

View tab

Views → to change document view.

1. Print layout
2. Full screen reading
3. Web layout
4. Outline
5. Draft

Show/hide → to show or hide ruler, gridline, document map, thumbnail and navigation pane.

Zoom → to zoom in and zoom out the document.

Window → to create new window and manage all window of current document

Macros → to record steps/ macro or manage all macro.