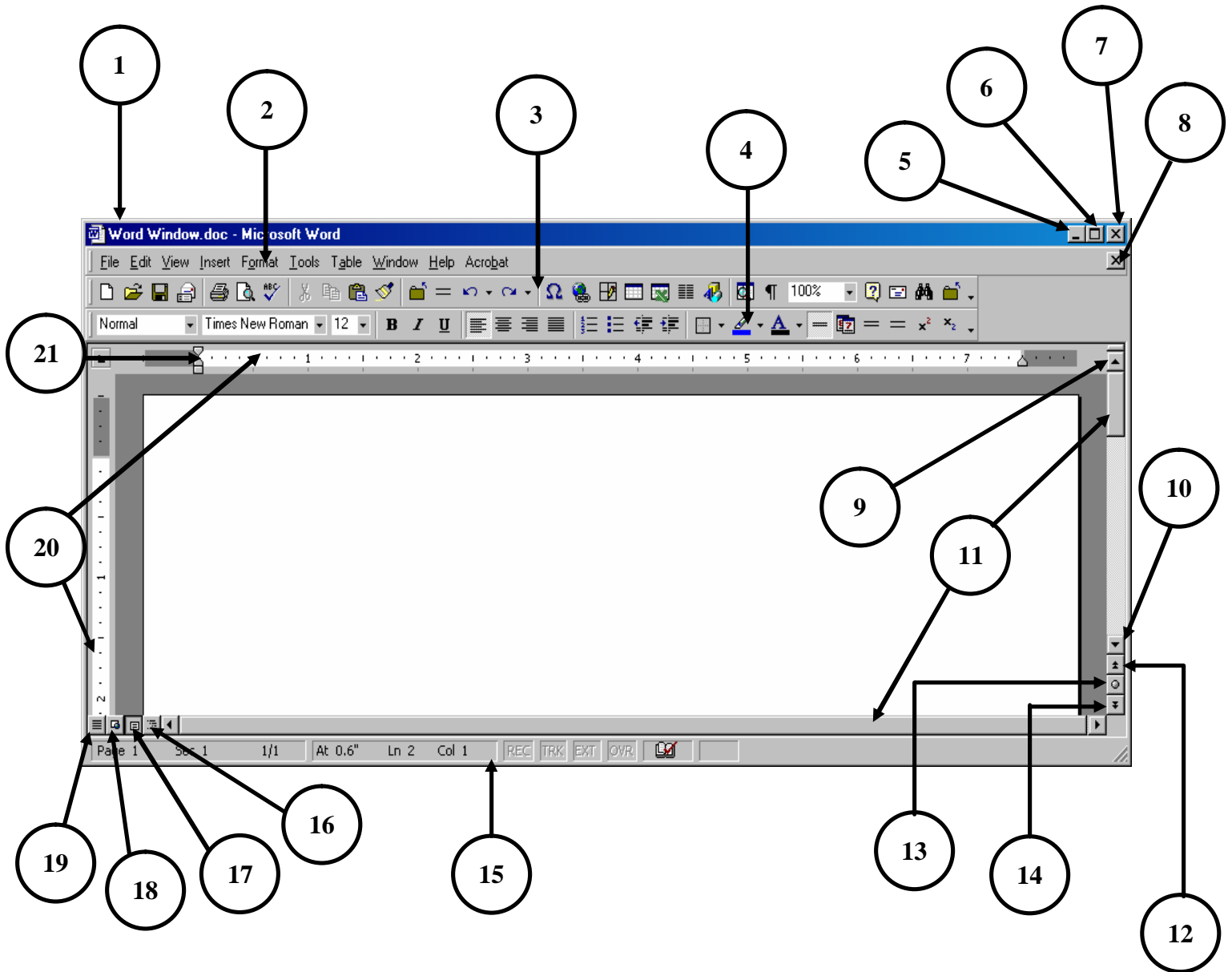


The Word Window



1. **Title Bar:** Displays the title of the document and the name of the software
2. **Menu Bar:** Contains a set of pull-down menus to store all the commands and operations that can be performed
3. **Standard Toolbar:** Contains a set of icons (pictures) for the most frequently used commands from the menu bar
4. **Formatting Toolbar:** Contains a set of icons (pictures) for the most frequently used formatting functions
5. **Minimize Button:** Hides the window off the desktop and places it in the taskbar at the bottom of the screen
6. **Maximize/Restore Down Button:** Causes the window to display full screen or reduces the window to less than full screen size
7. **Close Button (program):** Closes Word

8. **Close Button (document):** Closes the current document but not the program
9. **Scroll Up Arrow:** Moves up the document
10. **Scroll Down Arrow:** Moves down the document
11. **Scroll Bar:** The gray bar at the bottom or side of a document that allow scrolling through a document. To scroll one line at a time, click the arrows at the ends of the bar. Clicking and dragging the scroll bar makes it easy to move to a specific place in a long document.
12. **Page Up Button:** Displays previous page
13. **Select Browse Object Button:** Opens browse options menu
14. **Page Down Button:** Displays next page
15. **Status Bar:** Shows information about the current state of the document (page number, section number, status of spelling and grammar check, overtype or insert mode, etc)
16. **Outline View:** Shows the structure of the document
17. **Print Layout View:** Shows the document as it will be printed
18. **Web Layout View:** Shows the document as it will appear in a web browser
19. **Normal View:** Shows text formatting but simplifies the layout of the page. Page breaks, headers, and footers are not shown.
20. **Rulers:** Bar displayed at the top and/or side of the document marked off in inches
21. **Indent Buttons:** Set left indent, hanging indent, and first line indent