

– **(Minimize)** Temporarily closes the window, showing it as a button on the taskbar. **(Maximize)** Displays the window full screen. **(Restore Down)** Restores the window to the size it was before it was maximized. **(Close)** Closes the window and exits the application.

## Exiting a Program

When you finish using a program, you should exit it properly. You can:

- Click the **(Close)** button at the far right corner of the application window, or
- press **Alt+F4**.

The application will prompt you to save your work if you have a document open that contains unsaved changes.

## Try It! Exercise

In this exercise you will open applications.

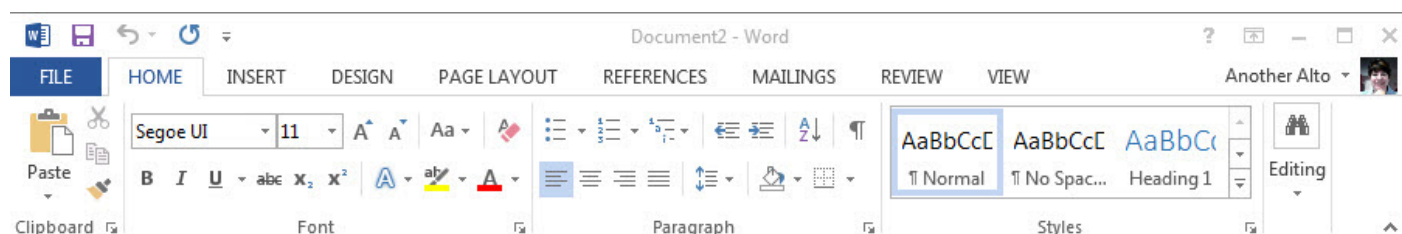
1. Click **Start, All Programs, Microsoft Office 2013**, and then **Word 2013**. Click **Blank document** to create a new blank document.
2. If the Word application window is maximized, click **(Restore Down)**.
3. In the Word application window, click **(Minimize)**. The minimized Word application now appears as a button on the taskbar.
4. Click **Start, All Programs, Microsoft Office 2013**, and then **Excel 2013**. Click **Blank workbook** to create a new blank workbook.
5. Minimize the Excel application window.
6. Click **Start, All Programs, Microsoft Office 2013**, and then **PowerPoint 2013**. Click **Blank presentation** to create a new blank presentation.
7. Minimize the PowerPoint application window. You should now have three applications open, and minimized to buttons on the taskbar.

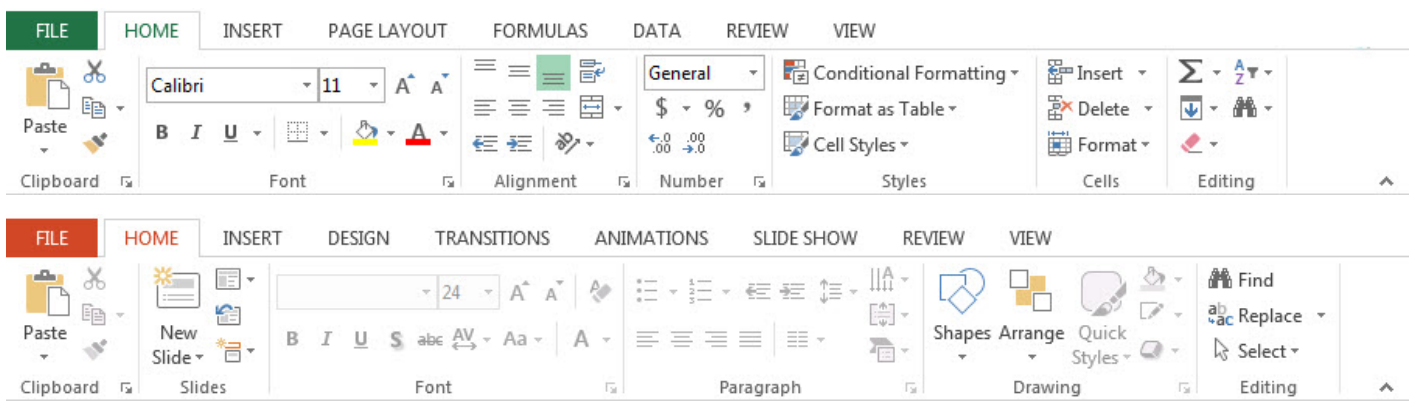
## Common Features

Office applications have many features in common, including a Ribbon, Quick Access toolbar, and Status bar.

