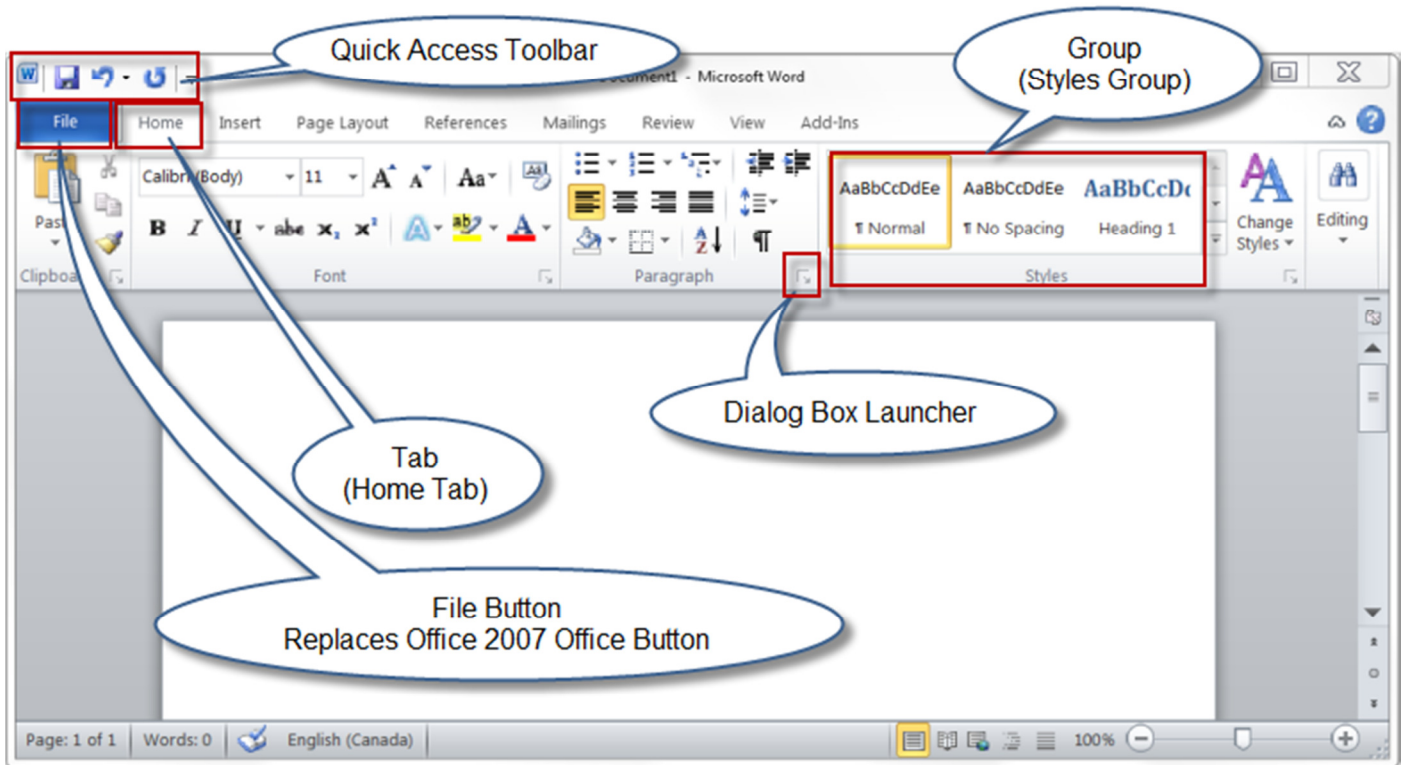# Microsoft Office 2010

Ribbon Quick Reference Guide

Alternative Education Technology Staff
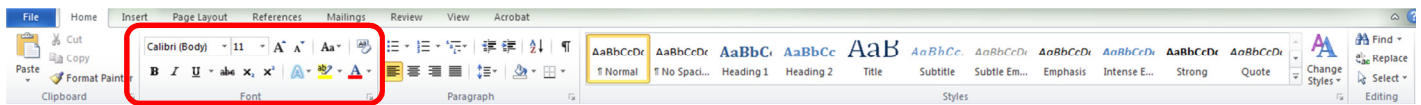
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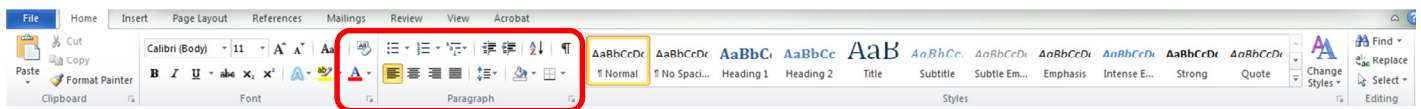Ribbon interface quick reference of commonly used functions and commands.

