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|-----|---|--|------------------------|
| 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 |