**Ribbons Worksheet**

1. When you first open a MS Word document, what is the name of the document located on the first line of the document?
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List the ten tabs on the ribbon.
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If you click on the File Tab, what are the four most frequently used commands under this tab?
4. **S**\_\_\_\_\_\_\_\_
5. **S**\_\_\_\_\_\_\_
6. **O**\_\_\_\_\_\_\_\_
7. **P**\_\_\_\_\_\_\_\_
8. If you were in MS Office 2016 and wanted to see how your document would look before you print it, you would click on Print Preview. Under the file tab, if you want to view your document before you print it, which command would you select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Under the File tab, if the user wants to open up a “template or new blank document,” which command would you execute? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Under the File Tab, if the user wants to find out how many pages are currently in his/her document and how many words the document contains, which command would you execute? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Under the File Tab, if the user wanted to open a document that has already been created, which command would you execute? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. If the user wanted to copy and paste or cut and paste a portion of their document, which tab would they click on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. What is your present font style? \_\_\_\_\_\_\_\_\_\_\_\_\_ What is your present point size? \_\_\_\_\_\_
14. Name the three “enhancement” buttons.
    1. **B**\_\_\_\_\_\_\_\_\_
    2. **I**\_\_\_\_\_\_\_\_\_\_
    3. **U**\_\_\_\_\_\_\_\_\_
15. Beside the Underline button, what command is listed one button to the right \_\_\_\_\_\_\_\_\_, two buttons to the right \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, three buttons to the right \_\_\_\_\_\_\_\_\_\_\_\_.
16. Left alignment, Center Alignment, Right Alignment buttons are listed on which Tab?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Commands under any tab are broken down into “Groups.” List the five groups listed under the Home Tab.
   1. C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. E\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List the ten “groups” of commands listed under the Insert Tab.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. If the user wants to put the Title of his/her document at the top of every page, which command under the Insert Tab would he/she use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. If the user wanted to put his/her page numbers at the bottom of every page, which command would he/she use?
15. Which “group” under the Insert Tab would the user look under the insert a chart into their document? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. Which “group” under the Insert tab would the user look under if the user wanted to insert Word Art? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. Which Tab would the user look under if they wanted to change the orientation of their document? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. List the three “groups” listed under the Layout tab.
19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
21. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
22. If the user wanted to change the Font style or the Color scheme of their document, which group would they select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
23. If the user wanted to insert columns into their document, which group under the page layout tab would they select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
24. If the user wanted to put a page border around his/her document, which group under the layout tab would they select?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
25. If the user wanted to tell the computer to use the “wrap text” feature, which group would the user select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
26. List the seven groups listed under the Reference Tab.
27. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
28. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
29. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
30. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
31. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
32. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
33. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
34. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
35. If the user wanted to insert a footnote into his/her document, which group would he/she select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
36. If the teacher instr4ucts the student to create labels for envelopes, which tab would the student choose? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
37. If the student completes his/her document and wants to use “Spell check” or grammar check to make sure that he/she have correctly spelled all words and used proper grammar, which tab would he/she select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
38. Under the Review tab, if the student wanted to change the language used within his/her document, which “group” would he/she select? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
39. If the user wants to “print preview his/her document before he/she prints the completed document, which two tabs could he/she choose from to do so.
40. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
41. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
42. If the student wants to insert the “Ruler” command so that the ruler shows on the document screen when creating the document which tab would he/she select?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Which group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tabs**

Which Tabs would the user select to find help with the following:

32 Endnotes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

33 Zoom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

34 Word Count \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

35 Change page color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

36 Create a mail merge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

37 Table of Contents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

38 Insert Clipart \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

39 Insert Bullets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

40 Gridlines \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

41 Print a document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

42 Insert Page Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

43 Create labels \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

44 Thesaurus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

45 Change from Portrait to landscape orientation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_