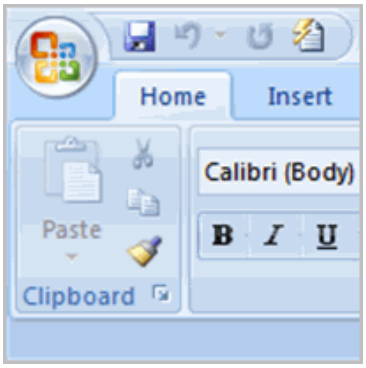
Introduction



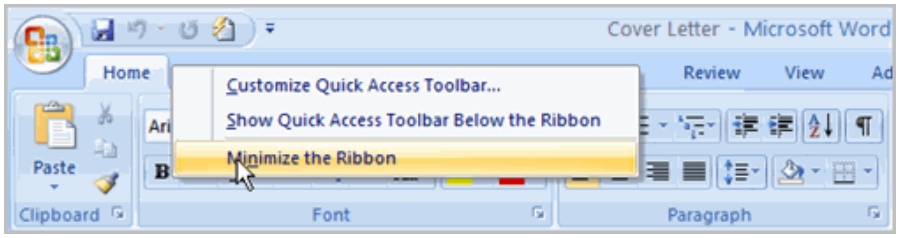
Before you begin creating documents in Word, you may want to **set up your Word environment** and become familiar with a few **key tasks** such as how to minimize and maximize the Ribbon, configure the Quick Access toolbar, display the ruler, and use the Word Count and Zoom tools.

Tasks to Set Up and Use Word

Video Watch the video! (1:54 min) - Tips for watching our videos.

To Minimize and Maximize the Ribbon:

- Right-click anywhere in the main menu.
- Select **Minimize the Ribbon** in the menu that appears. This will **toggle** the Ribbon **on** and **off**.



The **check mark** beside *Minimize the Ribbon* indicates the feature is active.

The new, **tabbed Ribbon system** replaces traditional menus in Word 2007. It is designed to be responsive to your current task and easy to use; however, you can choose to **minimize the Ribbon** if you would prefer to use different menus or keyboard shortcuts.

To Add Commands to the Quick Access Toolbar:

- Click the **arrow** to the right of the Quick Access toolbar.
- Select the **command** you wish to add from the drop-down list. It will appear in the Quick Access toolbar.

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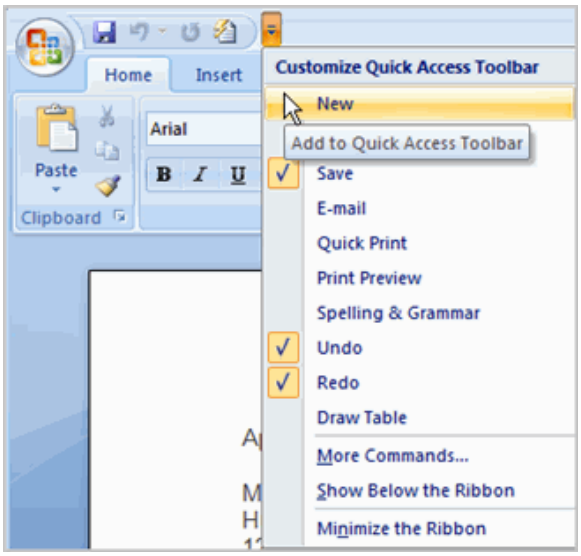
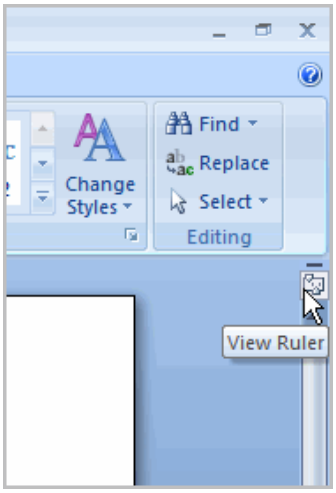


The Save, Undo, and Redo commands appear by default in the Quick Access toolbar. You may wish to add other commands to make using specific Word features more convenient for you.

To Display or Hide the Ruler:

- Click the **View Ruler** icon over the scrollbar.



The **View Ruler** icon works as a toggle button to turn the ruler on and off.

Challenge!

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- Open **Word 2007** on your computer. A **new blank document** will appear on the screen.
- Make sure your **Ribbon** is maximized.
- Display the **Ruler**.
- Add any commands you wish to the **Quick Access** toolbar.
- Close **Word** without saving the document.

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