Finding Things in the Ribbon using Microsoft Word

The purpose of this assignment is to help you become more comfortable with moving through ribbons effectively and locating options. You are not expected to memorize the locations of items in the ribbons, but having a general idea of where things are located and how they are grouped will help you find options you need to perform a task more easily later.

Find each of the following in the ribbon within Microsoft Word. For each, write down the tab in which you find it along with its hot key sequence.

1. Spelling and Grammar

2. Outline

3. Bullets

4. Insert Footnote

5. Margins

6. Links

7. Print Layout

8. Bold

9. Word Count

10. Find Recipient

11. Ruler

12. Font Size

13. Smart Art

14. Page Number

15. Font Color

16. Page Color