

1.	This toolbar contains the Save button.		page 6 (Table 1.1)
2.	Click this tab to display the backstage area.		page 6 (Table 1.1)
3.	This is the area located toward the top of the screen that contains tabs with options and buttons divided into groups.		page 6 (Table 1.1)
4.	This bar, located toward the bottom of the screen, displays the number of pages and words, view buttons, and the Zoom slider bar.		page 6 (Table 1.1)
5.	This tab is active by default.		page 6 (Figure 1.1)
6.	This feature automatically corrects certain words as you type them.		page 5
7.	This feature inserts an entire item when you type a few identifying characters and then press Enter or F3.		page 7
8.	This is the keyboard shortcut to display the Print backstage area.		page 9
9.	This is the keyboard shortcut to close a document.		page 10
10.	This is the keyboard shortcut to display a new blank document.		page 11
11.	Use this keyboard shortcut to move the insertion point to the beginning of the previous page.		page 16 (Table 1.2)
12.	Use this keyboard shortcut to move the insertion point to the end of the document.		page 16 (Table 1.2)
13.	Press this key on the keyboard to delete the character left of the insertion point.		page 18 (Table 1.3)
14.	Using the mouse, do this to select one word.		page 19 (Table 1.4)
15.	To select various amounts of text using the mouse, click in this bar.		page 19
16.	Click this tab to display the Spelling & Grammar button in the Proofing group.		page 23
17.	This is the keyboard shortcut to display the Word Help window.		page 25