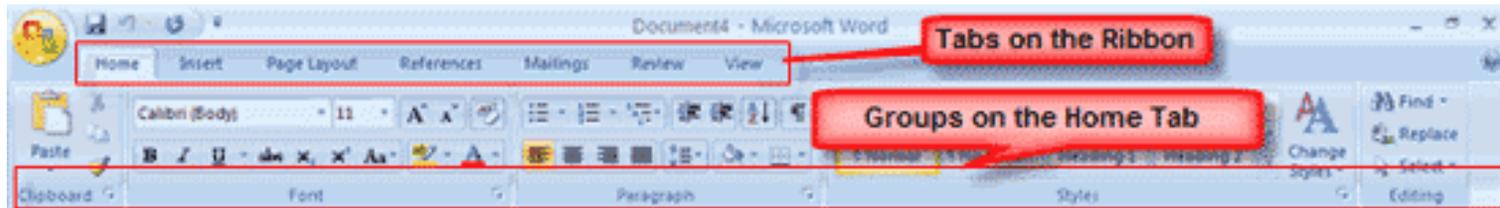# Ribbons and Page Features…

Each of the tabs contains the following tools:
Home: Clipboard, Fonts, Paragraph, Styles, and Editing.
Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols
Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange
References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
Review: Proofing, Comments, Tracking, Changes, Compare, Protect
View: Document Views, Show/Hide, Zoom, Window, Macros