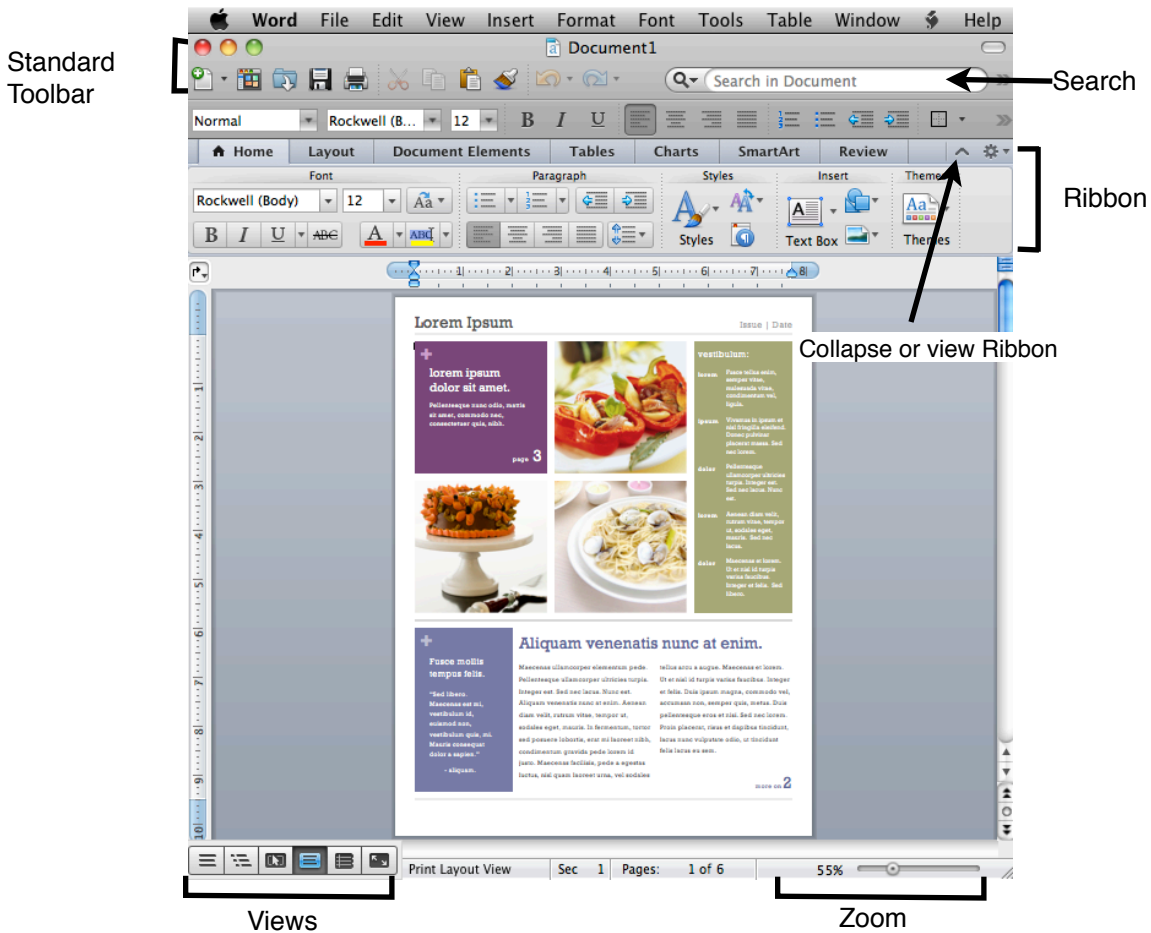




Word 2011 is part of the Microsoft Office 2011 suite. A word processor is a computer application used for the production (including composition, editing, formatting) of any sort of printable material.



The **Standard Toolbar** has been integrated with the title bar, and no longer “floats” as on previous versions of Word.

The **Ribbon**, similar to the Windows version, contains all the commands for creating and editing a document. The most frequently used commands can be found on the Home tab. Other tabs are sorted by type of commands. See the back of this sheet to learn more about the contents of each tab.

The **Search** function has been moved to a more prominent location, as part of the Standard Toolbar, making it easier to use *Find* and/or *Replace* text in the document.

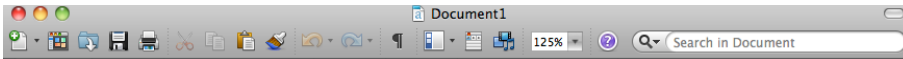
Collapse or View hides or shows the ribbon completely allowing for more screen space.

Views allow for the visual interface of the document. New to this version is the Publishing view. Publishing view is new to this version of Word and is aimed at formatting for publishable *print* documents. Other views are Print, Outline and Notes. Some elements can only be manipulated in particular view.

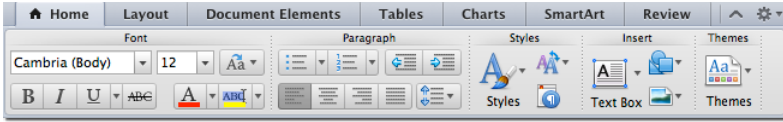
The **Zoom** function adjusts the size of the view of the page. To adjust the size move the slider right or left.

