

Word® 2021 & 365 Introduction

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View"** and perform file management, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. To **show or hide the Quick Access Toolbar**, click the "Ribbon Display Options" button in the Ribbon and select "Show (or Hide) Quick Access Toolbar."
2. To **change the location of the Quick Access Toolbar**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
3. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right, click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for online templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Documents

To **overwrite a file that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a document for the first time or to save a document with a different name or in a different location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. To **pin a recent document to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin.

To **un-pin**, click it again.

To **open a document**, click to select a "Recent" or "Pinned" file. Or,

1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file and click the "Open" button.

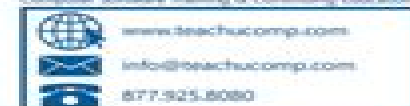
Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but **can** contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Documents" button at the bottom of the "Recent" pane.
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button.

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web nov 25 2022 no residue was detected in glassware that was sampled for the cleaning validation the results indicate that the manual cleaning method is effective as the level of betamethasone residues

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web procedures should be defined for the cleaning of glassware either by washing machine or by hand cleaning validation is advisable given the possibility of poor deficient washing or cross contamination with cleaning agents such as detergents

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web for automated glassware cleaning the effectiveness of the cleaning cycles must be validated first to validate the cleaning cycle select a suitable worst case scenario molecule to soil the glassware with

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web 1 cleanliness requirements the volume contained in or delivered from precision glassware depends on the cleanliness of the container glassware must be sufficiently clean to ensure uniform wetting of the entire internal surface of the standard *cleaning validation considerations for automated washing systems* - Dec 26 2022

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web nov 3 2023 it is standard practice in the industry for cleaning validation and equipment validation to embrace the

process life cycle three stage model design qualify and monitor 1 2 the integration of cleaning process design testing with factory acceptance testing execution and cleaning validation of automated parts washers has been well

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web 5 3 first wash the used glassware properly with raw water 5 4 then scrub the glassware with 0 1 detergent solution 1 ml teepol in 1000 ml purified water 5 5 rinse the glassware properly with raw water 5 6 again rinse 3 to 4 times with purified water 5 7 drain the water from glassware 5 8 keep in drier use dried glassware for analysis

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web the following are key steps to establish a validated glassware washing process for glassware used for research purposes developing a rugged controlled glassware washing

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web mar 17 2010 if it is a washing machine is it a specialised lab glassware washer with spikes of the correct lengths for tubular items etc use the above link for establishing a limit this is for a pharma manufacturing facility for cleaning validation hope this will give you a rough idea to establish your own control limits

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web the water should be hot for glassware that is exceptionally dirty a cleaning powder with a mild abrasive action will give more satisfactory results the abrasive should not scratch the glass during the washing all parts of the glassware should be thoroughly scrubbed with a

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web oct 17 2016 add a final rinse with water and you can be pretty confident that your washing process removes the residue from your lab s glassware keep it clean part of ensuring that glassware is clean depends on a lab putting a system in place