# Lesson 2   The Different Functions on a Word Document

At the bottom right-hand corner of some groups, there is a diagonal arrow called a *Dialog Box Launcher* (See Figure 4). Clicking this button opens a dialog box for that group containing further option selections for the group.
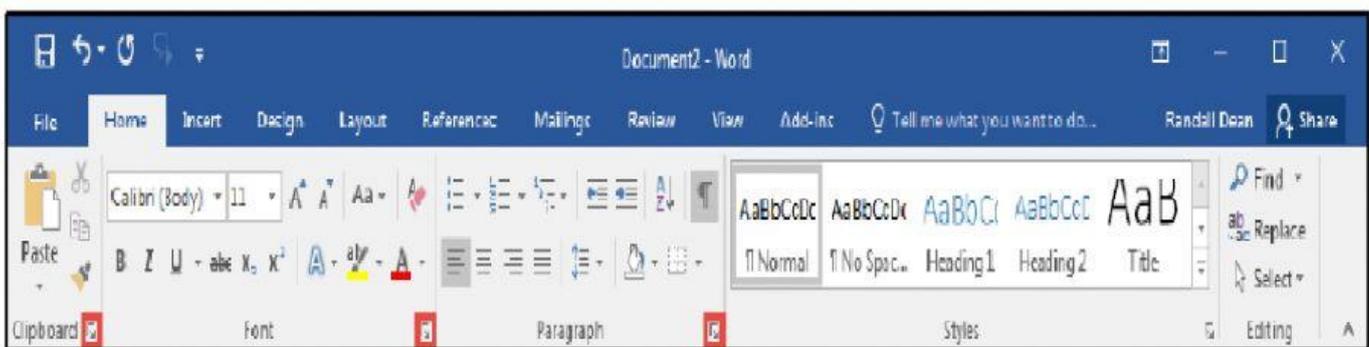


Figure 4 - Dialog Box Launcher

The First group is how you would like our text to be,  the style, the size and then the **B I U** is if you would like your text **Bold** this you would use for a heading in most cases.

I is for *Italics* or slanted text. This you can use if there is a word or phrase you need to be highlighted and here you can make this text a different color.

U is for Underline .This you can use when you have a heading or a word you want underlined and only that part that you want underlined will be so. This section we will go into later when you start to type on the document.

The next section is for paragraph and how you would like to do a layout of your page. This we will go into detail a little later in the course

The buttons on the right hand corner are called Dialogue Boxes where there are further options for but this will be looked at later on in the course.

*Contextual tabs* will appear depending on what you are working on. For example, if you've inserted pictures, the tab appears whenever a picture is selected.



Figure 5 - Contextual Tab

Here in this section is what we can use when we are inserting a picture. Again this section we will touch on later. We just need you to familiarise yourself with the different options on a word document.

### Customizing the Ribbon

You can hide/unhide tabs that you do not use, or create your own tab of favorite tools. The following explains how to customize the *Ribbon* to build your own tabs and groups.
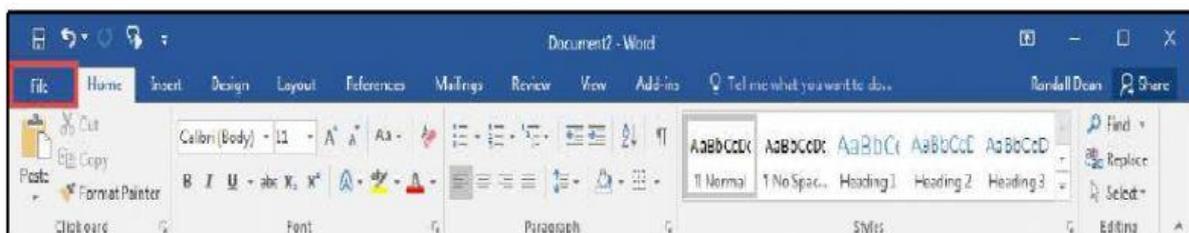
1. Click the **File** tab.



