# Home Tab

Most of those frequently used commands are located in the Home Tab.

When you open Microsoft Word 2007 you will notice that instead of toolbars and drop down menus, you will see what is called a Ribbon. The Ribbon is located close to the top of the Word window. The Ribbon is organized into a set of task-oriented tabs, and each tab on the Ribbon contains groups of commands. The Home Tab contains the most frequently used commands in Word. To get to another tab on the Ribbon click that particular tab.
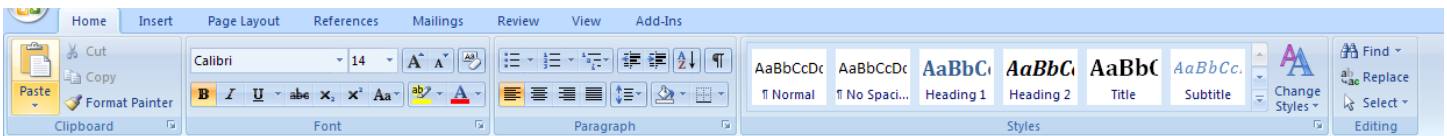
If you do not see a command(s) that you're looking for click the arrow beside each group name that looks like this **to open a dialog box with more commands. For example, to get the Emboss text effect, you would go to the Font Group and under the second line of**

commands **, there is the word "Font", click the arrow beside it to open a Font Dialog Box, select "Emboss" and click OK.**

Below are some more commands that are featured on the Home Tab.

Increase or Decrease the Font Size using Grow Font and Shrink Font

- Use the mouse pointer to highlight the text for which you want to change the font.
- In the Font group, click the Grow Font or Shrink Font button. The Font size will change accordingly.

Change Font

- Use the mouse pointer to highlight the text you want to change.

- In the Font group, click on the box containing the name of the font. A gallery opens containing names and examples of available fonts.
- As you point to each font, Word allows you to preview its effects on selected text.
- Click on a font name to apply the changes permanently to the selected text.

Reset Font

- Use the mouse pointer to select the text from which you want to clear the formatting
- In the Font group, click Clear Formatting Button. The formatting will be removed from the text, leaving only the plain text.

Formatting Marks – On/Off

- In the Paragraph group, click the Show/Hide Button. You now see formatting marks in the document.
- Click the button again to hide the marks.

Using Bullets & Numbering

- In the Paragraph group, click the Bullets or Numbering button. The next line will be indented and preceded by a bullet or number.
- Enter your text and press ENTER. Word automatically indents the next line and begins it with a bullet or number.
- Click the Bullets or Numbering button to turn off bullets or numbering.
- To change your Bulleting or Numbering Style click the small arrow next to the Bulleted List Icon or Numbering List Icon. Clicking that arrow will give you a drop-down list of all available styles.

Quickly Format Text

- Select the text to which you want to apply a Quick Style, or if you want to change the style for an entire paragraph, click anywhere in the paragraph.
- In the Styles group, click the "More" button to open the Styles Gallery.
- Click the desired Quick Style to apply it to the selected text or paragraph.

Align Text

- Use the mouse pointer to highlight the text you want to align.
- In the Paragraph group, click the desired option (Align text Left, Center, Right or Justify).