





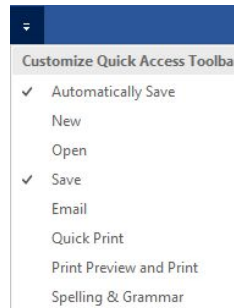
Microsoft Office Products Terminology

RIBBON



Features the Quick Access Toolbar, by default will feature the Quicksave option  (instantly save the document in the same location under the same name), Undo option  (quickly undoes last change made), and Repeat  (quickly reverses the most recent undo).

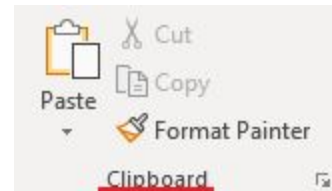
The Ribbon also features the Customize Quick Access Toolbar feature, which allows you to add or remove other options for easier access. The document title is centered in the Ribbon. Towards the right side of the screen, the Ribbon will show you which account is currently signed into the Microsoft Office product. The Ribbon Display Options  gives options to show or hide the Ribbon based on user preferences. This is defaulted to always be visible.



TABS AND GROUPS



This section of the Ribbon is made up of different Tabs as pictured above. Each of these is used to access a number of options, features, inserts, and more. In each of these Tabs, the options are further collected into Groups, named at the bottom of the Ribbon.



BACKSTAGE VIEW

Accessed through the File Tab.



Features document Information and Properties, allows you to create a New file or Open an existing file from your device, and offers both the Save (same as Quick Save) and Save As (allows you alter document name and saved location) options.

Also allows you to Print the file, Share the file through Microsoft's cloud OneDrive, Export the file into another file type, and Transform the file into a web page.

Options for Microsoft Account settings, sending Feedback to Microsoft, and Options for the Office Program currently in use are towards the bottom of the page.

STATUS BAR

The Status Bar is located at the bottom of the screen. Towards the left side, the status bar defaults to showing at-a-glance details about the current file, differing based on what program is in use. In Word, the Lower left corner displays the number of pages in the document and current work count

 , in Powerpoint it will display the number of slides  . The lower right corner displays different Views to display the document, as well as a slider to adjust how Zoomed in the document is

