

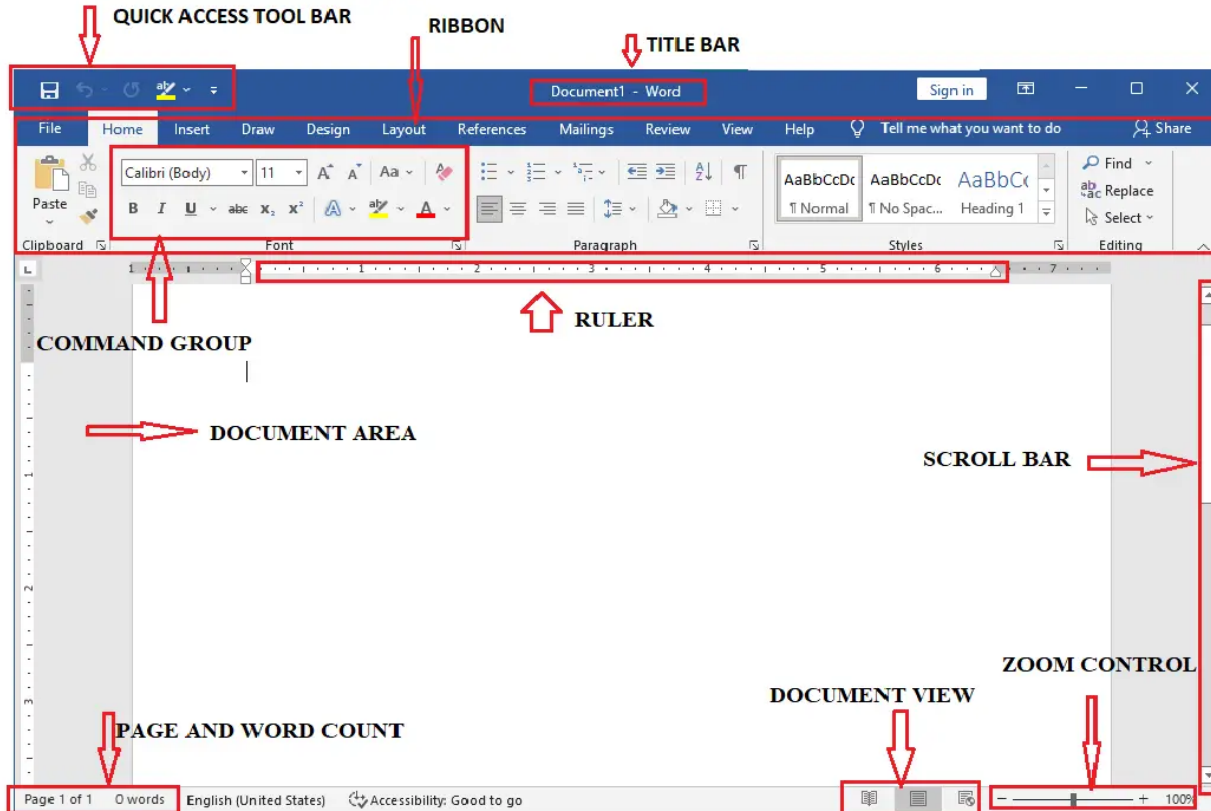
MS Word 2021 Interface

in MS Word 2021

Exploring Every Component of the Word Window



The MS Word 2021 Window — Overview





Key Components of the Word 2021 Window

1. Title Bar

Shows document name ·
Minimize / Maximize /
Close buttons

2. Ribbon

10 tabs · Grouped
command buttons ·
Collapse: Ctrl+F1

3. Quick Access Toolbar

Customisable bar: Save,
Undo, Redo — add any
command

4. Status Bar

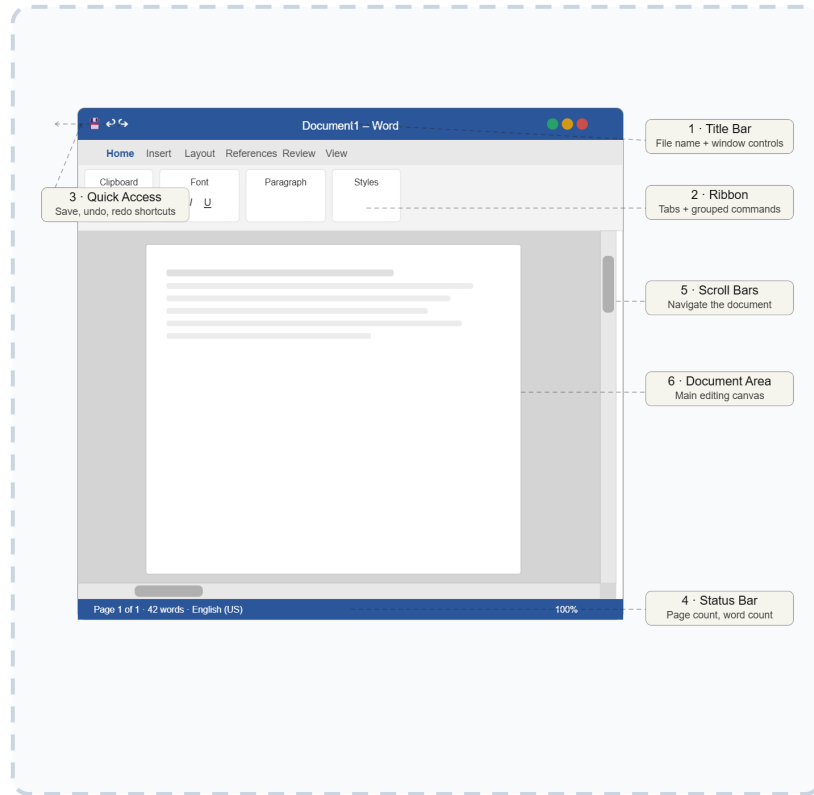
Bottom bar: page, word
count, language, view
buttons, zoom

5. Scroll Bars

Vertical (right) and
horizontal (bottom)
navigation

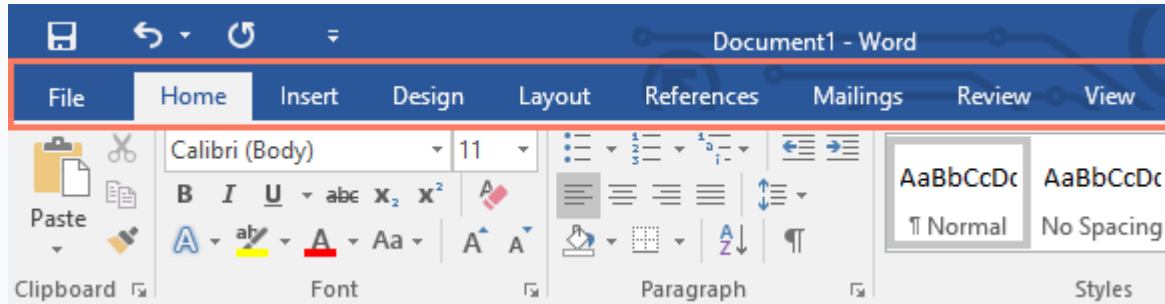
6. Document Area

White editing area with
top and left rulers





The Ribbon — 10 Main Tabs in Word 2021



File

Save, Open, Print, Share, Export, Account settings

Home

Font, Paragraph, Styles, Clipboard — most used tab

Insert

Tables, Pictures, Shapes, Icons, Header/Footer, Symbols

Design

Themes, Colours, Fonts, Page Borders, Watermark

