

## Microsoft Word 2007 – Commonly Used Ribbon Tabs and Groups

1. Home
  - a. Clipboard – paste, format painter
  - b. Font
  - c. Paragraph – bullets and numbering, indentation, alignment
  - d. Styles
  - e. Editing – find, replace
2. Insert
  - a. Pages
  - b. Tables
  - c. Illustrations
  - d. Links
  - e. Header and Footer
  - f. Text
  - g. Symbols
3. Page Layout
  - a. Themes
  - b. Page Setup – margins, orientation, size, columns, breaks, hyphenation
  - c. Page backgrounds – watermark, page color, page borders
  - d. Paragraph – indentation, spacing
  - e. Arrange – bring to front, send to back, text wrapping, align
4. References
  - a. Table of contents
  - b. Footnotes
  - c. Citations and Bibliography
  - d. Captions
  - e. Index
  - f. Table of Authorities
5. Mailings – for mail merge
6. Review
  - a. Proofing
  - b. Comments
  - c. Tracking
  - d. Changes
  - e. Compare
  - f. Protect
7. View
  - a. Document Views – print layout, full screen layout
  - b. Show/Hide – ruler, gridlines, thumbnails
  - c. Zoom
  - d. Window
  - e. Macros
8. Add-Ins – Menu Commands