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|  | **Ribbons and Tabs** Electronic Worksheet |  |

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| --- | --- | --- | --- |
| Name: |  | Period: |  |

**I**n the Microsoft Word program, there are several words that stretch across the top of the screen. These words are the titles of different tabs. The blue lines below point to these tabs.



**1.** The tabs are highlighted with a **blue line** in the picture below. Starting with the **File** tab, list the tabs from ***left to right*** in the **green** boxes below (put each tab in a separate box). The **File** tab is put in for you. So in the second green box you would put in “Home”.



File

**Continue On**

**(Scroll down)**

**W**hen you click a tab, a unique **Ribbon** is displayed below that tab. Each Ribbon (much like a menu or a toolbar) holds different commands that help you complete a task. Below the **Home** Ribbon is highlighted with a red outline.



**W**ithin each tab or Ribbon is a series of groups. The green lines below point to the groups within the **Home** Ribbon.



The purple lines below point to the groups within the **Page Layout** Ribbon.

 

**Continue On**

**2.** Click on the **Insert** tab on your Word screen and it displays the **Insert** Ribbon. There are 10 groups on the **Insert** Ribbon. In the **green** boxes below, list the **Insert** Ribbon groups from *left to right*. The **Pages** group is listed in the first box for you. Fill in the rest of the groups.

Pages

Within each **Group** there are a set of commands. The purple boxes are highlighting the commands in the **Font** group.



**E**ach is command is represented by a picture or an icon. For example: The **Bold** command is represented by this picture or icon: . The **Font Color** command is represented by this icon: 

**H**ave you noticed that some of the commands are labeled and some are not? There is a quick way to find out the name of the commands that are not labeled. Simply run your mouse over the icon and an information box will pop up with the name of the command and a brief description of the command’s function. For example, when you run your mouse over the **Font Color** command, an information box pops up. The information box is highlighted in green (picture below).



**Continue On**

**3.** Find the names of the commands listed below by running your mouse over the commands at the top of the Microsoft Word screen. Put the name of each command along with its group. **Note:** Some of the items are given to you. Fill in whatever is missing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Ribbon/Tab** | **Icon** | **Name of Command** | **Group** |
| **1** | Home |  |  |  |
| **2** | Home |  |  |  |
| **3** | Home |  |  |  |
| **4** | Home |  |  |  |
| **5** | Home |  |  |  |
| **6** | Home |  |  |  |
| **7** | Home |  |  |  |
| **8** | Home |  |  |  |
| **9** | Home |  |  |  |
| **10** | Home |  |  |  |
| **11** | Insert |  |  |  |
| **12** | Insert |  |  |  |
| **13** | Insert |  |  |  |
| **14** | Page Layout |  |  |  |
| **15** | Page Layout |  |  |  |
| **16** | Review |  |  |  |
| **17** | Review |  |  |  |
| **18** | View |  |  | Views |
| **19** | View |  |  |  |
| **20** | View |  |  | Zoom |
| **21** | View |  |  |  |

**Continue On**

**4.** Fill out the empty boxes below with the appropriate Ribbon/Tab, Command, and Group.

(You may have to search a bit for some of these)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Ribbon/Tab** | **Icon** | **Name of Command** | **Group** |
| **22** |  |  |  |  |
| **23** |  |  |  |  |
| **24** |  |  |  |  |
| **25** |  |  |  |  |
| **26** |  |  |  |  |
| **27** |  |  |  |  |
| **28** |  |  |  |  |
| **29** |  |  |  |  |
| **30** |  |  |  |  |

**The Invisible Tool Tabs.** There are some tabs that are invisible and remain invisible until you need them. These are called **Tool Tabs**. These tabs appear when you are using items such as shapes, pictures, and tables. When you click on these items a colored Tool Tab will appear. When clicked, this Tool Tab will bring up a new Ribbon with unique groups and commands.

For example, when you click on the Blue Rectangle below, a new (orange) tab titled “Drawing Tools” will appear. If you click on this tab a new Ribbon will appear.

Blue Rectangle

**Continue On**

**(You’re almost done)**

**5.** Click Blue Rectangle below and then click the “Drawing Tools” tab to find the correct Command and the Group.

Blue Rectangle

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Ribbon/Tab** | **Icon** | **Command** | **Group** |
| **31** | Drawing Tools |  |  |  |
| **32** | Drawing Tools |  |  |  |
| **33** | Drawing Tools |  |  |  |

Click the cute cat below and then click the “Picture Tools” tab to find the correct Command and the Group.



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Ribbon/Tab** | **Icon** | **Command** | **Group** |
| **34** | Picture Tools |  |  |  |
| **35** | Picture Tools |  |  |  |

**End Here:**

Make sure you have #’s 1, 2, 3, 4 and 5 complete. Check your work and Save. If everything is correct, then you have completed the **Ribbons and Tabs Electronic Worksheet**