

Word Processing Skills

Tabs: Labels pointing to the File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Developer tabs.

Ribbon: Label pointing to the ribbon area.

Option Group: Label pointing to a group of related commands within a ribbon tab.

Superscript: Label pointing to the x_2 and x^2 icons in the Font toolbar.

Subscript: Label pointing to the x_2 and x^2 icons in the Font toolbar.

Page Layout Options: Label pointing to the Page Setup group in the Layout tab.

Pictures: Label pointing to the Pictures icon in the Insert tab.

Tables: Label pointing to the Tables icon in the Insert tab.

Object Size: Label pointing to the size handles of a picture.

Arrangement Options: Label pointing to the Arrange group in the Picture Tools ribbon.

Right Click to view Contextual Menus: Label pointing to a context menu for a picture.

Styles: Label pointing to the Styles gallery.

Key Word	Definition
Ribbon	The ribbon is a set of toolbars at the top of the window in Office programs designed to help you quickly find the commands that you need to complete a task.
Ribbon Tabs	Ribbon tabs are composed of groups, which are a labelled set of closely related commands.
Styles	Styles define the appearance of text elements throughout your document. (Accessed from the home tab)
Page Layout	How the page is set up , including margins, orientation, paper size and paragraphs. (Accessed from Layout tab)
Margins	A margin is the space between the text and the edge of your document.
Line Spacing	Line spacing is the space between each line in a paragraph. (Found in the paragraph group)
Indents	Indenting text adds structure to your document by allowing you to separate information. (Found in paragraph group or accessed from Layout Tab)
Subscript	A superscript or subscript is a number, figure, symbol that is smaller than the normal line of type and is set slightly above it (superscript) or below it (subscript) .
Page Break	A Page break is a break that Word automatically adds to mark the end of each page or manual page breaks that you can add. (Accessed from Layout)
Table	A table is a grid of cells arranged in rows and columns . Tables can be customized and are useful for various tasks such as presenting text information and numerical data.
Pictures/ Images	When working with Pictures, the format option is where you can format the picture including size (remember to remove lock aspect ratio when resizing images/Pictures)