Navigation in a document

*Look for the* ***Ribbon*** in the area underneath the Title Bar.



Ribbon

The **Ribbon** makes all the capabilities of Word available in a single area. Commands related to working with document content are represented as ***buttons*** on the ***tabs*** that make up the **Ribbon**. *Hover over some other active buttons to observe ScreenTips.*

The **Home** tab is the active tab by default. *Try clicking on other tabs to view their buttons*.

*Notice* that on each **Tab**, the **Buttons** are organized into **Groups.**

On some groups there is a **Launcher** button which will open a dialogue box with related but less common commands.



Some buttons in the groups have arrows:

Clicking the actual button carries out the command with the current settings

Clicking this button’s list arrow displays a list of options

