**Title: Exploring Microsoft Word's Home Ribbon Options**

Microsoft Word offers a plethora of features within its Home Ribbon, empowering users to craft professional documents effortlessly. From font formatting to paragraph alignment, each option enhances document aesthetics and readability. With tools like Bold, Italic, and Underline, text emphasis becomes intuitive. Additionally, Font Colour and Highlight options add vibrancy and clarity to the content. Heading styles streamline document organization, while Bullets and Numbering facilitate structured lists. Alignments such as Left, Centre, and Right ensure visual consistency, while Line Spacing controls enhance readability.

**Title: Microsoft Word Home Ribbon Exercise**

Instructions: Use the features of Microsoft Word's Home Ribbon to format the following text according to the provided guidelines.

1. Make the title "Microsoft Word Home Ribbon Exercise" bold and centred.
2. Underline the word "Instructions."
3. Italicize the word "Use."
4. Change the font colour of "features" to blue.
5. Highlight the word "format" in yellow.
6. Apply Heading 1 style to the number "1."
7. Use bullets to list the instructions.
8. Align the text to justify.
9. Set line spacing to 1.5.

**Title: Advanced Document Formatting Challenge**

Instructions: Utilize Microsoft Word's Home Ribbon features to format the given text as instructed below. This exercise is more challenging than the previous one.

1. Apply the "Title" style to the title and centre it.
2. Bold, underline, and change the font colour of the word "Instructions" to blue.
3. Italicize, strikethrough, and highlight the phrase "formatting challenge."
4. Change the font to "Calibri" and font size to 14 for the entire document.
5. Insert a right-aligned footer with your name and the current date.
6. Apply Heading 2 style to the number "1" and align it to the right.
7. Number the instructions in Roman numerals.
8. Create a numbered list for the instructions and set the numbering format to lowercase letters (a, b, c...).