### Ribbon

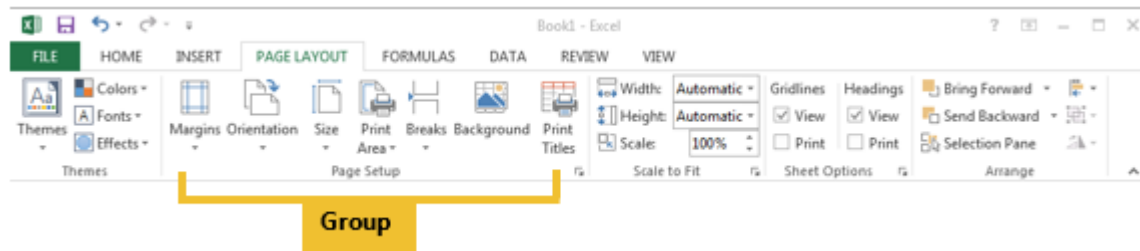
The Ribbon appears at the top of the application window. It contains the commands and menus you need to get your work done. The Word, Excel and PowerPoint ribbons are shown in the following figure.





## Ribbon Tabs and Groups

In the Ribbon, commands are arranged into tabs. Each tab contains commands that relate to a specific type of activity, such as inserting objects, or changing the view. In the following figure, the Page Layout tab is selected.



Within each tab, commands and features are arranged into groups. For example, in the previous figure, the Page Layout tab of the Excel Ribbon contains the Themes, Page Setup, Scale to Fit, Sheet Options and Arrange groups.

Some tabs appear only when you are performing a specific type of task, such as formatting a picture or working with shapes.

## Buttons on the Ribbon

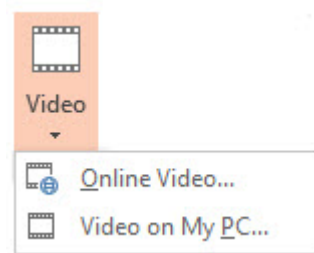
### Feature buttons

Buttons that show specific features, such as text alignment or bold text, appear in a different color or have an outline around them when they are active.



### Drop-down arrows

Some commands include a drop-down arrow. Click the arrow to see the choices.