Keywords to memorize:

1. **Ribbon**: The big rectangular strip at the top of your Word document, it has various tabs that are categorized.
2. **Tabs**: Tabs, such as Home, Insert, Page Layout, etc… are categories which contain groups of commands that pertain to the tab title.
3. **Quick access toolbar**: The quick access toolbar is a toolbar at the top-left of the Office document window. It has readily available shortcuts for common tasks. This can also be modified with the dropdown button located to the right of the toolbar.
4. **Group Dialog Box Launcher**: Located at the bottom right of every group. If clicked it will launch a separate window which gives all options for the selected group.
5. **File Button**: Takes you to back stage view where you can open, save, start a new document, and print.
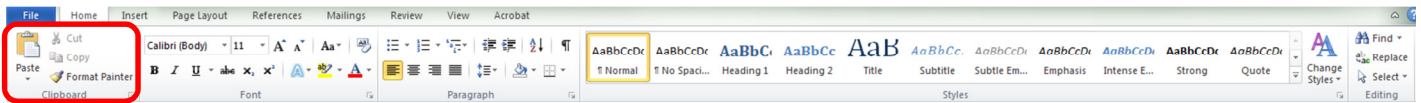
Most common tasks can be found on the **"Home"** tab, such as:

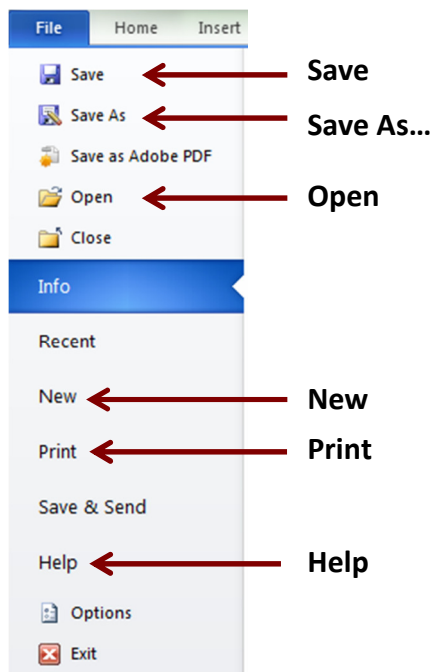Font settings (type, color, size, italics);

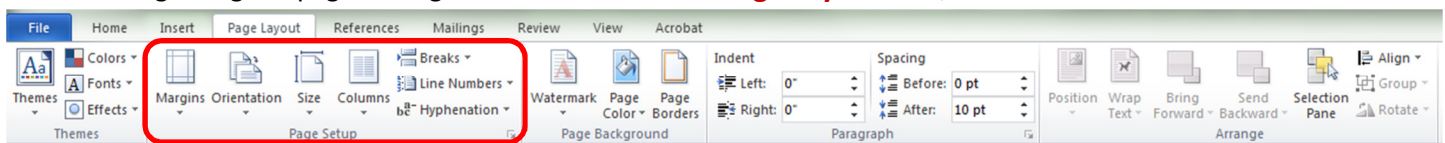Paragraph settings (alignment, line spacing, bullet points);
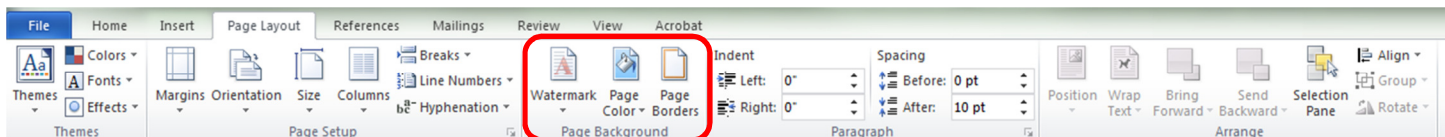

and Clipboard functions (copy, cut, paste).

The Backstage area (accessed by clicking the **"File"** tab) contains familiar functions such as:

- Save → **Save**
- Save As → **Save As…**
- Open → **Open**
- New → **New**
- Print → **Print**
- Help → **Help**

Functions regarding the page settings can be found on the **"Page Layout"** tab, such as:

Page Setup settings (margins, orientation, page size);

and Page Background settings (background color, styles, watermarks).