Figure 6 - File Tab (Backstage View)

2. In the *Backstage View*, click **Options**.

3. In the *Word Options* dialog box, click **Customize Ribbon** (See Figure 7).
4. Click the **New Tab** button (See Figure 7).
5. A *New Tab* has been added in the list of *Main Tabs*. Under *New Tab*, you will see *New Group* is already selected for you (See Figure 7).
6. From the column on the left, select a **command** from the list under *Choose commands from* to add to the *New Group* (See Figure 7).
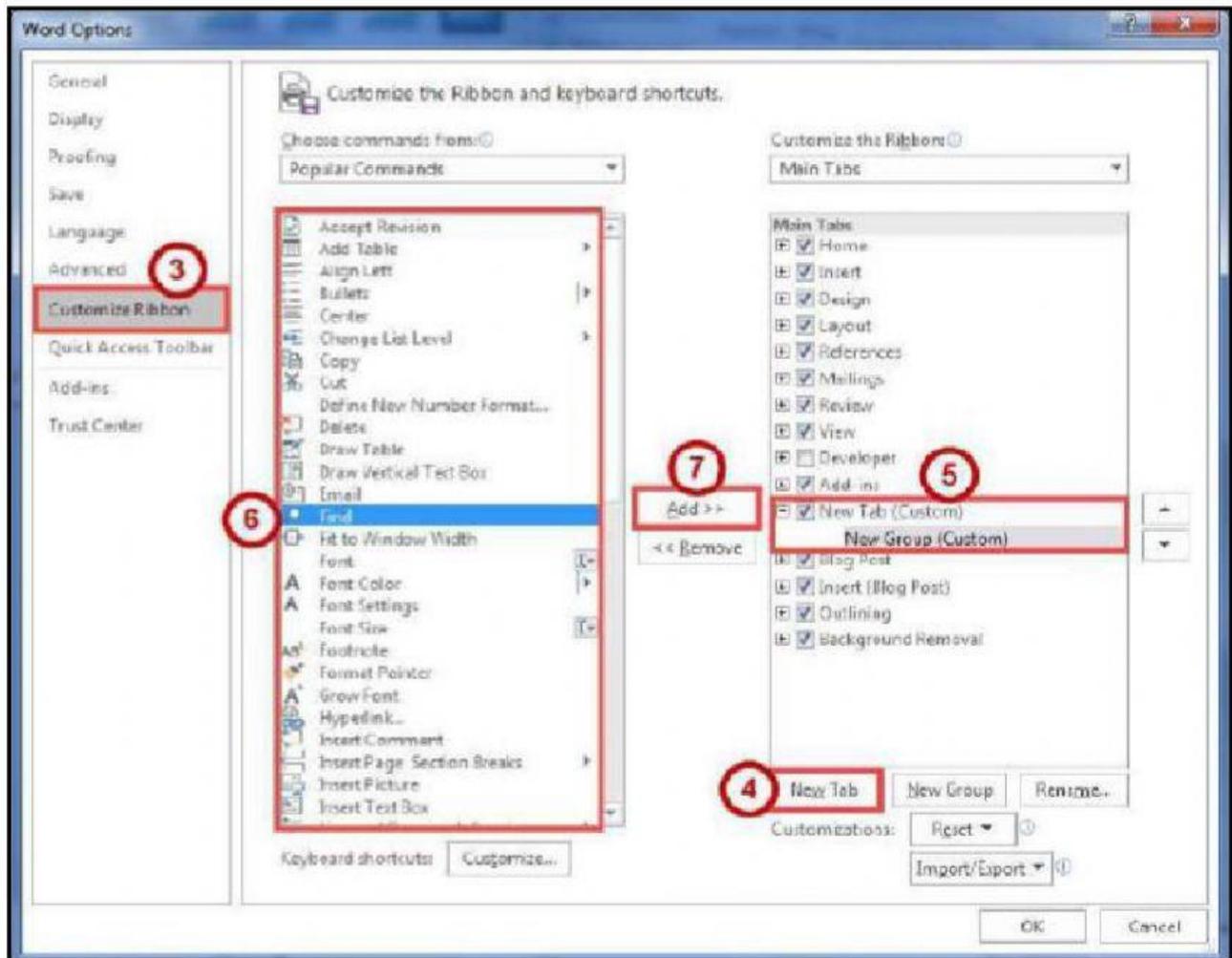7. Click the **Add** button (See Figure 7).



Figure 7 - Creating a New Tab

8. The command will be added to your *New Group* tab.

9. To rename the tab or group, right-click on the **New Tab** or **New Group** (See Figure 8).

10. Click **Rename** (See Figure 8).

11. To hide a tab, remove the **check-mark** next to the name of the tab (See Figure 8).

The above is important to know because as you go along  and you need this option you will know what and how to put it into force.

All of the above functions you can practice and get to know the different actions so you can familiarize yourself for further activities.

**Questions**

1.  **In the font section what does B *I* and U stand for?**

2.  **Can you change your style and size of text ?**

3.  **Where would you go to have your layout correct?**

4.  **In customize ribbon  operation 6  name 3 commands you can choose to do ?**