

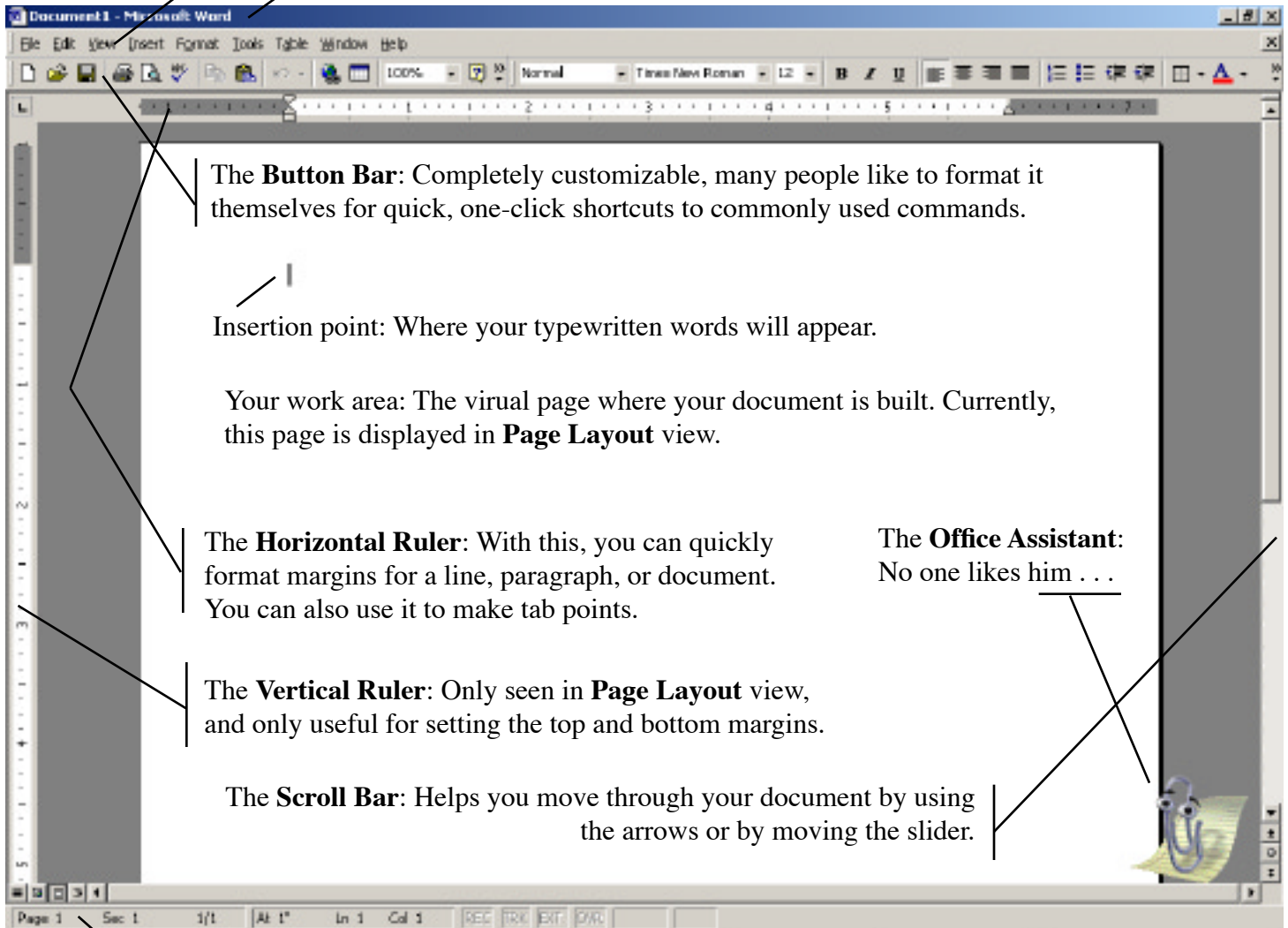


Microsoft Word: Window Elements



The **Menu Bar**, where you can access all the commands available in Word.

Your current document: “Document1” probably means it hasn’t been saved yet . . .



The **Status Bar**: Let's you know where you are in your document.

This is simply the part of the iceberg you can see, when you first open the program. Underneath the surface, Microsoft Word has hundreds of tools and uses—some of which are more effective than others.

Word is first and foremost a word processing program, and arguably the best. However, though it has page layout, web design, and other functions built into it, these functions are not where the program excels . . .