**Word 2010 Introduction**

**Directions:** Go to the website: <http://www.gcflearnfree.org/word2010>. This site will give you a tutorial on Word 2010. Answer the questions as you go through the site.

**Lesson 1**

1. What is Word?
2. What contains all the commands that you will need in order to do common tasks?
3. What can you do if the Ribbon is taking up too much space? How can you do this?
4. How do you customize the ribbon?
5. What is the **Backstage View** similar to from Word 2007?
6. In the Backstage view, what is under the **Recent** button?
7. In the Backstage view, what does the **Save & Send** button do?
8. In the Backstage view, give an example of what you can do under **Options**?
9. Where is the Quick Access Toolbar located?
10. Where is the ruler located? (when it is showing)

(you do not have to do the challenge for this lesson)