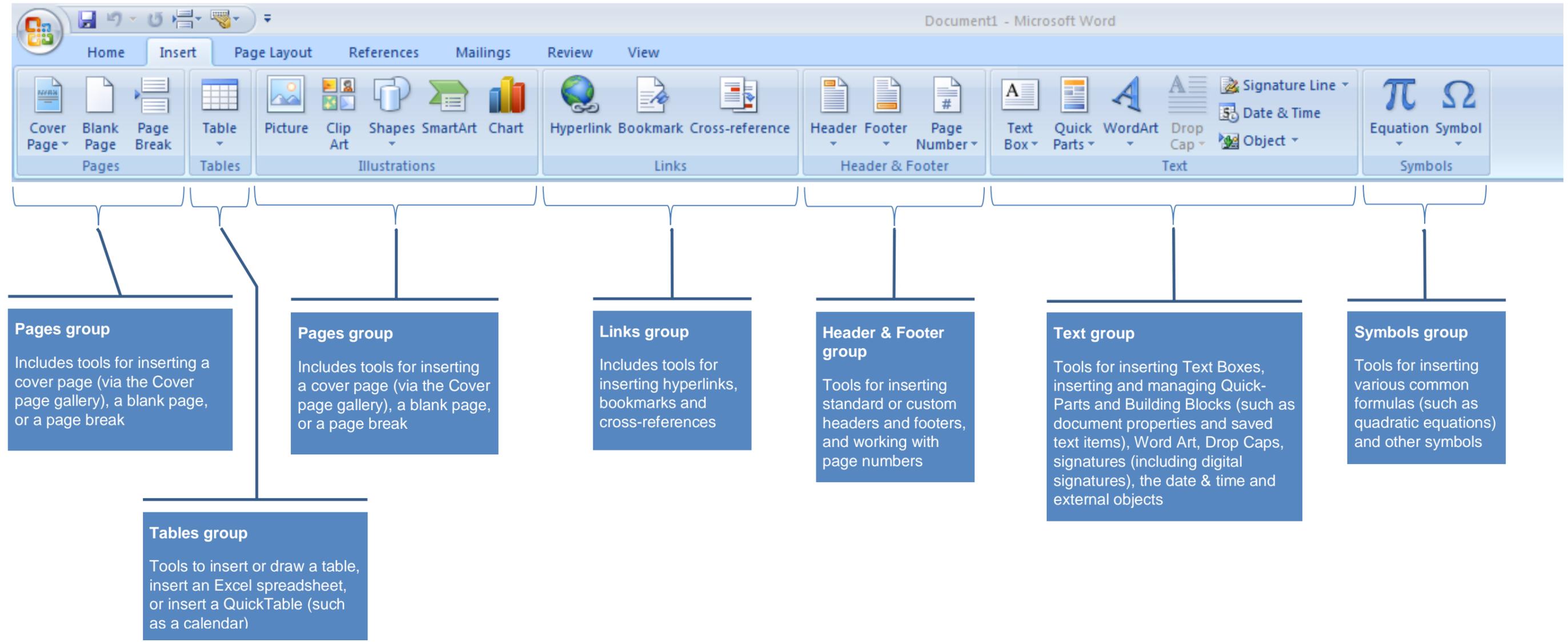
## THE HOME TAB

The Home tab is designed to contain the tools that will be used most often in editing a Word document, including the formatting tools and the editing tools such as cut, copy and paste.



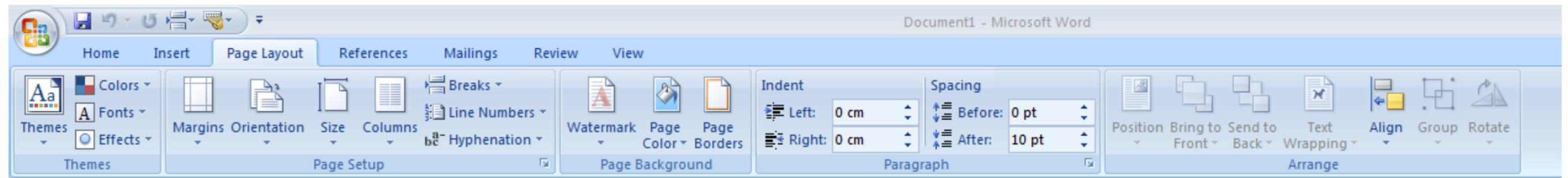
# THE INSERT TAB

If you want to put something into your document, be it an image, a chart or diagram, page numbers or a table the Insert tab is the first place to look.



## THE PAGE LAYOUT TAB

This is the tab that has tools for working with margins and page orientation, along with tools for working with design elements across pages, such as backgrounds and watermarks. Additionally, this tab has tools for controlling the flow of image elements on the page.



