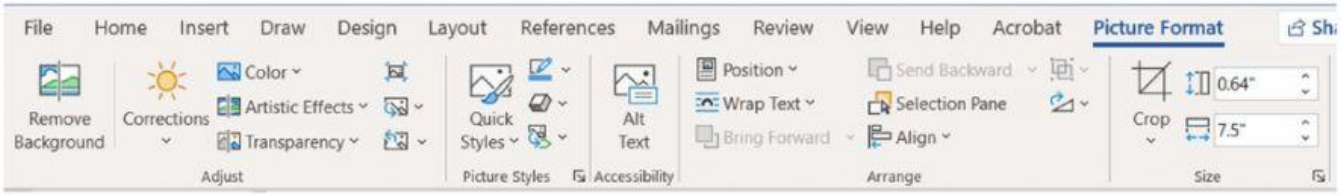
Ribbon Review 3-2

Instructions: Open a blank **Word** document to explore the ribbon and fill in the missing information. If the **Icon** column is blank, **drag& drop** the Icon from the Ribbon into 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.

***NOTE – You will need to insert a picture & click on it to see the Picture Format Contextual Tab**



#	Icon	Name	Ribbon	Ribbon Subgroup	Description
1			Home	Paragraph	Distribute your text _____ between the margins
2			Insert	Text	Create a large _____ letter at the beginning of the paragraph.
3			Layout	Page Setup	Split your text into two or more _____.
4		Page _____	Insert	Pages	_____ the current page here and move to the next page.
5		Wrap Text	Picture Format Contextual Tab	Arrange	Choose how your text _____ around the selected object.
6		Shape Height	Picture Format Contextual Tab	Size	Change the _____ of the shape or picture.
7		Shape Width	Picture Format Contextual Tab	Size	Change the _____ of the shape or picture.
8		Crop	Picture Format Contextual Tab	Size	Crop your picture to remove any _____ areas.
9	¶	Show/Hide			Show paragraph marks and other _____ paragraph symbols.

LIVEWORKSHEETS