Ribbon Review 1 – Part 1

Name: _____ **Date:** _____

Instructions: Open a blank **Word** document to explore the ribbon and fill in the missing information for extra credit. If the **Icon** column is blank, draw the Icon in the empty cell. If the **Description** column is blank, find and hover over the Icon to display the full description. This assignment is due today.

#	Icon	Name	Ribbon	Ribbon Subgroup	Description
1			Review	Proofing	Counts the number of words characters and lines.
2		Table		Tables	Creates a table that helps _____ information in your document.
3			Home	Editing	Search for the text you'd like to change and _____ it with something else.
4		Shape	Insert	Illustrations	Insert _____-_____ shapes, such as circles, squares and arrows.
5		Symbols		Symbols	Add symbols that are not on your keyboard.
6		Text Effects and Typography	Home	Font	Add some _____ to your text by applying a text effect, such as a shadow or glow.
7		Insert Footnote		Footnotes	Add a note at the bottom of the page providing more information about something in your document.
8		Online Pictures	Insert		Find and insert a picture from a variety of online sources.
9		Spelling & Grammar	Review		Checks spelling errors and offers suggestions on grammatical changes.

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