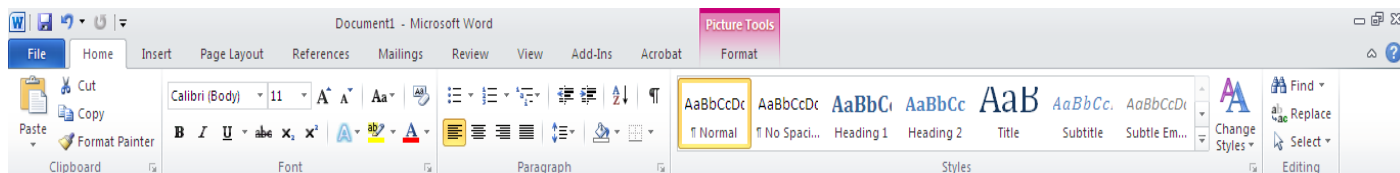


HOW DO YOU COMMUNICATE WITH THE COMPUTER?

In the windows environment you can communicate with the computer using a **Graphical User Interface** (GUI - pronounced Goey). This means you give instructions to the computer by using a mouse to click on icons, tabs and buttons. In Microsoft Word there is a **ribbon** which goes across the window. This is where you can find a set of tabs, a series of buttons, icons and controls called commands.



Do you know your icons?

An **icon** is a small symbol or picture that represents a series of instructions or programs.

ICON	Name / Function / Short Cut Command	ICON	Name / Function / Short Cut Command
	Save (Ctrl + S)		