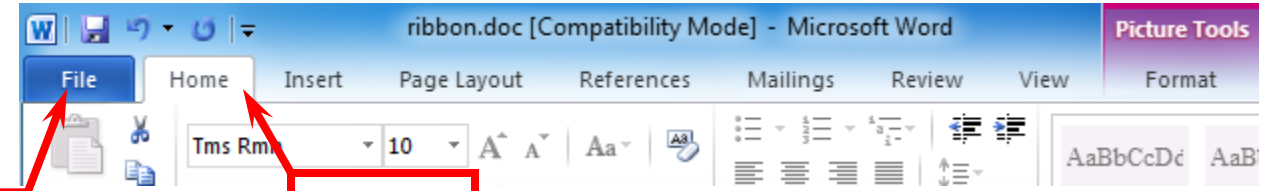


Ribbons

Below the **Quick Access Toolbar** are the **File Menu** and a series of **Tabs/Ribbons**.

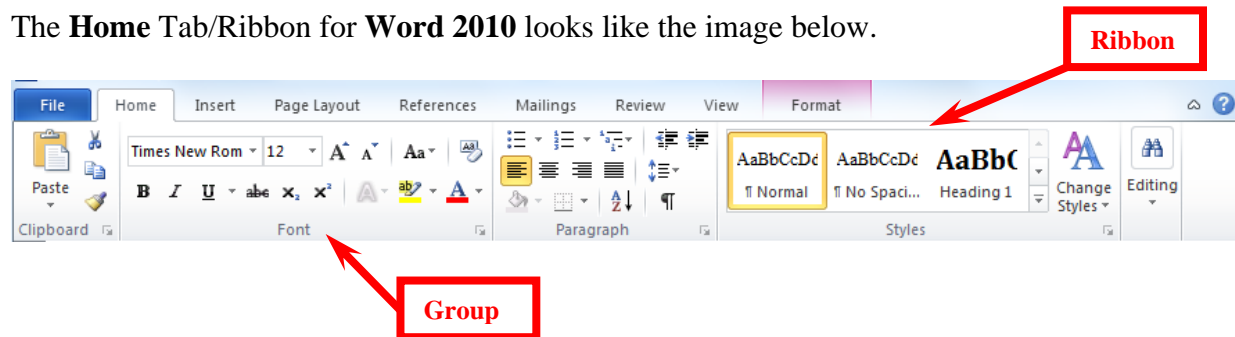
Ribbons stretch across the top of your application screen with features to assist you as you click the Ribbon Tabs.

Tabs



Tabs are similar to the drop down menu choices in previous versions of Word. All 2010 Office applications begin with the **File Menu**.

The **Home Tab/Ribbon** for **Word 2010** looks like the image below.



The **Tabs** to the **right** of the **Home Tab/Ribbon** are **tailored** to each **application**.