### Themes group

Tools for changing the visual appearance of a document, including colours, fonts and special effects

Does not work in compatibility mode

### Page Setup group

Tools to change the page margins to either a pre-set or custom value, to change the page orientation, page size, the number of columns, to insert section breaks and line numbers and control hyphenation. Use the dialog launcher for the Page Setup dialog box

### Page Background group

Tools to insert a standard or custom watermark (such as Draft, Internal etc), to change the page background colour and to give the page a plain or decorative border

### Paragraph group

Tools to change paragraph indentation and spacing. Use the Dialog launcher to access other paragraph properties

### Arrange group

The tools in this group allow for the user to control the interaction of images, diagrams and other objects with each other and with the text on the page

# THE REFERENCES TAB

This is the tab to use when working with large documents which cite other works, which have footnotes or endnotes, or which use reference tables such as indexes, tables of contents, tables of figures and suchlike.



**Table of Contents group**  
Tools to insert a table of contents either based on heading levels or manual items, to mark text for inclusion in the table of contents, and to update the table of contents

**Footnotes group**  
Tools to insert footnotes and endnotes, to navigate between them and to jump to the footnote/endnote area. Use the dialog launcher for the footnote & endnote dialog box to perform tasks such as converting footnotes to endnotes and vice versa

**Citations & Bibliography group**  
Tools to insert a citation quick-part (used to track references to other works), to manage the citations used and the way they are displayed, and to create a bibliography listing all citations in the current document

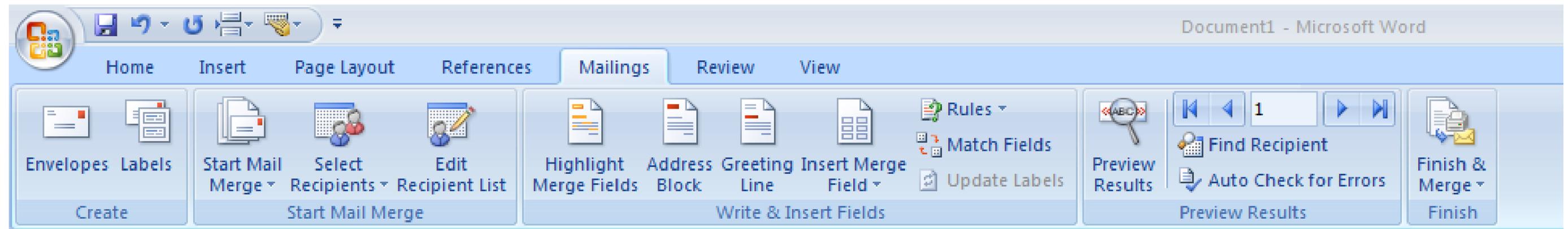
**Captions group**  
Tools to insert captions and cross-references, and to insert and update tables of figures.

**Index group**  
Tools for managing indexes in the document, marking items for inclusion in the index, inserting the index itself and updating the index

**Table of Authorities group**  
Tools for working with references to other citations, such as legal cases, and for creating a table of authorities which lists such citations.

## THE MAILINGS TAB

On this tab lie all the tools you'll ever need to create and use mail merges. Mail merging in Word 2007 can be done either directly through the buttons on this tab of the ribbon, or via a wizard, launched through the Start Mail Merge button.



### Create group

The tools in this group allow the creation of one or more printed envelopes and labels. These can then be sent directly to the printer, or added to the current document

### Start Mail Merge group

The first button is used to begin the mail merge process, either by selecting the type of document to create, or by launching the mail merge wizard. The second button specifies a data source – such as an Excel file or an Access database – to use for the merge. The last button allows specific recipients to be included or excluded from the merge, and for the data to be filtered and sorted.

### Write & Insert Fields group

**Highlight merge fields** shows in grey any merge fields inserted into the current document. **Address block** inserts all the address fields into the document as a block, and allows for customisation, eg whether the country field should be shown. **Greeting Line** allows for a greeting to be customised and inserted into the document. **Insert Merge Field** will (if the main button is clicked) show a dialog box listing all fields which can be inserted, or if the arrow is clicked, produce a pop-out list of fields to be added. **Rules** allows for text to be entered conditionally into your document via If-Then-Else fields. **Match fields** allows you to specify how the fields in your data source correspond to those used by Word, such as matching your *Forename* field to Word's *First Name* field. If you are producing a page of labels, **Update Labels** propagates any changes you have made to the first label on the page to all other labels on the page.

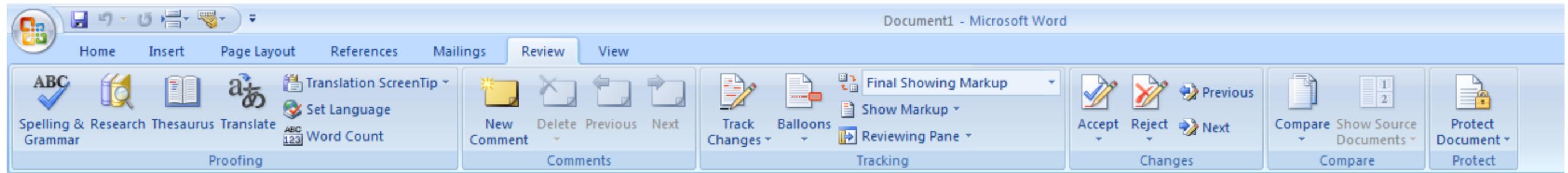
### Preview Results and Finish groups

Tools to preview the data in a document, rather than the mail merge placeholders, to navigate through the data in order to preview individual records, to search for a particular record, and to check the data for potential problems.

