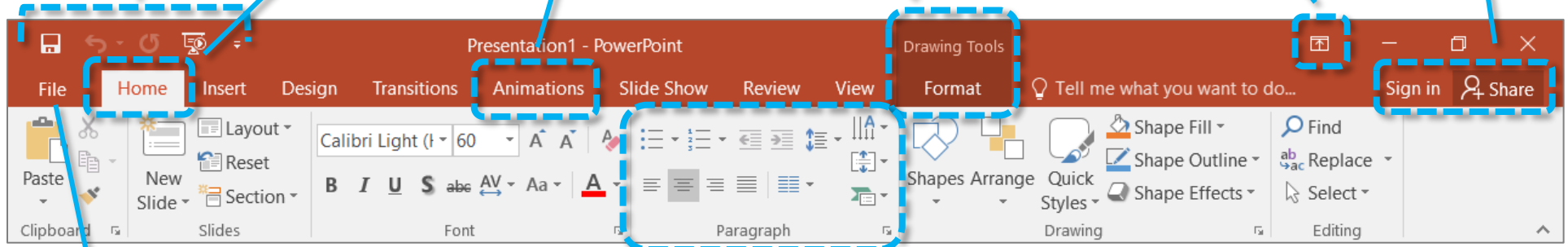


- Quick Access Toolbar**
Contains the **Undo** button. Customizable.
- Active Tab**
The tab you're **currently** viewing.
- Tab**
The Ribbon contains multiple **tabs**, each of which contains its own set of **buttons**.
- Contextual Tabs**
These tabs appear when certain objects, like charts and pictures, 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.

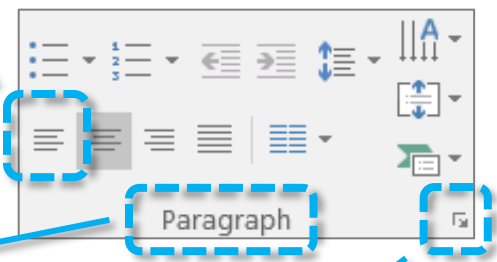


File Tab
Allows you to save and print your file, as well as open existing files and create new files.



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.



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.

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.