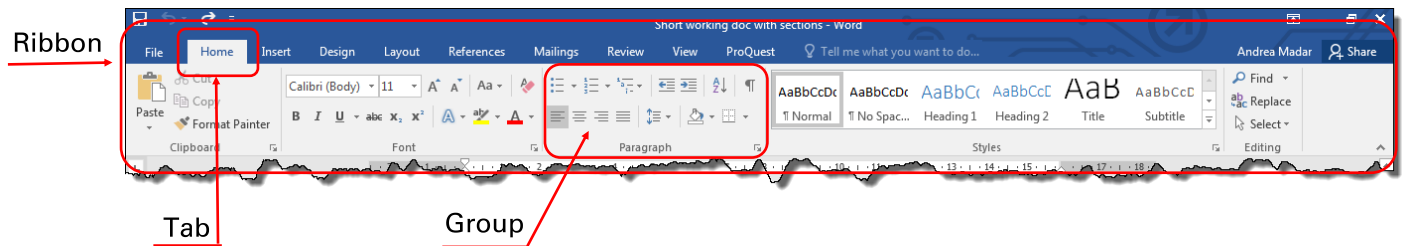
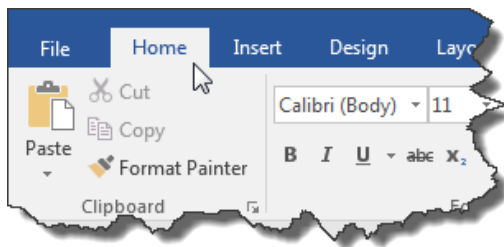


## Introducing the Ribbon



The Ribbon is the command centre of Word 2016. You can use the tabs on the ribbon to access commands which have been categorised into groups.

1. Click on a **tab** to display the groups of commands.



### The File tab

The **File** tab opens the so-called **Backstage view**. For more information on the options available there, see the self help guide entitled '**Understanding the Backstage View**'.



Info


New

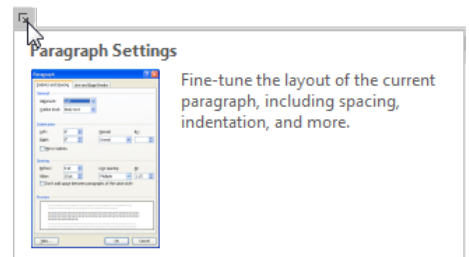
Open


Save

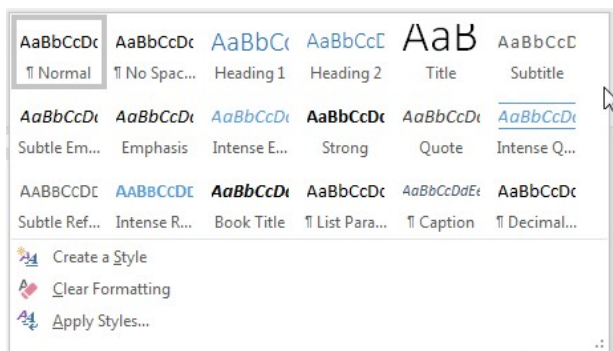
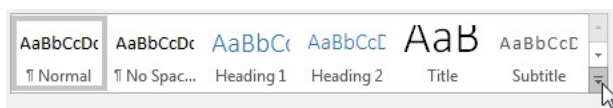
Save As

Print

2. When you see a  **Launcher icon**, you can use it to open a **dialog box**, where you will find more options. If you move the mouse over the launcher icon, it displays information about what is available in the dialog box.



3. When you see a  **More** button, you can use it to display more options.



### Note:

You can hover the mouse over any icon and Word will display more information about it.

