**Word Ribbon - Commands, Tabs & Groups**

The list below contains what you need to know in each ribbon. The command is given to you, and you need to identify the tab & group. Use this to help you get to KNOW the ribbon!

|  |  |  |
| --- | --- | --- |
| **Command** | **Tab** | **Group** |
| **B**, *I,* U |  Home | Font |
| Borders |  Home / Design | Paragraph / Pg. Background |
| BulletNumberingMultilevel Lists | Home | Paragraph |
| Case Change | Home | Font |
| Cut/Copy/Paste | Home | Clipboard |
| Find & Replace | Home | Editing |
| Font & Font Size | Home | Font |
| Format Painter | Home | Clipboard |
| Horizontal Alignment | Home | Paragraph |
| Indent | Page Layout | Paragraph |
| Line spacing | Home | Paragraph |
| Print Preview | File | Print |
| Properties | File | Info |
| Recent Documents | File | Open |
| Shading | Home | Font |
| Show/Hide | Home | Paragraph |
| Styles | Home | Style |
| Text highlighting | Home | Font |

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| --- | --- | --- |
| **Command** |  **Tab** | **Group** |
| Blank Page |  File | New |
| Bookmark |  Insert | Links |
| Chart | Insert | Illustrations |
| Colors | Design |  Document Properties |
| Comment | Insert | Comments |
| Title Styles | Design | Doc. Formatting |
| Drop Cap | Insert | Header / Footer |
| Header / Footer | Insert | Header / Footer |
| Hyperlink | Insert | Links |
| Online Video | Insert  | Media |
| Page Borders | Design | Page Background |
| Page Break | Insert | Pages |
| Page Color | Design | Page Background |
| Page Number | Insert | Header & Footer |
| Paragraph Spacing | Design | Document Formatting |
| Pictures / Online Pictures | Insert | Illustrations |
| Screenshot | Insert  | Illustrations |
| Shapes | Insert | Illustrations |
| SmartArt | Insert  | Illustrations |
| Table | Insert | Tables |
| Text box | Insert | Text |
| Themes | Design | Document Formatting |
| WordArt | Insert | Text |

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| --- | --- | --- |
| **Command** | **Tab** | **Group** |
| Breaks | Page Layout  | Page Setup |
| Columns | Page Layout | Page Setup |
| Indent & Spacing | Page Layout | Paragraph |
| Insert Caption | References | Captions |
| Insert Footnote / Endnote | References | Footnotes |
| Macros | View  | Macros |
| Margins | Page Layout | Page Setup |
| New Comment | Review | Comments |
| Orientation | Page Layout | Page Setup |
| Page Views (5 of them) | View | Views |
| Position / Text Wrap | Page Layout | Arrange |
| Restrict Editing | Review | Protect |
| Ruler | View | Show |
| Show Comments | Review | Comments |
| Size | Page Layout | Page Setup |
| Spelling & Grammar | Review | Proofing |
| Split Window | View | Window |
| Thesaurus | Review | Proofing |
| View Side by Side | View | Window |
| Zoom | View | Zoom |