Layout

Margins, Orientation, Paper Size, Columns, Spacing

References

Table of Contents, Footnotes, Citations, Captions

Mailings

Mail Merge, Envelopes, Labels, Insert Merge Field

Review

Spelling & Grammar (F7), Thesaurus, Track Changes

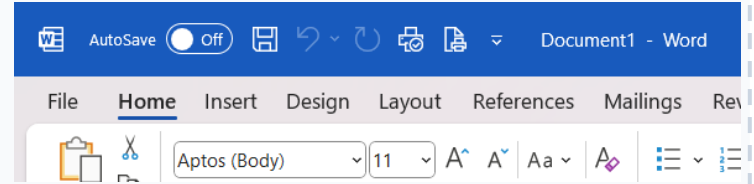
View

Print Layout, Read Mode, Ruler, Zoom, Navigation Pane

⚡ Quick Access Toolbar & Status Bar

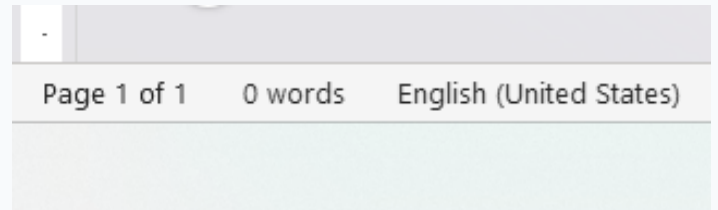
⚡ Quick Access Toolbar (QAT)

- Small customisable toolbar at the very top of the window
- Default: Save (Ctrl+S), Undo (Ctrl+Z), Redo (Ctrl+Y)
- Add any command: right-click any ribbon button → Add to QAT
- Move below ribbon: right-click QAT → Show Below the Ribbon



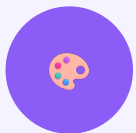
Status Bar (bottom of window)

- Page X of Y — current page and total pages
- Word count — live count updated as you type
- Language, view mode buttons and zoom slider (10%–500%)



NEW

What's New in Microsoft Word 2021?



