Word Processing Skills

Tabs   Ribbon   Option Group

Superscript

Subscript

Font

Styles

Page Layout Options

Pictures

Tables

Object Size

Format options

Right Click to view

Contextual Menus

Arrangement Options

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)