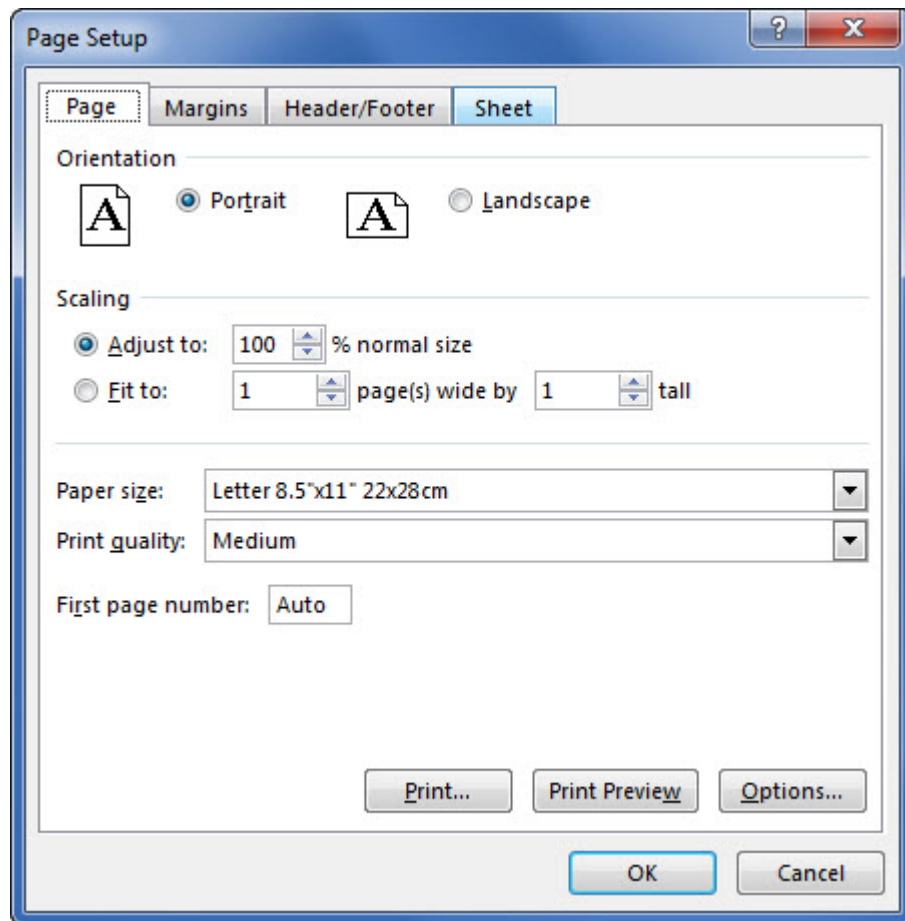


### Dialog box launchers

Some tabs in the Ribbon show dialog box launchers ( ). Click the dialog box launcher to open a dialog box.


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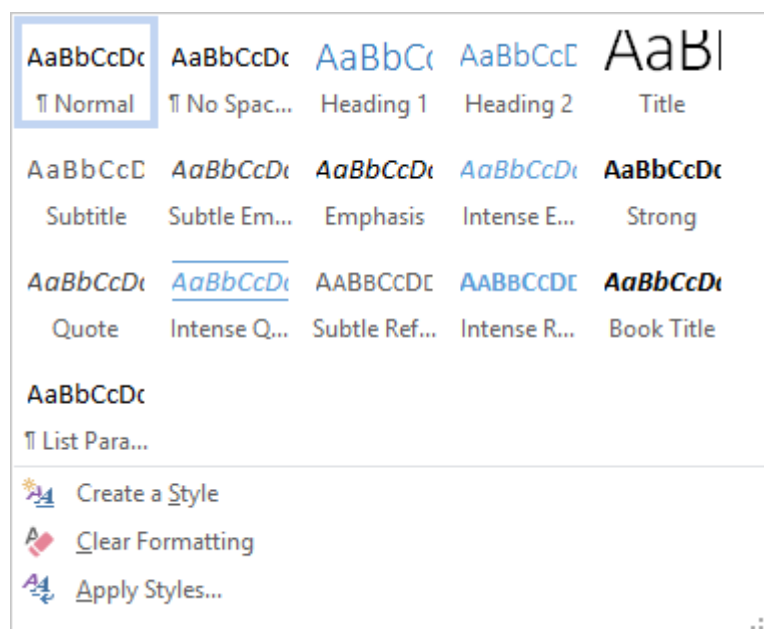
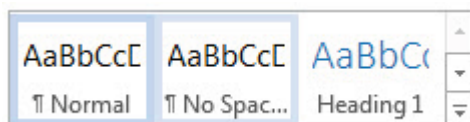
A dialog box is a special type of window; it contains options for applying a feature. The Page Setup dialog box is shown at the left.



You must close a dialog box before you can access any other items on the screen.

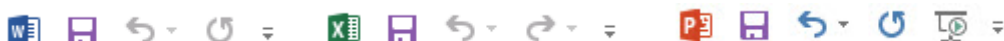
### More Button

If a command includes a feature with a scroll bar, the bottom button is called the More button. Click the  **More** button to display the full list or gallery of choices for that feature.



