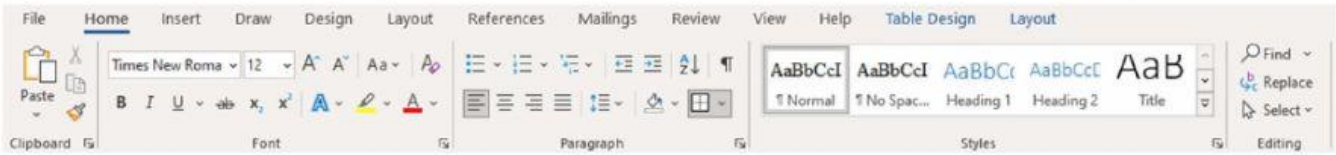
Ribbon Review 2-1

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			Home	Font	Change the _____ of your text.
2			Home	Paragraph	Arrange the current _____ in alphabetical or numerical order.
3			Home		Search for the text you'd like to change and replace it with something else.
4			Home	Font	Change the selected text to _____, _____ or other common capitalizations
5			Home	Styles	Sets the formatting for all normal font in the body of the document.
6		Increase Indent	Home		Move the _____ farther away from the margin.
7		Increase Font Size	Home	Font	Make your text a bit bigger
8		Borders	Home	Paragraph	Add or remove borders from your selection.
9		Show/Hide	Home	Paragraph	Show paragraph marks and other hidden paragraph symbols.
10					_____ The name of the buttons outlined on the left in red.

LIVEWORKSHEETS