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2.1.5 Introducing KeyTips Word 2010 provides shortcuts for the ribbon, called KeyTips, so you can quickly perform tasks without using your mouse. Figure 15. To make KeyTips appear on the ribbon, press the ALT key. Next, to switch to a tab on the ribbon using your

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ribbon is not visible at the top of the Word 2010 screen, do the following. 1. Click the Office button and then click Word Options. 2. In the Popular category, check "Show Developer tab in the Ribbon" and click OK. The Developer Ribbon appears at the top of the screen to the right of the other ribbons. Form controls

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- Identify the main parts of the Microsoft Word window.
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- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files. What is Microsoft Word?

*4.0.1 Introduction to Microsoft Word Student Manual*

Microsoft Word is an office productivity software developed by Microsoft. Word for Windows is part of the Microsoft Office suite, but it can be downloaded independently. Generally, MS Word requires 4GB of RAM, DirectX 9, and a dual-core processor. The editor is primarily used to edit documents such as theses, letters, resumes,

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