* Microsoft Office Word 2007-lets you create documents
* Document window-lets you view documents
* Print Layout view-shows the document on a sheet of paper in doc. Window
* Insertion point-blinking vertical bar
* Mouse pointer-shapes on what you’re doing in word
* Scroll bar-different portions of a doc.
* Scroll arrow-located at the end of a scroll bar
* Status bar-presents info about the doc.
* Ribbon-control center in word
* Home tab-frequently used command
* Active tab- tab that is up
* Contextual tabs-perform certain task
* Gallery-set of choices
* Live preview-features that allows you to point to a gallery
* Enhanced Screen Tip-screen note
* Dialog Box Launcher-dialog box
* Task pane-while you work in the doc
* Mini toolbar-based on tasks you perform
* Contextual tabs-such as pictures or tables
* Gallery-set of choices
* Live Preview-see the effect on a doc.
* Enhanced Screen Tip-on screen note
* Dialog Box launcher-displays a task plane
* Quick access Toolbar- faster way to some commands
* Office button-managing of doc.
* Submenu-additional command
* Key tip badge-keyboard code icon
* Key Tip-displays code letter
* Formatting mark-like a paragraph symbol
* Word warp-allows you type continues
* File-saved doc.
* File name- name of file
* Paragraph formatting-changing the appearance of a paragraph
* Character formatting-emphasize certain words
* Font-word style
* Font Style-size of words
* Normal style- 11-point
* Theme-is set of unified formats for fonts
* Bulleted list-is a series of paragraphs
* Underline-used to highlight words
* Italicized-slanted words
* Quick style-different headings
* Color scheme-in a theme identifies 12 complementary color for text
* Font size-size of letters
* Scroll-the top to bottom portion of the doc.
* Resizing-enlarging and making text smaller
* Documents properties-which are the details about a file
* Metadata- info. Like project author
* Keywords- describe the doc.