

Microsoft Word Ribbon – Home Tab Review

Name: _____ Date: _____

1. How can we highlight a single word in a Microsoft Word Document?
2. What Microsoft Word function will allow the user to place their cursor on a line of existing text, press the function on the Home Tab of the Ribbon and then click on a line of text to apply the properties such as font, font size and font color?
3. What formatting marks can we see when we turn on the Show - Hide function in Microsoft Word?
4. Describe what the formatting mark symbols look like and describe its function in Microsoft Word.
5. What three tabs are on the Find and Replace window in Microsoft Word?
6. What function can we use to instantly change the name "Microsoft" in a document to the Arial font, size 14 and red?
7. When sorting paragraphs. we can list the data in _____ and _____ order.
8. How can we highlight a single sentence in a Microsoft Word Document?
9. Match the keyboard shortcuts to their Microsoft Word function.
 - a. Cut
 - b. Copy
 - c. Paste
 - d. Select All
 - e. Format Painter
 - f. Show / Hide
 - g. Bold
 - h. Italic
 - i. Underline
10. Use the _____ tool on the Pop up window after a single right click on a word in a Microsoft Word document to find a similar word.

Microsoft Word Ribbon – Home Tab Review

11. _____ is the default font and ____ is the default font size in Microsoft Word 2010.
12. Letters are typed using the default justification, however formal documents use the _____ tool to even the text on both the left and right margins.
13. Use the _____ tool to locate the “its” in report and replace what “it” is.
14. On the Colors window - Custom Tab, the RGB color numbers for black are red ____, green ____, blue ____.
15. In Microsoft Word, the 24-bit color number system has how many colors?
16. The default line spacing in Microsoft Word 2010 is _____.
17. What Microsoft Word function will allow us to insert a horizontal line unto a page?
18. What tool do we use to change the title "All about microsoft word" to "All About Microsoft Word"?
19. What tool do we use to clear formatting?
20. We just turned on the bullet function at the beginning of a new line, but we wanted a different style bullet. What should we do?