

# Microsoft Word User Guide

**Microsoft Word User Guide - THE RIBBON.** The foundation of the new user interface is the Ribbon. This replaces the old file menus, and provides a visual button for the most common features in each program. The ribbon is the primary user interface for Word, PowerPoint® and Excel®. The ribbon is also used in Outlook® when creating messages and scheduling appointments. Microsoft Word is the most popular word processing program – and justifiably. It is easy to use and allows you to create all different types of documents. Our guides will show you how. If you've already done this and you're having trouble displaying the guide in your browser, try this instead: Right-click the Download Quick Start Guide button above, and then click Save target as (on some browsers, this is called Save link as). Save the PDF file to your desktop and then open it in your PDF reader.