***NAME:***

***Directions:*** Save this file as ***Period#LastName\_WordRibbonHunt***. List the name of the correct ribbon tab where the command for the listed function would be most likely located. Fill in the ribbon tab names as **File**, **Home**, **Insert**, **Design**, **Page Layout**, **References**, **Mailings**, **Review**, or **View**. Note: to exit the **File** tab, press the [Esc] key.

|  |  |  |
| --- | --- | --- |
|  | **Ribbon Tab Name** | **Function Description** |
| 1 |  | Bold text |
| 2 |  | Create envelopes |
| 3 |  | Compare versions of a document |
| 4 |  | Insert a footnote |
| 5 |  | Change page orientation to portrait |
| 6 |  | Add a picture |
| 7 |  | Translate a document to Spanish |
| 8 |  | Change the zoom setting to see two pages on a screen |
| 9 |  | Change the page border |
| 10 |  | Find a specific word in the document |
| 11 |  | Print the document |
| 12 |  | See the document as an outline |
| 13 |  | Start a numbered list |
| 14 |  | Add a symbol |
| 15 |  | Check spelling and grammar |
| 16 |  | Start a mail merge |
| 17 |  | Add a blank page |
| 18 |  | Show the ruler |
| 19 |  | Create a bibliography |
| 20 |  | Add a new comment |
| 21 |  | Add a chart |
| 22 |  | Split the screen view |
| 23 |  | Increase the paragraph indentation |
| 24 |  | Change the paper size |
| 25 |  | Insert a signature line |
| 26 |  | Make selected text superscript |
| 27 |  | Add a built-in equation |
| 28 |  | Select the recipients for a mail merge |
| 29 |  | Change the theme for the document |
| 30 |  | Show the word count for the document |
| 31 |  | Share the document as an e-mail attachment |
| 32 |  | Add page numbers at the bottom of the page |
| 33 |  | Apply a drop cap style to the first letter in a paragraph |
| 34 |  | Reject changes made by a reviewer |
| 35 |  | Check for any issues with the document |
| 36 |  | Paste a copy of a picture used earlier in the document |
| 37 |  | Open a recent document created on the same computer |
| 38 |  | Add the date and time |
| 39 |  | Restrict the document to prevent others from editing |
| 40 |  | Sort a list alphabetically |
| 41 |  | Insert a SmartArt graphic |
| 42 |  | Change the left margin on the page to two inches |
| 43 |  | Clear the font formatting |
| 44 |  | Start a new document using a template |
| 45 |  | Add a new mail merge field |
| 46 |  | Find a synonym using the thesaurus |
| 47 |  | Use the format painter |
| 48 |  | Change the layout to two columns |
| 49 |  | Show the Reviewing Pane |
| 50 |  | Add clip art pictures from online sources to the document |