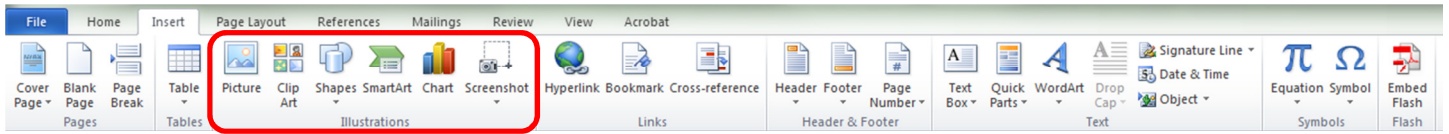Functions regarding insertion of objects into your document can be found in the **"Insert"** tab, such as:
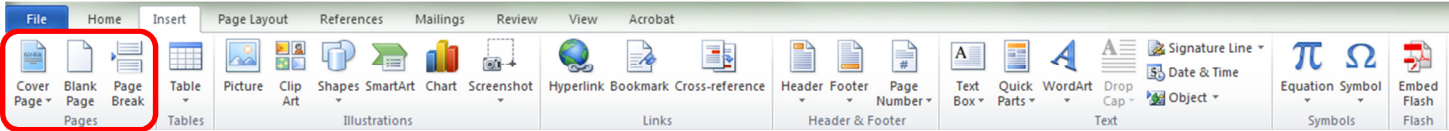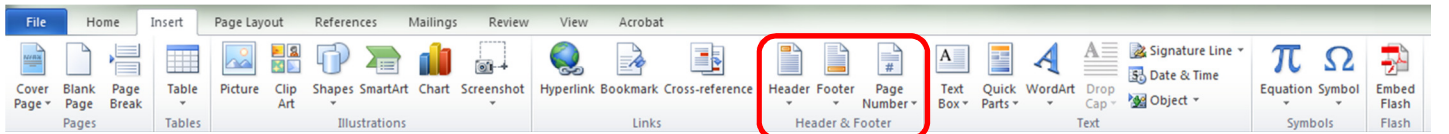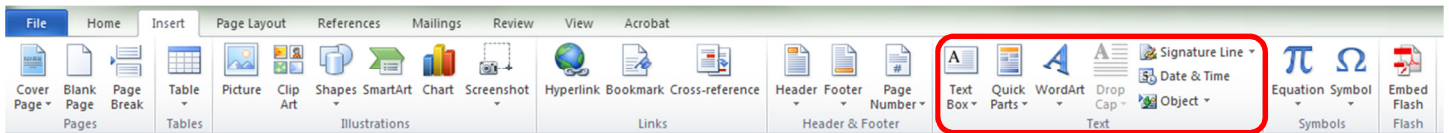

Illustration insertions (pictures, clipart, shapes, charts);

Page insertions (breaks, blank pages, cover pages);
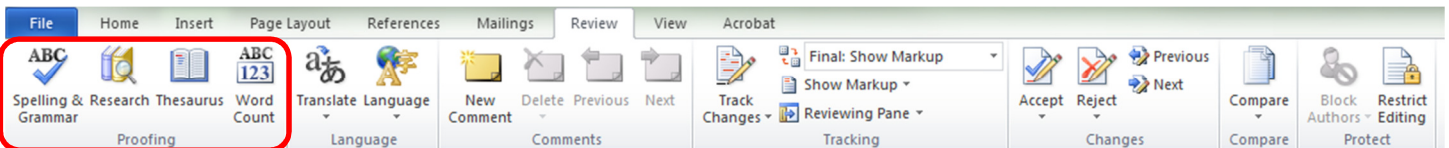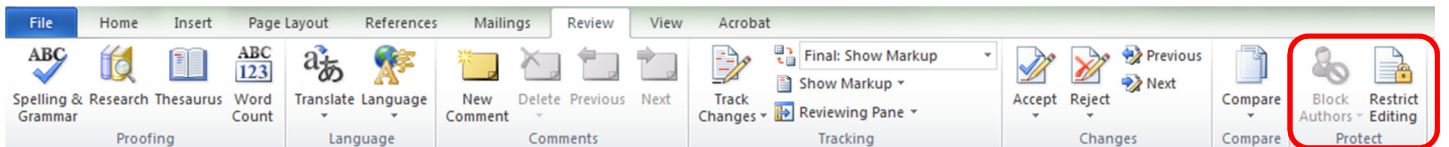

Header & Footer insertions;

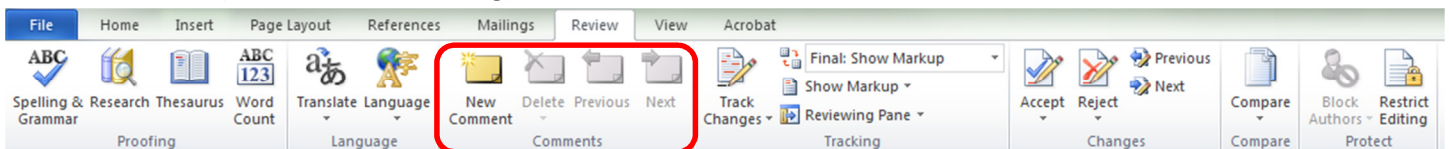and Special Text insertions (WordArt, signature, date/time).

Functions regarding review and protection of a document can be found on the **"Review"** tab, such as:
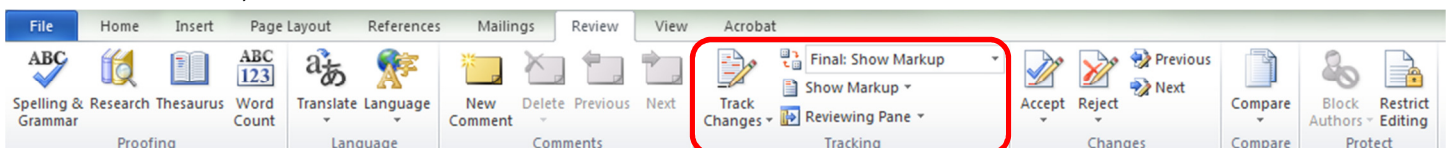

Proofing functions (spelling & grammar, thesaurus, word count);

Protect functions (block or restrict editing);

Comment functions;

and Tracking functions.