Office of Information Technology
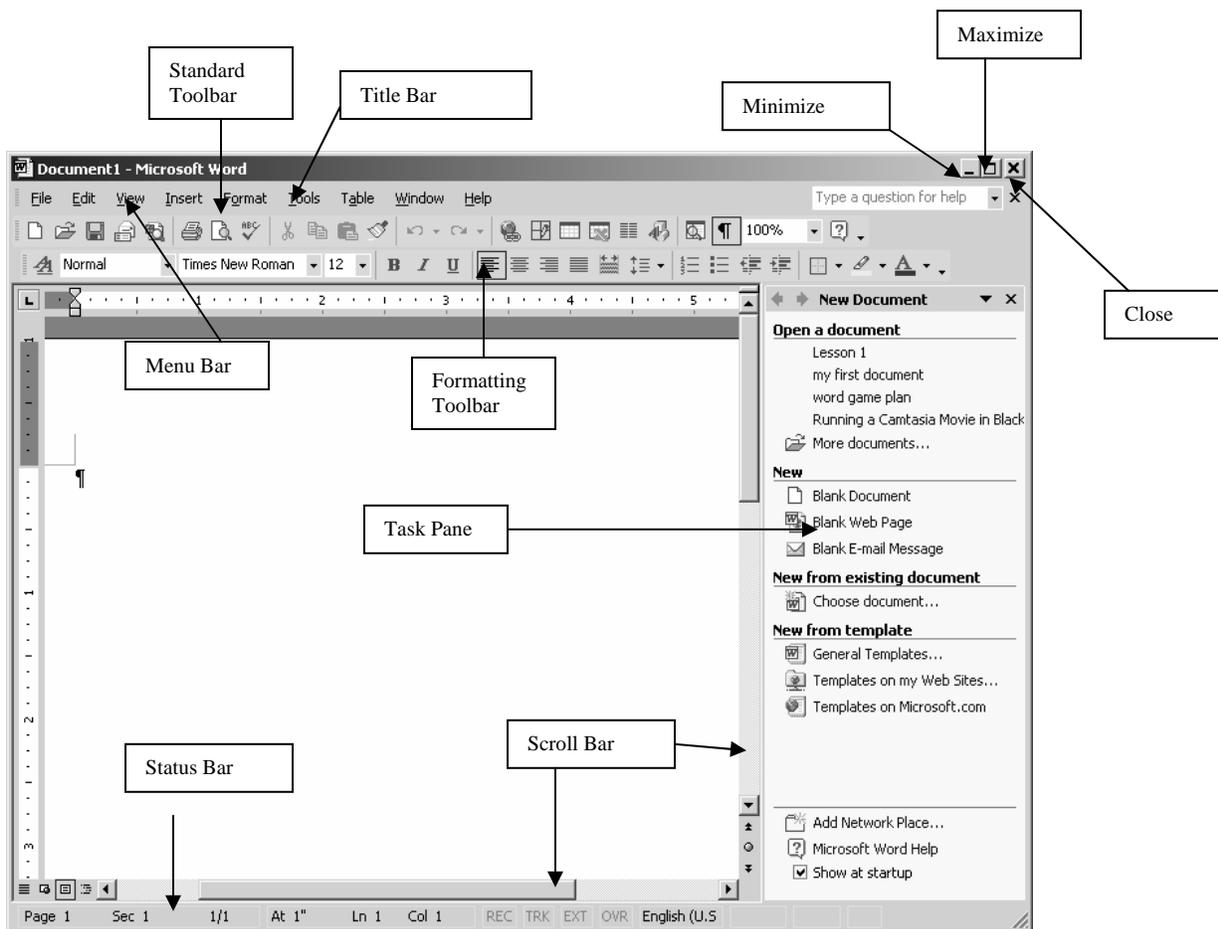## Montclair State University

Microsoft Word – Screen Elements

Screen Elements

Microsoft Word is a very powerful word processor used to create many different styles of documents. Examples are letters, memos, reports, newsletters, tables and much more. Before we begin to explore Microsoft Word we need to understand a few basic things.

Maximize

Standard Toolbar

Title Bar

Minimize

Menu Bar

Formatting Toolbar

Close

Task Pane

Scroll Bar

Status Bar

The Title Bar

At the very top of the screen is the title bar. The title bar will tell you the name of the file (I.e. Document1) and the application you are currently using.

To the right of the title are three buttons **Minimize, Maximize** or **Restore** and **Close**
- **Minimize** will minimize Microsoft Word and place it at the bottom of your screen on the Task Bar
- **Restore** will return the window to its previous size
- **Close** will close Microsoft Word as well as your document
- **Maximize** will increase the size of the window

Menu Bar

When you first start Word, the menus and toolbars display basic commands and buttons. As you work with Word, the commands and buttons that you use most often are stored as personalized settings and displayed on menus and toolbars.

To access a menu using a mouse:
Simply position the mouse on any menu and click once.

To access a menu without using a mouse:
Hold down the Alt button on the keyboard and press the underlined letter in the menu you would like to access. Once in a menu, you can access any command just by pressing the underlined letter. You do not have to hold the Alt key.

Toolbars

The Standard Toolbar

The Formatting Toolbar

Below the Menu Bar are the Toolbars. There are 16 different Toolbars in Word. The two most common ones are the Standard and Formatting Toolbars. When several toolbars are docked on the same row, they might show only the buttons that you have used most recently.

The Horizontal Ruler

The ruler is a very handy tool located just below your toolbars. The ruler is used to adjust margins, indent paragraphs, set tabs and adjust column widths.

The Vertical Ruler

The vertical Ruler is often used to adjust the Top and Bottom margins of a document.

Vertical Scroll Bar

The Vertical Scroll Bar allows you to scroll through the document top to bottom.

Horizontal Scroll Bar

The Horizontal Scroll bar allows you to scroll through the document left and right.

Note: Also positioned on the Horizontal Scrollbar are 4 view buttons which are shown in the* "*Types of Views*" *table below.

The Status Bar

| Page 1 | Sec 1 | 1/1 | At 1" | Ln 1 | Col 1 | | REC | TRK | EXT | OVR | English (U.S | | |

The status bar is a located at the bottom of the document window in Microsoft Word. It provides information about the current state of what you are viewing in the window.

Page number	Page number the cursor is located on.
Section number	The section number of the page shown in the window.
Number/number	The page number and the total number of pages based on the physical page count in the document.
At	The distance from the top of the page to your insertion point.
Ln	The line of text where the insertion point is located.
Col	The distance, in number of characters, from the left margin to the insertion point.

Types of Views

There are 4 different types of views one can access when working in Microsoft Word:

Normal View	Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly. In normal view, not all data is displayed (i.e. headers and footers, page numbering).
Web Layout View	Work in Web layout view when you are creating a Web page or a document that is viewed on the screen. In Web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser."
Print Layout View	Work in print layout view to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects." It is the default view.
Outline View	Work in outline view to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text. In outline view, page boundaries, headers and footers, graphics, and backgrounds do not appear.

You can switch to any of these views by selecting the View Menu or by clicking one of the view buttons on the Horizontal Toolbars.