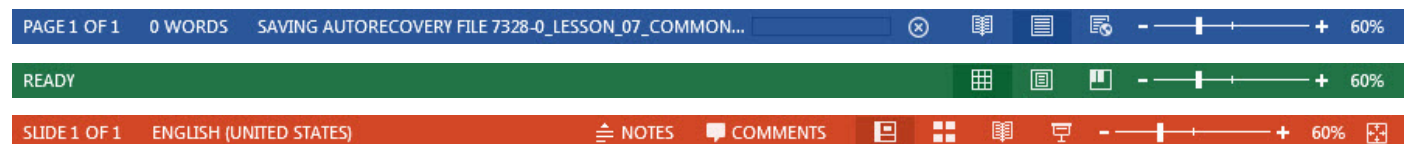
## Quick Access Toolbar

The Quick Access toolbar is located above the File tab in the Ribbon and includes buttons for the most frequently used commands. You can click a command here instead of having to find a command on a Ribbon tab. By default, this toolbar includes the Save, Undo, and Repeat/Redo buttons.



## Status Bar

The Status bar displays across the bottom of the application window. On the left side it shows information such as which page or slide you are viewing, the total number of words in the document, or the number of words in a selected section.



## View Buttons

Each application provides different ways of looking at your data; for example, in a presentation you can look at one slide at a time or you can look at all the slides at once. These different ways of looking at your data are called views.

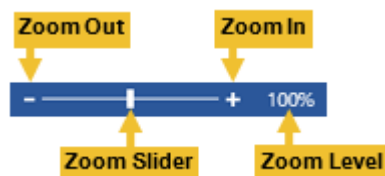
Buttons for changing the view (view buttons) display near the right end of the Status bar. The following figure shows the view buttons for Word.



Click a view button to change the view. You can also change the view using the options on the View tab in the Ribbon.

## Zoom Slider

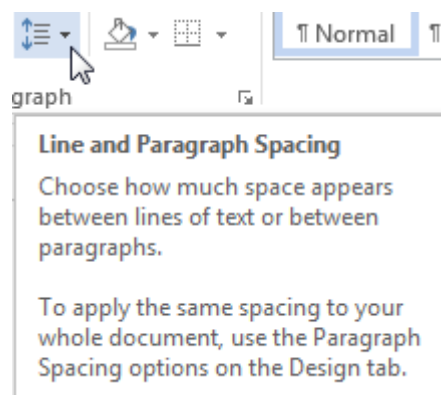
At the far right end of the Status bar is the Zoom slider. Click the buttons at either side of the Zoom slider or drag the slider button to zoom in or out.



The program displays the current zoom level to the right of the Zoom slider. You can also click this button to set a custom or specific zoom level.

## ScreenTips

*ScreenTips* help you identify buttons or elements on the tabs of the ribbon and the screen. To view a ScreenTip, position the mouse pointer over the item. A tip displays the name of the button or feature and sometimes a brief description of its purpose.

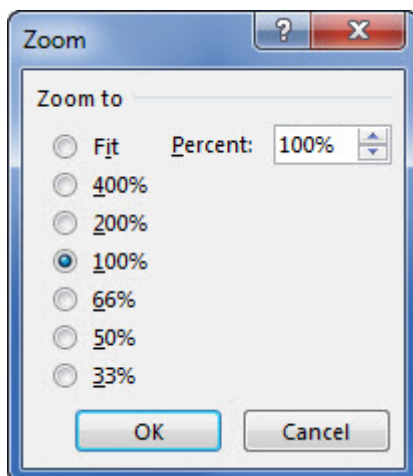


## Try It! Exercise

In this exercise you will look around the application windows.

