

# M1-1a: Benamingen Word-schermb

The image shows a screenshot of the Microsoft Word application window. The window title bar reads "Document1 - Word" and "Ria Hoozemans-van Valkenburg". The ribbon is set to the "Indeling" (Layout) tab, with the "Verzendlijsten" (Mailings) group selected. The ribbon shows options for "Inspringsing vergroten" (Increase Indentation), "Afstand" (Spacing), "Links" (0 cm), "Voor" (0 pt), "Rechts" (0 cm), "Na" (8 pt), "Alinea" (Indentation), "Positie" (Position), "Tekstterugloop" (Text Wrapping), "Naar voren" (Forward), "Naar achteren" (Backward), "Selectievenster" (Selection Window), "Uitlijnen" (Align), "Groeperen" (Group), and "Draaien" (Rotate). The "Pagina-instelling" (Page Setup) task pane is open on the left, showing the "Navigatie" (Navigation) section with a search box and tabs for "Koppen" (Headings), "Pagina's" (Pages), and "Resultaten" (Results). The main document area contains a photograph of a silver alarm clock. The status bar at the bottom shows "Pagina 1 van 1", "Positie: 2,4 cm", and "0 woorden".

1. Ribbon (Title bar area)

2. Document title bar

3. User name

4. Indentation options (Inspringsing vergroten)

5. Page Setup task pane (Pagina-instelling)

6. Mailings ribbon group (Verzendlijsten)

7. Share button (Delen)

8. Navigation pane (Navigatie)

9. Document content area (Alarm clock image)

10. Status bar

- Aanvullend tabblad
- Bewerkingsvenster
- Groepsvenster
- Lint vastpinnen
- Statusbalk
- Taakvenster
- Tabblad
- Titelbalk
- Uitklappen dialoogvenster
- Werkbalk voor snelle toegang