**Microsoft Word Screen Explained**

Quick Access Tool Bar: Give us quick access to commonly used tools

Title Bar: Tell us the name of the Application and file.

Menu Bar: Contain tabs which allow access to various icons/tools.

Tool Bars: Contain Tools/Icon/Images that represent command

Horizontal Ruler Bar: Contains measurements, changes margins, sets tabs, makes indents

Vertical Ruler Bar: Contains measurements, changes top and bottom margins

Vertical Scroll Bar: Scrolling up and down the page

Typing Area: Large area where test is typed.

Horizontal Scroll Bar: Scrolling side to side on the page.

Status Bar: Give the page number and word count, allows Zooming

Program/Task Bar: States which programs are running at present.

**Typing Rules**

* Capital letter at the start or a sentence
* No full stops on headings
* One space only between words
* One space after a full stop
* No spaces before a full stop
* One space after a comma
* No spaces before a comma
* One blank line between paragraphs (Two returns)
* Only press return at the end of a paragraph.

**Graphical User Interface**

This is a feature of all Microsoft Applications. In the past if a user wanted to give a computer commands, the user had to be able to program the computer.

*Microsoft introduced a system called Graphical User Interface or GUI for short. This presents commands, eg print in the form of pictures. Users no longer had to know complicated code to carry out the commands. The user had only to know what picture represented the command which was presented as a picture or icon.*

This was a major factor in the global success of Microsoft packages. Everybody knows “A picture tells a thousand words”.