

**Quick Access Toolbar**  
Contains the **Undo** button. Customizable.

**Active Tab**  
The tab you're **currently** viewing.

**Tab**  
The Ribbon contains multiple **tabs**, each of which contains its own set of **buttons**.

**Contextual Tabs**  
These tabs appear when certain objects, like charts and pictures, are selected. They contain functionality **specific to the selected object**.

**Ribbon Display Options**  
Controls whether the Ribbon is always visible or not.

**Cloud**  
Save your file to the cloud & share it with others.

**File Tab**  
Allows you to save and print your file, as well as open existing files and create new files.



**Button**  
Performs an action when clicked on. Just **pointing** to a button reveals a **screen tip** that describes what the button does.

**Group**  
Buttons that do similar things are **grouped** together.

This button has one part:

This button has two parts.  
*Each part darkens when you point to it.*

**Button proper**  
Carries out the selected option.

**List arrow**  
Opens an options menu.

**Group Name**  
This is just a **label**—you cannot click it.

**Launcher**  
Some groups have **launcher** buttons. Clicking this brings up a dialog box that contains related, but less common, commands.