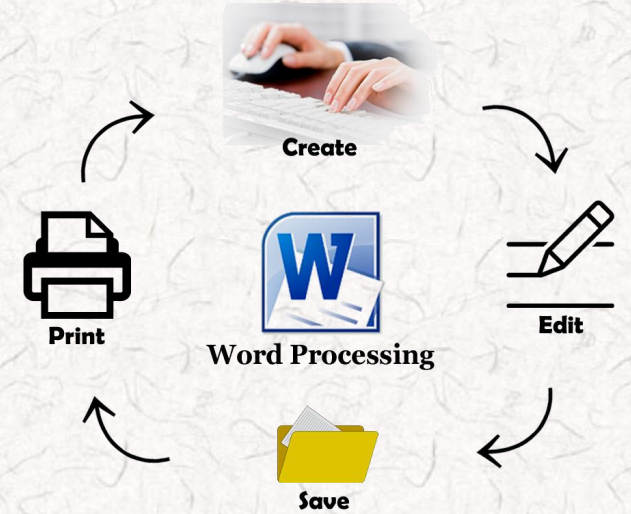


# Word Processing

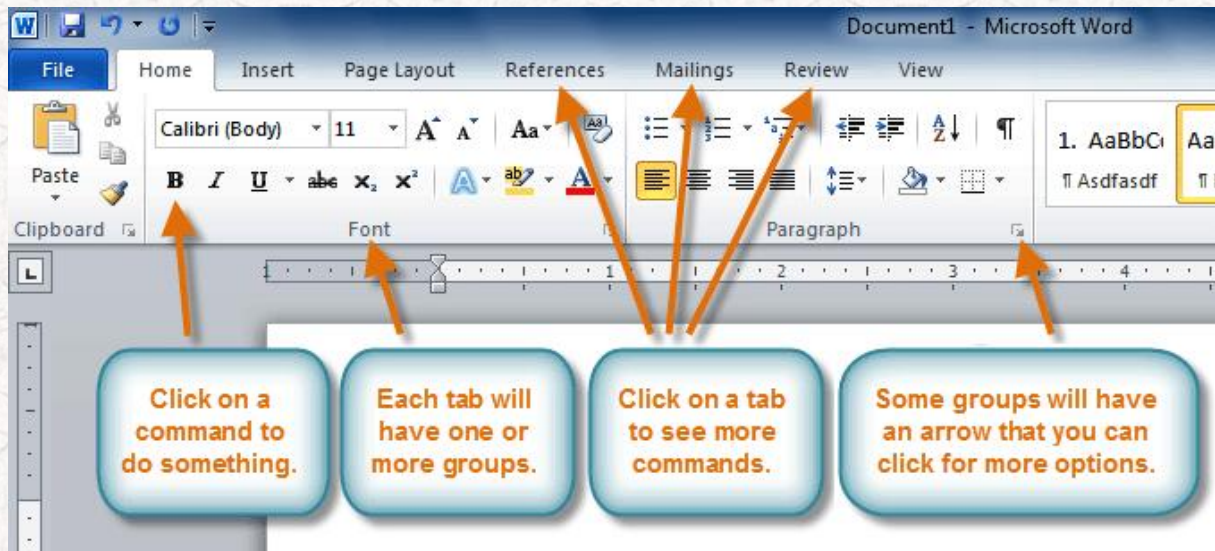


Class V  
lab 14





# The Ribbon