In the Finish group, the Finish & Merge button offers choices for merging the some or all of the data to a new document, directly to the printer, or to an email to be sent via Outlook.

## THE REVIEW TAB

On this tab you will find all the tools needed for proofing, commenting on, reviewing, sharing and working with changes in your document, and for comparing multiple versions of your document.



### Proofing group

Tools for checking the spelling and grammar of a document, for using the built-in research tools (such as Encarta encyclopaedia and Bing search engine) and thesaurus, for accessing the translation tools, for counting words, paragraphs, characters and suchlike of the document, and for setting the current language of the document, which is used in spell-checking and suchlike.

### Tracking group

Tools in this group control whether changes made to the current document are tracked, and if so, how that tracking is displayed on screen. Options include showing / hiding changes, showing edits only, showing formatting changes, showing details of who made the change and whether to use balloons to show certain types of change. The reviewing pane, which shows all changes made, can also be turned on or off from here.

### Compare group

Tools for beginning a comparison between two documents, or merging two documents together into a final draft. The Show Source Documents button allows for either or both of the source documents to be displayed in addition to the list of changes and the merged document.

### Comments group

Tools for inserting and deleting comments, and for navigating between existing comments.

Whether comments are shown in balloons to the side of the document, or as coloured sections within the document is controlled by the Balloons button in the Tracking group.

### Changes group

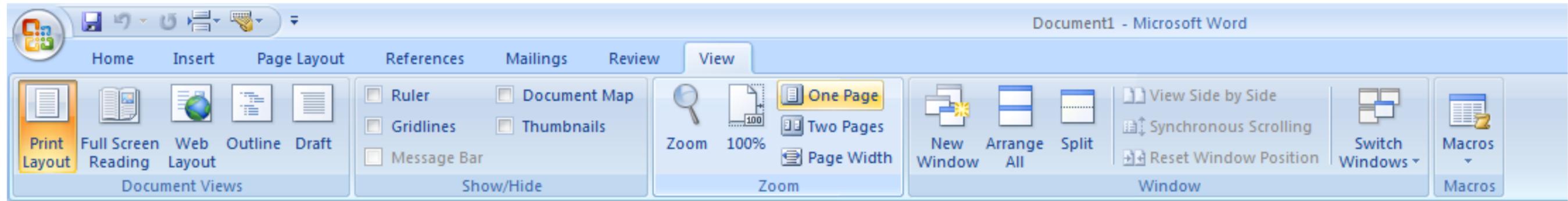
The tools here allow navigation between changes in a document, and also provide for these changes to be accepted and incorporated into the document or rejected and removed, either individually or in bulk.

### Protect document group

The only button here opens the protection pane, which allows for a document to be secured in various ways. Options include restricting the editing a user is allowed to perform, restricting formatting choices, restricting a document to only allow form fields to be completed, or making a document read-only.

# THE VIEW TAB

If there's ever something that you want to see but can't, this will be the place to find it. Tools here allow the showing and hiding of all manner of tools and options within Word, as well as to change the way your document is displayed.



## Document Views group

Tools to change the way the document is displayed on screen.

The Print Layout view is the default, and shows the content of the document within white space indicating the paper, allowing for a good idea of how the finished document will look. Full Screen Reading minimizes all the ribbon and other buttons and displays the document in 2-page view. It is designed for easy reading, and is especially useful for proof-reading. Web layout view is used when Word is being used to create Web pages. Outline view opens the Outlining tab on the ribbon and the outlining panel. It allows for the document structure heading to be used for quick navigation and reorganisation of the document. Draft view minimises the displayed formatting, showing text only without page layout information.

These views can also be selected with the mini-buttons by the zoom slider at the end of the status bar.

## Show / Hide group

Tools for displaying or hiding various items of the Word interface. The Ruler and gridlines may be turned on and off independently. Either the document map (showing headings within the document) or thumbnails may be shown in a panel on the left (but not both). The message bar appears just below the ribbon with information such as macro security warnings. If no such information is currently displayed, this checkbox is disabled.

## Zoom group

Tools for setting the zoom (or displayed magnification) level of the current document to one of several pre-set values.

The zoom value may be further customised by using the zoom slider at the right-hand end of the status bar.

## Window group

Tools here allow multiple document usage within Word. New windows can be created (to allow the current document to be opened more than once, for example to compare different parts of the same document), Existing windows can be arranged or split in various ways., and the Switch Windows button allows for navigation between open documents. Tools new to this version of Word include the ability to open 2 documents side by side, then lock them together with the Synchronous Scrolling button, so that scrolling through one document will also scroll through the other.

## Macros group

The only button here provides access to tools for creating, running, viewing and editing macros.

Further tools for working with macros are available on the Developer tab. To view this tab, click the Office button → Word Options and select "Show developer tab in the ribbon"