

# Appendix 10 – Word 365 menu items

The idea here, as with the Word 365 Options above, is that if you are struggling to find where a particular function is located, you can use Word's Find function to locate it in the following list.

## “Work in Progress”

*(And if you want to help, how about completing it for me? :-)*

### Home

#### Clipboard

Paste

Format

Painter

#### Font

#### Paragraph

#### Styles

#### Editing

Find

Replace

Select

#### Dictate

Voice

Main

#### Insert

#### Pages

Cover page

Blank page

Page break

#### Editor

#### Insert

Cover page

Blank page

Page break

#### Tables

Tables

#### Illustrations

Pictures

Shapes

Icons

3D models

Smart art

Chart

Screenshot

#### Adens

Get adens

My adens

Wikipedia

## **Media**

Online video

## **Links**

Link

Bookmark

Cross reference

## **Comments**

Comment

## **Header**

& footer header

Footer

Page number

## **Text**

Text box

Quick parts

Word art

Drop cap

Signature line

Date time

Object

## **Symbols**

Equation

Symbol main

## **Design**

Themes colours fonts

Paragraph spacing

Effects

Set as default

## **Page**

Background watermark

Page colour

Page borders main

## **Layout**

## **Page**

Setup margins

Orientation

Size

Columns

Breaks

Line numbers

Hyphenation

## **Paragraph**

Indent

Spacing

## **Range**

Position

Wrap text

Bring forward

Send backward

Selection pane

Align

Group

Rotate

## References

Table of contents

Add text

Update table

### **Footnotes**

Insert footnote

Insert endnote

Next footnote

Show notes

## Research

Smart look up

Researcher

### **Citations & bibliography**

Insert citation

Manage sources

Styles

Bibliography

### **Captions**

Insert caption

Insert table of figures

Update table

Cross reference

### **Index**

Mark entry

Insert index

Update index

### **Table of authorities**

Mark citation

Insert table of authorities

Update table

## Mailings

### **Create**

Envelopes

Labels

### **Mail merge**

Mail merge

Select recipients

Edit recipient list

### **Right**

#### **Insert fields**

Highlight merge fields

Address block

Greeting line

Insert merge field

Rules

Match fields

Update labels

### **Preview results**

Preview results

Find recipient

Check for errors

### **Finish**

Finish  
Merge

## Review

### Proofing

Editor  
Thesoras  
Word count

### Speech

Word aloud

### Accessibility

Check accessibility

### Language

Translate  
Language

### Comments

New comment  
Delete  
Previous  
Next  
Show comments

### Tracking

Track changes all markup show markup  
Reviewing pain

### Changes

Accept  
Reject  
Previous  
Next

### Compare

Compare

### Protect

Block authors  
Restrict editing

### Ink

Hidingg

### CV

CV assistant

## View

### Views

Read mode  
Print layout And web layout