Ribbon Review 1 – Part 2

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			Picture Tools Format	Arrange	Choose where the selected object will appear on the _____. Text will automatically _____ around the object so that it's still easy to read.
2		Insert a Picture From a File	Insert	Illustrations	Insert a picture from your _____ or from other _____ that you're connected to.
3			Table Tools Layout	Cell Size	Automatically resizes the columns in your table.
4		Borders		Paragraph	Add or remove borders from your selection.
5			Review	Proofing	Lists possible synonyms to replace the selected word.
6		Envelopes		Create	Create an envelope, format the addresses and add postage.
7		Wrap Text	Picture Tools Format		Choose how your text wraps around the selected object.
8	¶		Home	Paragraph	Show paragraph marks and other hidden paragraph symbols.
9		Clear All Formatting	Home		Remove all formatting from the selection, leaving only the normal, unformatted text.

LIVEWORKSHEETS