The File Menu

The file menu in all Microsoft Office applications is somewhat like a traditional menu in that the items are organized in a vertical list. However, within the file menu there are several tabs containing more options. The File menu is located to the left of the Home tab in the ribbon. Use the file menu within Microsoft Word to answer the below questions.

1. List all the traditional menu items (those not containing tabs) along with their hot keys.
2. List all of the items within the File menu containing tabs.
3. Locate the New tab. List all the items within this tab along with their control types.

4. Move to the Share tab. notice that this tab contains tabs as well.

A. List the names of the tabs within the Share tab.

B. Open the Email tab; list the options within this tab.