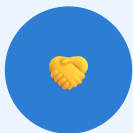
Dark Mode

Full dark-theme editing — reduces eye strain in low light



Draw Tab

New pen, pencil, highlighter ink tools for touch/stylus



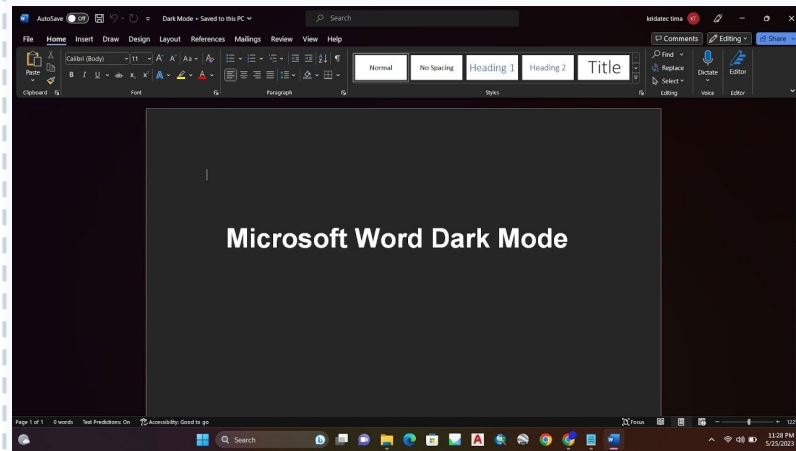
Co-authoring

See other editors' cursors in real time (Microsoft 365)



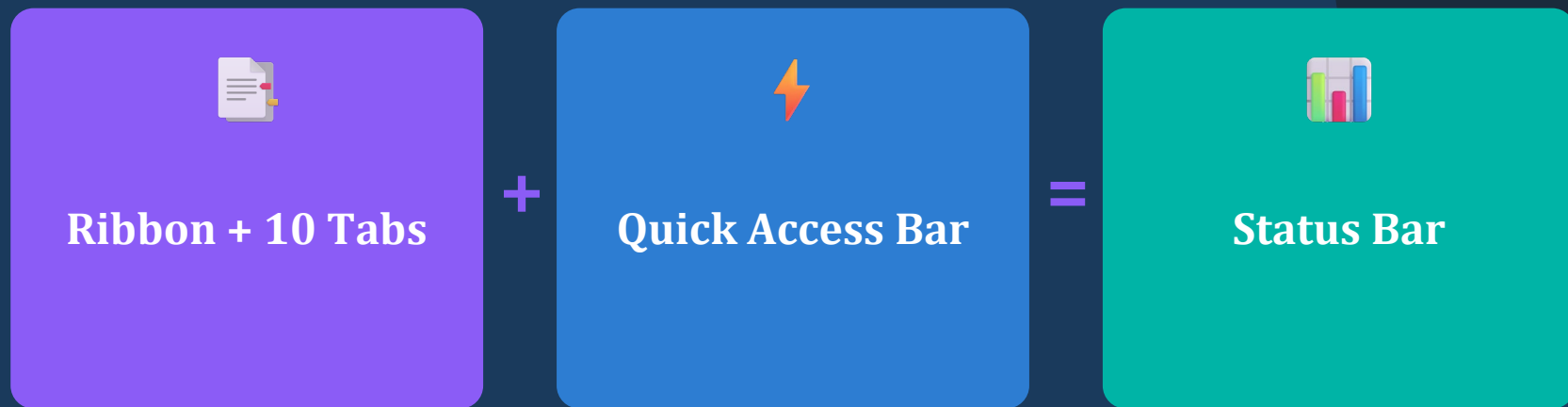
Accessibility

Improved checker flags issues for screen-reader users





Key Takeaways — Word 2021 Interface



Quick Recap

- Ribbon (10 tabs): File · Home · Insert · Draw · Design · Layout · References · Mailings · Review · View
- Home tab is the most used: Font, Paragraph, Styles and Clipboard groups
- QAT (top-left): Save, Undo, Redo — right-click any command to add it
- Status Bar (bottom): page number, word count, language, view buttons, zoom slider