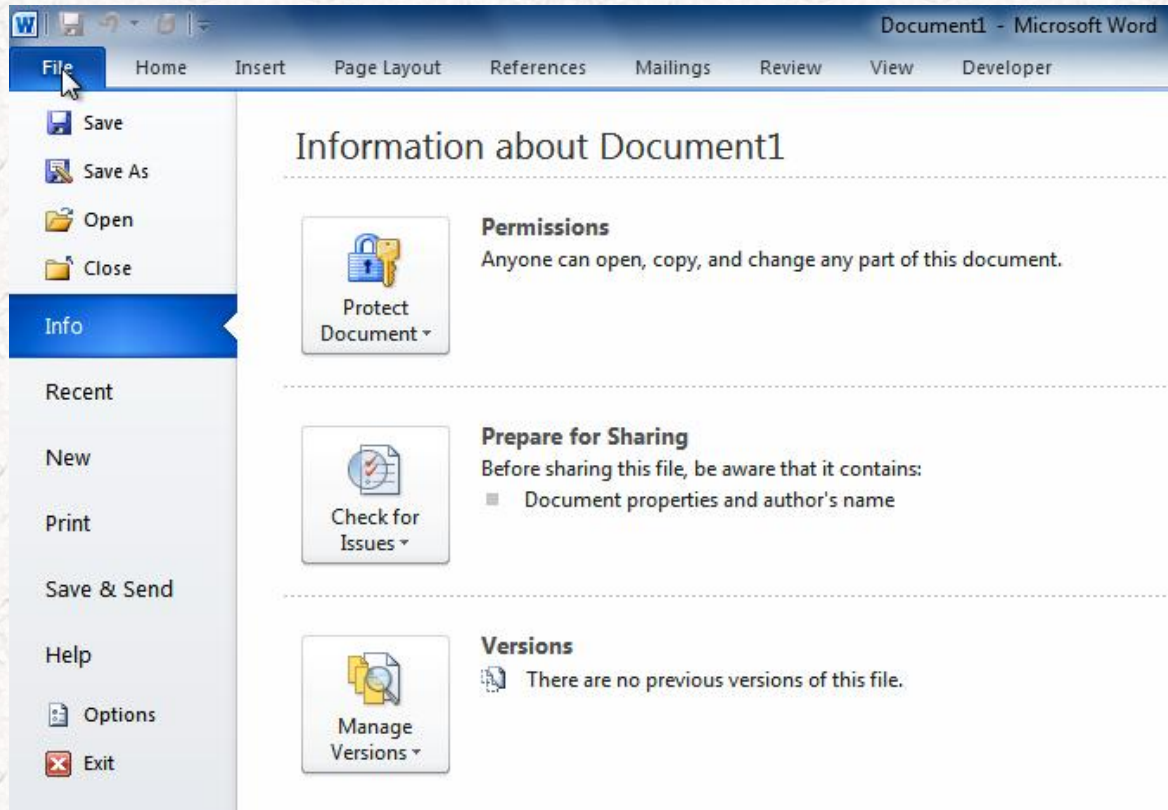


contains multiple tabs, each with several groups of commands, and you can add your own tabs that contain your favorite commands