1. In the taskbar, click the Word button to display the window with the new blank document. You should see a blinking cursor in a blank document.
2. Type: *My name is* .
3. In the Ribbon, click the **Design** tab. The commands on this tab are related to the look of the document.
4. In the Ribbon, click the **View** tab. The commands here are related to looking at the document.
5. In the Status bar, click the plus (+) button at the right end of the Zoom slider three times to zoom in to **130%**.
6. In the taskbar, click the Excel button to display the window with the new blank workbook. A green border should display around the first cell in the upper-left corner of the worksheet. This is cell A1 (you will learn more about worksheet cells in a later lesson.)
7. Type your current age in cell A1, and press **Enter**.
8. In the Status bar, drag the zoom slider to the left to zoom out.
9. Now drag the zoom slider to the right to zoom in.
10. In the Ribbon, click the **View** tab.
11. In the View tab, in the Zoom group, click **100%** to go back the normal zoom level.
12. In the taskbar, click the PowerPoint button to display the window with the new blank presentation. You should see a single slide in the presentation with the placeholder text "Click to add title."
13. Click the placeholder text, then type: *My Slide*.
14. In the Ribbon, click the **Design** tab. Use the commands on this tab to change the look of the presentation.
15. In the Ribbon, click the **View** tab.
16. In the view tab, in the Zoom group, click **Zoom** to open the Zoom dialog box.

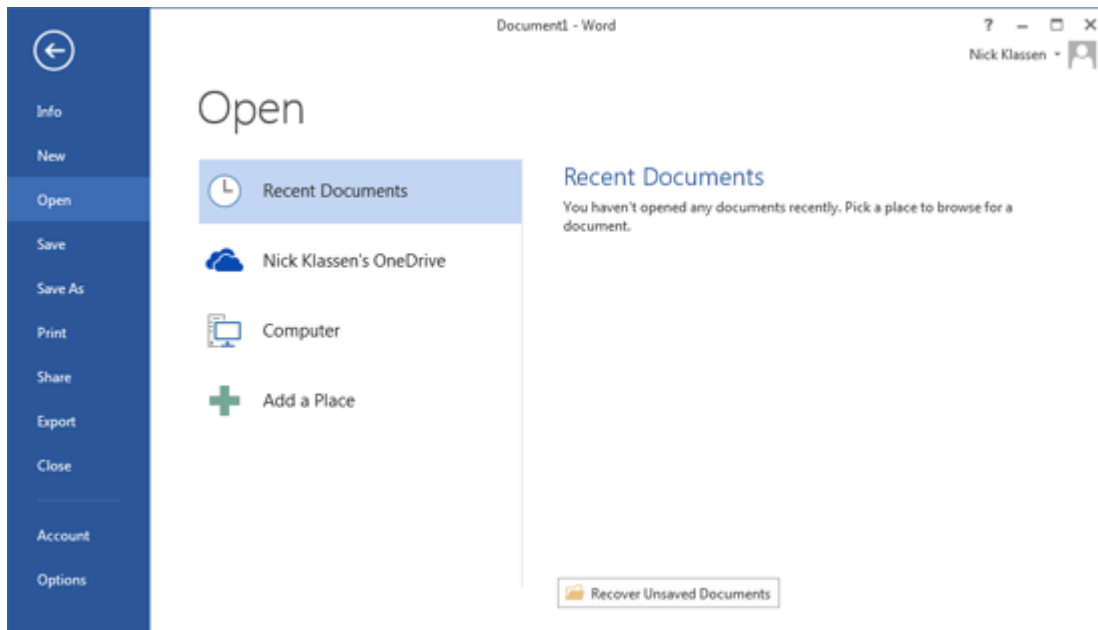
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17. In the Zoom dialog box, click **33%**, then click **OK** to zoom out.
18. In the Status bar, click the zoom level (33%) to open the Zoom dialog box again.
19. In the Zoom dialog box, click **100%**, then click **OK**.
20. Minimize the open application windows.

## Managing Files

In each Microsoft Office program you use the **File** tab to manage files. Whether you want to open a file, create a new file, or save changes, click the File tab to go Backstage view.



### Here's a Tip:

Backstage works the same regardless of which Microsoft Office program you use. This is Backstage view in Word.

The left side of the window lists the tabs that are available in Backstage view.

Each of these tabs includes commands and options that appear in the right pane of the window when the tab is selected.

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