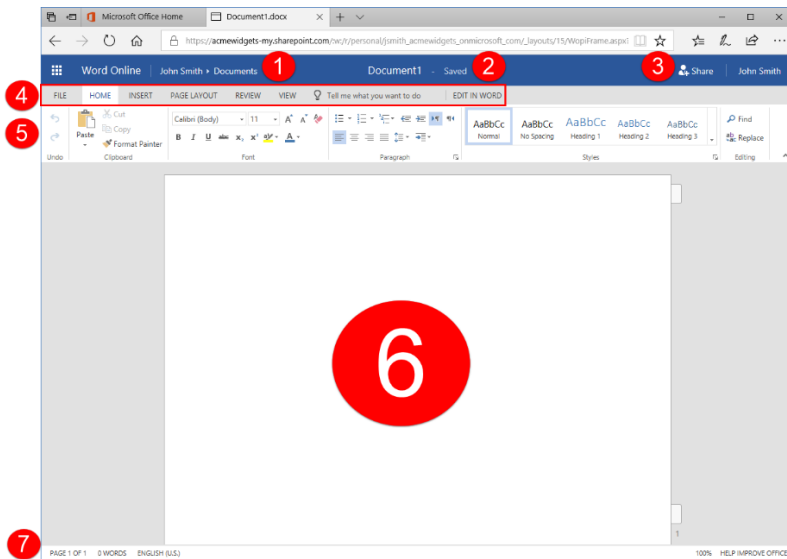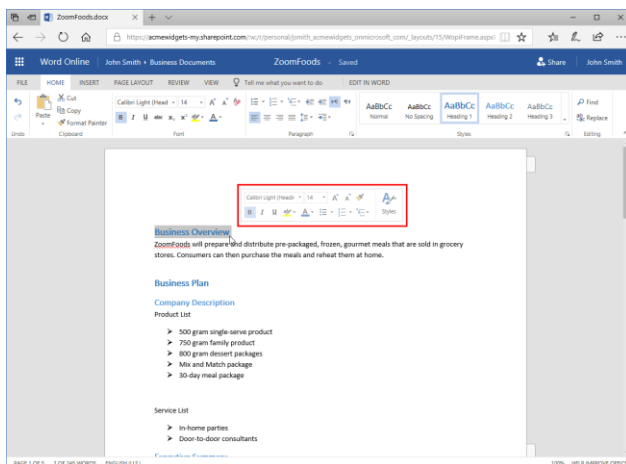# Microsoft Word Online

The Word Online Interface

1. Navigation Commands
2. Title Bar
3. Sharing Commands
4. Tabs
5. Ribbon Interface
6. Working Area
7. Status Bar

The Mini Toolbar

The mini toolbar will pop up if you move your mouse near selected text or right-click it:


This toolbar contains the most frequently used formatting commands. Here is an overview of each option:

Calibri Light (Headir ▼	Change the font face and size.
14 ▼	Change the font size.
A˄ A˅	Use these buttons to nudge font size up or down.
✦	Click to toggle the Format Painter. This lets you copy the text formatting from the selected text and "paint" it onto other text.
B *I* U	Apply bold, italic, and/or underlining effects to the text.
ab ▼	Highlight text. Click the drop-down arrow for additional highlighting colors.
A ▼	Change font color. Click the drop-down arrow for additional font colors.
☰ ▼ ☰ ▼ ☰ ▼	Apply list formatting to the selected text. Click the drop-down arrow to choose a style.
A✦ Styles	Apply a style to the selected text.

The Picture Tools – Format Contextual Tab

When you add any type of picture to your document, you will see the Picture Tools – Format contextual tab:
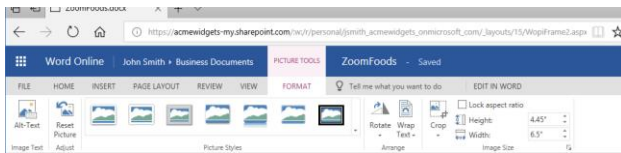
It contains the following groups:

- **Image Text:** Add or modify the image's alternative text (used by screen readers and other applications).
- **Adjust:** Remove any formatting from the picture.
- **Picture Styles:** Apply a border to the picture.
- **Arrange:** Rotate or flip the picture or change text-wrapping options.
- **Image Size:** Change the size of the picture or crop it.

About Accessibility

There are five key elements to making a document accessible.

1. Alternative Text
2. Table Accessibility
3. Styles
4. Blank Characters might think that the blank space means the end of the document.
5. Floating Objects

The Table Tools – Layout Contextual Tab

The Table Tools – Layout contextual tab allows you to change the structure of your table:
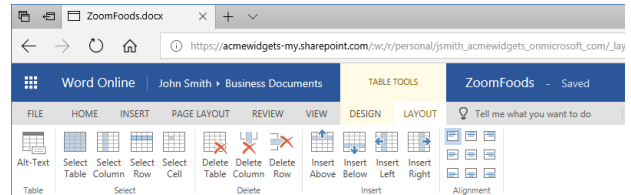
Let's look at its commands.

- **Table:** Add alternative text to the table.
- **Select:** Select the table or its parts.
- **Delete:** Remove the entire table, or rows and columns.
- **Insert:** Add rows or columns to the table.
- **Alignment:** Change how text is displayed in cells.

Accessibility Checker

To check your document for possible accessibility issues, click "Review → Check Accessibility". The Accessibility Checker task pane will then be displayed on the right side of your screen. Its contents will be divided into three sections, each of which will list issues of the related type. You can click on any issue to go to that document object and view more information about the problem in the Accessibility Checker task pane.