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| --- | --- |
| Ribbon |  |
| The Paragraph Group on the HOME ribbon |  |
| Minimize and Maximize the Ribbon button |  |
| View Ruler button |  |
| The Open dialog box |  |
| Backstage View |  |
| The Page Setup group on the Page Layout ribbon |  |
| Customize Quick Access Toolbar menu |  |
| New blank document icon in Available Templates |  |
| Spelling & Grammar button in the Proofing Group in the Review ribbon |  |

**Word Basics Worksheet**

**Directions**: Save this document as “Last, First name A1 Word Basics” in your H: drive. Take a screen shot of the requested section of MS Word. Crop the picture so only the requested section is shown and place it in the box to the right of the definition.