# The Backstage View

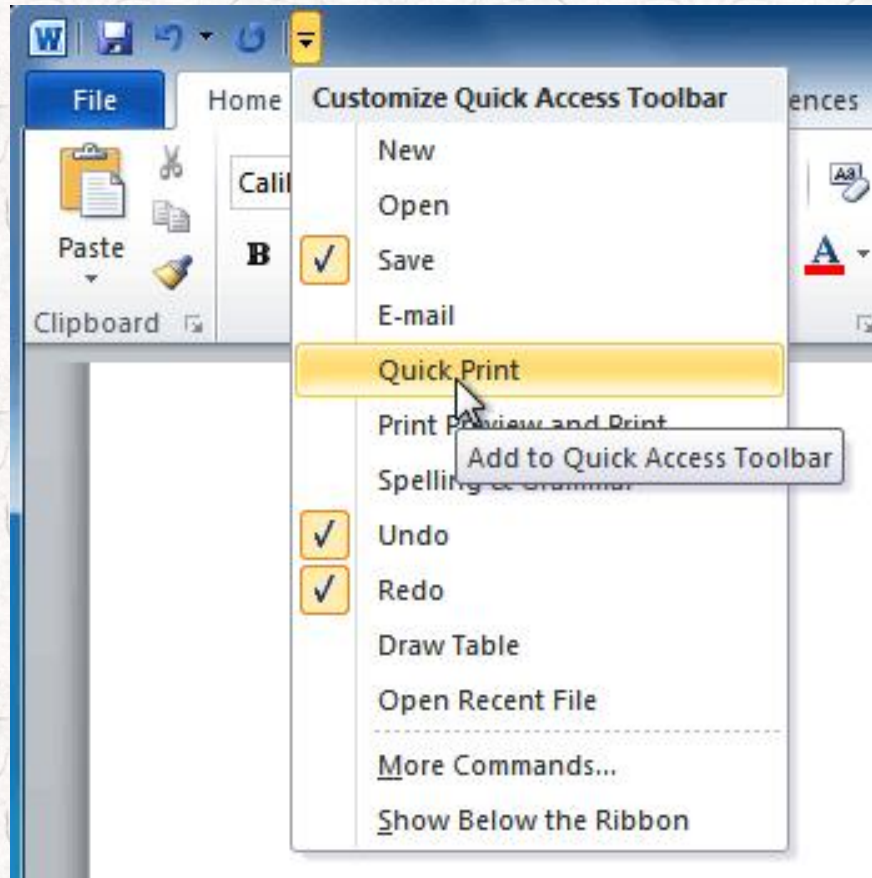


Backstage View that allows you to manipulate aspects of a file





# Quick Access toolbar

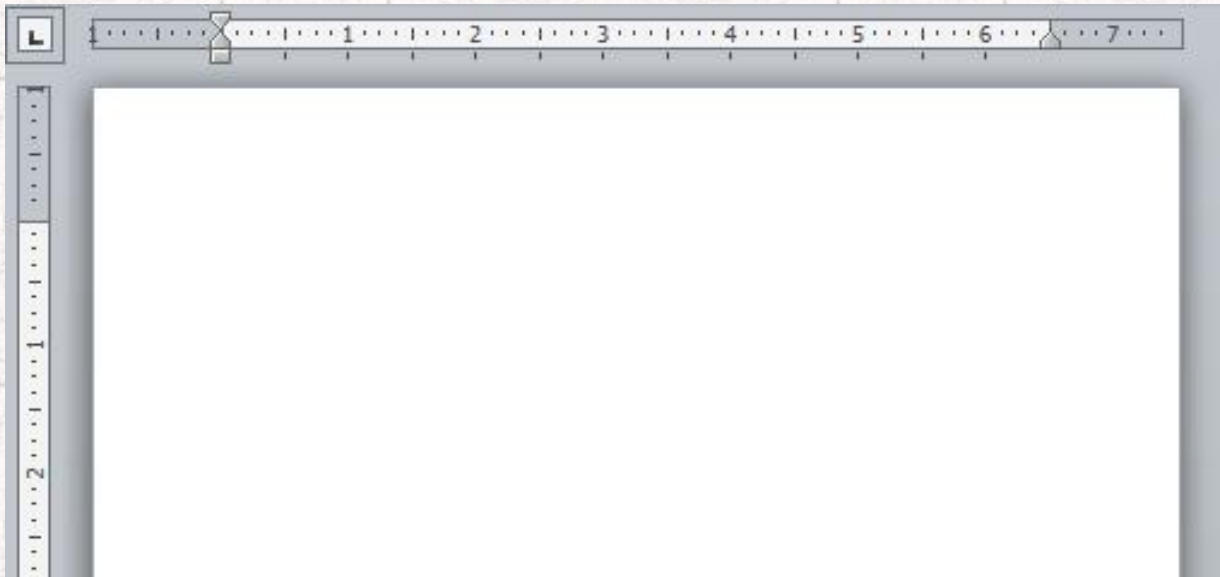


It contains commands that are used most often, for example Redo, Undo and Save.





# The Ruler



In word processing, a line running across the display screen. It measures the page layout in points, picas, inches, or centimeters. It is sometimes called the ruler line and is particularly useful for setting margins and tabs