New Features We Like:

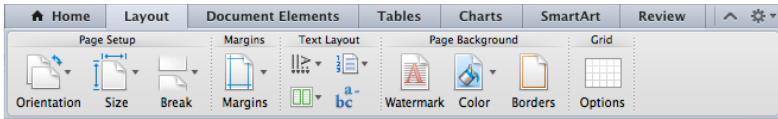
- **Full Screen Editing**-As part of the View Section. The active document takes over the screen. Great for writing with out any other distractions on the screen.
- **New Ribbon Interface** allows for easier interaction with the program. (More about this on the back of this sheet.)
- **Word Document Gallery** allows users to “page” through the templates to see beyond the cover page.
- **Picture Editing**-New **remove background** tool and updated filters allows for image editing inside of Word.
- Style formatting has been updated to include **Visual Styles Guides formatting**.
- The **Compatibility Checker** will report any errors this document might have with previous versions.



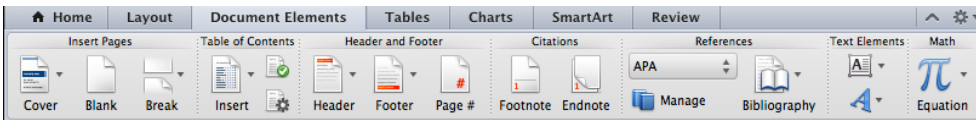
The **Standard Toolbar**, now integrated with the title bar, contains common commands. Start a new blank document, start a new document from a template, open, save, print, cut, copy, paste, format copy, redo, undo, show/hide codes, show/hide the side bar, show/hide the toolbox, insert pictures and other media as well as zoom and help. The search feature has been given its own section as well. Use the search section for find and/or replace.



The **Home** tab contains the most frequently used actions such as adjusting font, paragraph, styles, and the ability to insert and customize with themes. New to this is the Quick Styles button.

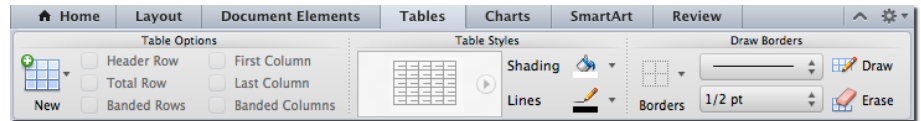


The **Layout** tab contains all the elements for formatting the entire page. Margins, page size, orientation, indents, text layout, borders and spacing are found here.

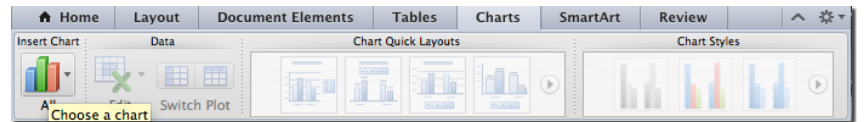


The **Document Elements** tab contains some of the mechanics of the page such as inserting pages, header and footer. In addition adding citations and building a bibliography.

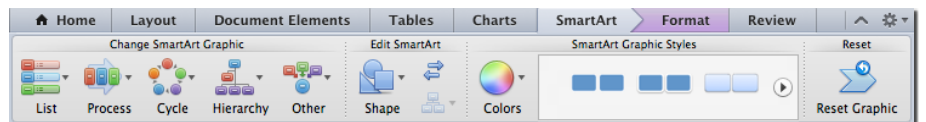
The **Tables** tab section is for creating, formatting, drawing and customizing tables.



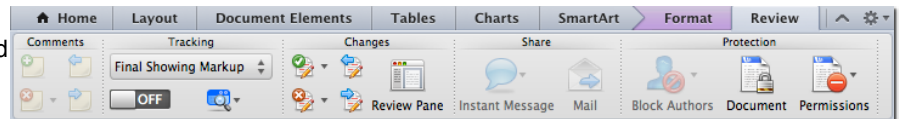
The **Charts** tab is used to create a charts with in Word. Once created a chart can be customized.



SmartArt tab is used to create items such as organization charts, a time lines, a process with sequential tasks or non-sequential items. Create and edit them here. Smart Art has it's on contextual Format tab. See more about contextual tabs below.

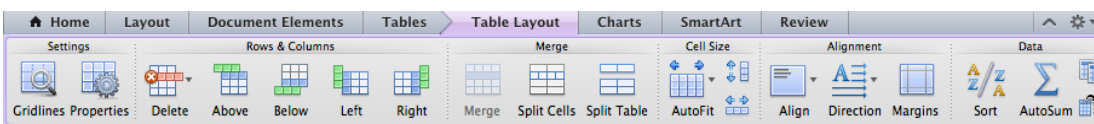
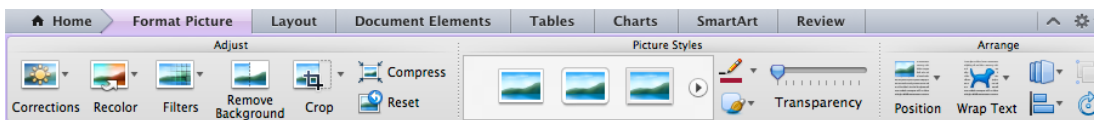


The **Review** contains the commenting, tracking, sharing and protection features.



Contextual Tabs

Contextual Tabs appear when certain items are selected (active). Two common contextual tabs are: The **Format Picture** tab will appear when a picture is active (Clicked on). **Table Tools** will appear when a table is active or the cursor is in a cell. Contextual Tabs have a different Tab and Background color.



Common Shortcut Keys

New Document	⌘+N
Bold Text	⌘+B
Italicize Text	⌘+I
Underline Text	⌘+U
Print	⌘+P
Save	⌘+S
Save As	⇧+⌘+S
Undo	⌘+Z
Redo	⇧+⌘+Z
Open File	⌘+O
Copy	⌘+C
Cut	⌘+X
Paste	⌘+V