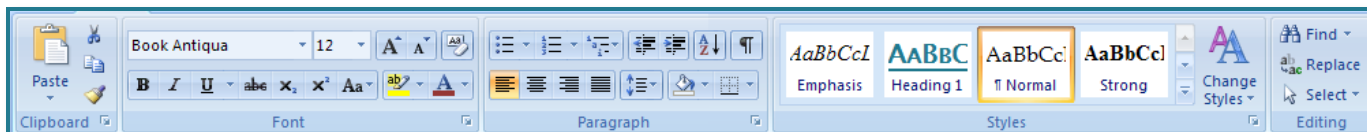


HOME TAB

The Home Tab is used to perform many of the common tasks such as changing fonts, cutting and pasting text and images into documents, changing paragraph formats, applying styles, and editing text. The groups and buttons for this ribbon are described in the table below.



Groups/Buttons	Description
Clipboard Group	
Paste	This button is used to insert items that have been stored on the clipboard into a document.
Cut	To remove text or other items from a document and store it on the clipboard, click this button.
Copy	Click this button to make a copy of selected text or another item in a document and store it on the clipboard.
Format Painter	To make a copy of selected text and then apply the formatting to other text in a document, click this button. A single click will apply the formatting to other selected text one time. To apply the formatting to other selected text several times, click the format painter button twice. When all the formatting has been applied, click the button again to deactivate the format painter.
Task Pane Launcher	This button is located in the lower right corner of the Clipboard group. It is used to open the Clipboard Task Pane. This is the task pane that will display when items that are added to the clipboard are displayed. This allows more than one item to be added to the clipboard before the items are pasted into the document.
Font Group	
Font Type	To select the type of font for a whole document or for selected text within the document, click this button.
Font Size	This button is used to change the size of the font for the whole document or for selected text within the document.
Grow Font	Click this button to increase the size of the font for selected text. Each time the button is clicked, the font size will increase by two point sizes.
Shrink Font	To decrease the size of selected text, click this button. The size of the font will decrease by two point sizes each time the button is clicked.
Clear Formatting	To clear all the formatting that has been applied to selected text, click this button.
Bold	Click the button to apply bold formatting to selected text in a document.
Italics	This button is used to italicize selected text in a document.
Underline	To underline selected text in a document, click this button.

Groups/Buttons	Description
Strikethrough	This button is used to draw a line through selected text in a document.
Subscript	To create small letters below the text baseline, click this button.
Superscript	Click this button to create small letters above the line of text.
Change Case	To change the selected text to UPPERCASE, lowercase, or to apply other capitalization, click this button.
Text Highlight Color	Click this button to apply formatting that makes the selected text look like it has been highlighted.
Font Color	This button is used to change the color of the font for the selected text.
Dialog Box Launcher	This button is located in the lower right corner of the Font group. It is used to launch the Font dialog box where additional changes can be made to the Font.
Paragraph Group	
Bullets	To create a bulleted list within a document, click this button. Click the list arrow to display a gallery of bullet styles.
Numbering	This button is used to create a numbered list within a document. When the list arrow is clicked, a gallery of number styles will display.
Multilevel List	Click this button to create an outline. The list arrow is used to display a gallery of outline styles.
Decrease Indent	When an indent has been applied to text in a document, this button is used to decrease the indent. Click the button to decrease each level of the indent.
Increase Indent	Click this button to increase the indent for a paragraph, numbered list, bulleted list, or a multilevel list. Each time the button is clicked, the indent will increase one level.
Sort	To sort a paragraph of text, a table, or a list, click this button. The sort dialog box will display. This dialog box is used to specify the criteria for the sort.
Show/Hide	This button is used to show the formatting, such as paragraphs marks and tabs that have been applied to text in a document.
Align Text Left	Click this button to align all the text in a document or paragraph at the left margin. The text at the right margin will be even. The text in the right margin will be uneven. This is the default alignment for all documents created in Word.
Center	To center selected text or a paragraph in a document, click this button.
Align Text Right	This button is used to align text in a document at the right margin. The text at the right margin will be even. The text on the left side will be uneven.

Groups/Buttons	Description
Justify	When this button is clicked, the text in a document will be aligned evenly at both the left and right margin. Additional spacing will be inserted between words as necessary.
Line Spacing	To change the line spacing within the document or for selected text within the document, click this button. A list of possible spacing will be displayed.
Shading	This button is used to color the background for the selected text in a document.
Border	To create a border around selected text, click this button. The arrow beside the button will display a gallery of colors. Clicking the button will apply the color that is displayed on the button to the selected text.
Dialog Box Launcher	This button is located in the lower right corner of the Paragraph Group. It is used to open the Paragraph Dialog Box where additional Paragraph formatting options are located.
Styles Group	
Styles Gallery	The styles gallery is used to apply different formatting to paragraphs in a document. Several different styles are displayed.
Change Styles	To make changes to a particular style, click this button. Changes can be made to the type of style, the colors for the style, and the type of font.
Styles List Launcher	This button is located in the lower right corner of the Styles group. It is used to display additional styles for use in documents.
Editing Group	
Find	To locate a particular word or phrase within a document, click this button. The Find and Replace dialog box will display. Within this box, the word or phrase that is to be found can be specified.
Replace	This feature is used to locate text within a document and replace it with other text. When the button is clicked, the Find and Replace dialog box will display. This is where the word(s) to be found and replaced are specified.
Select	Click this button to select text or objects within a document. The options are to select all the document, select objects within the document, or to select text with similar formatting.