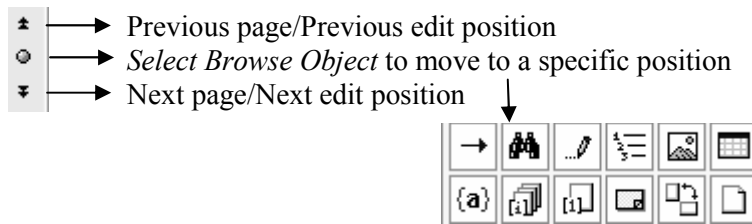


Module 3

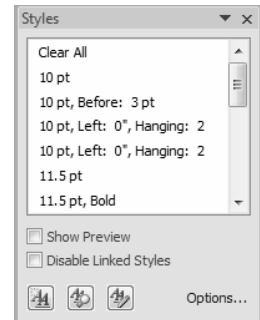


- ⑨ Selection area: The area immediately to the left of the text in the window. Position the mouse pointer here to select a line, paragraph or the full document.
- ⑩ The display modes: The *Print Layout*, *Full Screen Reading*, *Web Layout*, *Outline* and *Draft* icons to the right on the status bar represent different ways of screen display.

The task pane

The task pane is a separate window, which appears on the left or right side of the screen when you execute certain tasks, for example the *Styles* task pane.

Click the *Close* button to close the task pane.



1.4 Apply Word options

1.4.1 The File tab

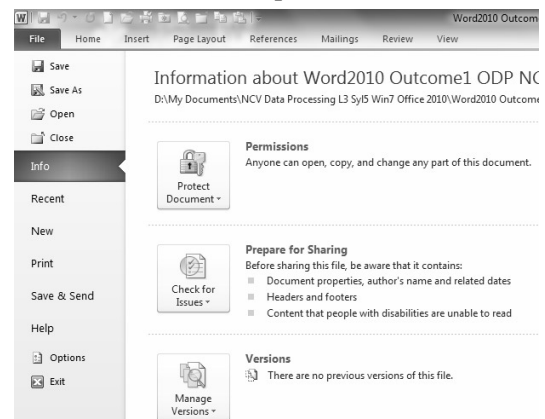
- Click the *File* tab in the top left corner to display the basic file management commands, such as *New*, *Open*, *Save* and *Print*. This is called the Backstage in Word 2010.

The default *Info* tab displays different commands and the file properties for the current document. The other commands display a dialog box or more available options to be completed.

- Click an option on the drop-down menu to select.

OR

- Click the *File*, *Home* or any other tab or press ESC to return to your document from the Backstage view.



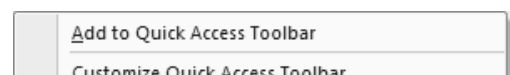
1.4.2 The Quick Access toolbar

You can customise the Quick Access toolbar to include the commands that you use most often.

- Right-click any command icon on a ribbon and choose *Add to Quick Access Toolbar*.

OR

- Click the *Customize Quick Access Toolbar* icon to the right of the toolbar OR on the *File* drop-down menu, click *Options* and select *Quick Access Toolbar* to add commands.
- Click an icon on the Quick Access toolbar to execute a command.



To remove an icon from the toolbar



- Right-click the icon on the Quick Access toolbar and choose *Remove from Quick Access Toolbar*.