

Drag the labels to the empty boxes

make text *italic*

text on the left

text with highlights

change text size

Choose:
CAPITALS / lower
case / Capital On Each

choose text colour

make text **bold**

text on the right

change font

Change line spacing

Change line spacing

Change line spacing
Change line spacing
Change line spacing

make text underlined

text in the middle

• add bullet points

1. add numbers

Shade background

The diagram illustrates the mapping of Word ribbon commands to a set of empty boxes. It features two identical screenshots of the Microsoft Word ribbon, specifically the 'Home' tab. Arrows from various ribbon groups point to empty boxes in a 3x5 grid. The top row of boxes is connected to the Font group (Bold, Italic, Underline, Font Color, Highlight Color). The middle row of boxes is connected to the Paragraph group (Bulleted List, Numbered List, Decrease Indent, Increase Indent, Line and Paragraph Spacing). The bottom row of boxes is connected to the Styles group (Normal, Paragraph, List Group, Table, Table of Contents, Page Header, Page Footer, Background Color). The 'Change line spacing' label is connected to the Line and Paragraph Spacing icon in the Paragraph group.