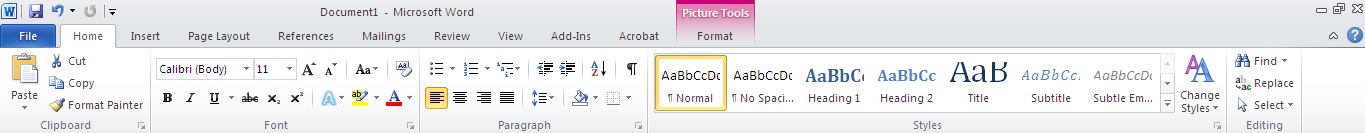
**HOW DO YOU COMMUNICATE WITH THE COMPUTER?**

In the windows environment you can communicate with the computer using a **Graphical User Interface** (GUI -pronounced Gooey). 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.

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| **ICON** | **Name / Function / Short Cut Command** | **ICON** | **Name / Function / Short Cut Command** |
|  | **Save (Ctrl + S)** |  |  |
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|  |  | [http://t1.gstatic.com/images?q=tbn:ANd9GcT7PG4Xi5fbUCBytZrXrm75AY_1N0w9b1B-hDXYGqaAcAITHX5A](http://www.google.com.au/imgres?q=bold+icon&hl=en&safe=active&gbv=2&biw=1366&bih=587&tbm=isch&tbnid=N8sNSM-iwZk1uM:&imgrefurl=http://www.777icons.com/libs/design/bold.htm&docid=b3riFQsIywJMZM&imgurl=http://www.777icons.com/libs/design/bold-icon.gif&w=94&h=94&ei=mJE0T9rRO4PimAXLwZDwAQ&zoom=1) |  |
|  |  | http://www.777icons.com/libs/design/italic-icon.gif |  |
|  |  | http://images-3.findicons.com/files/icons/2338/reflection/128/text_underline.png |  |
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