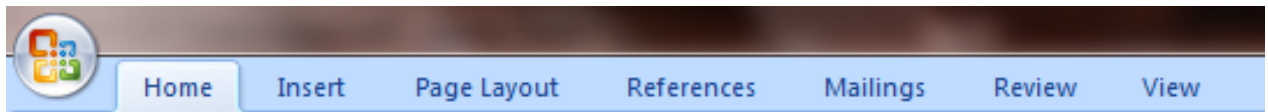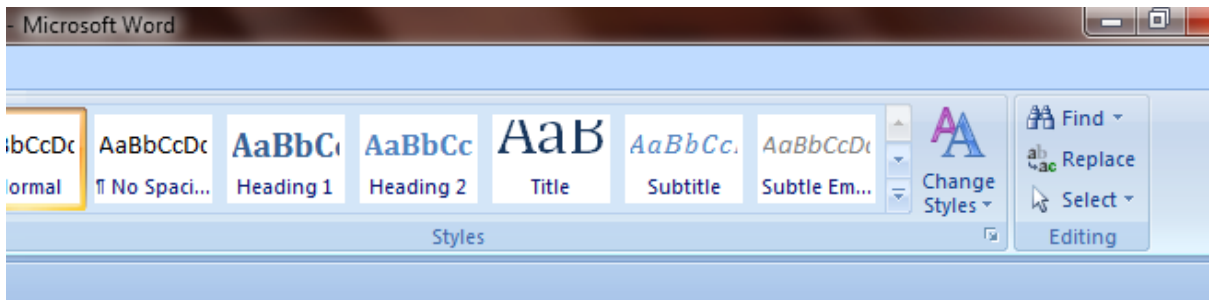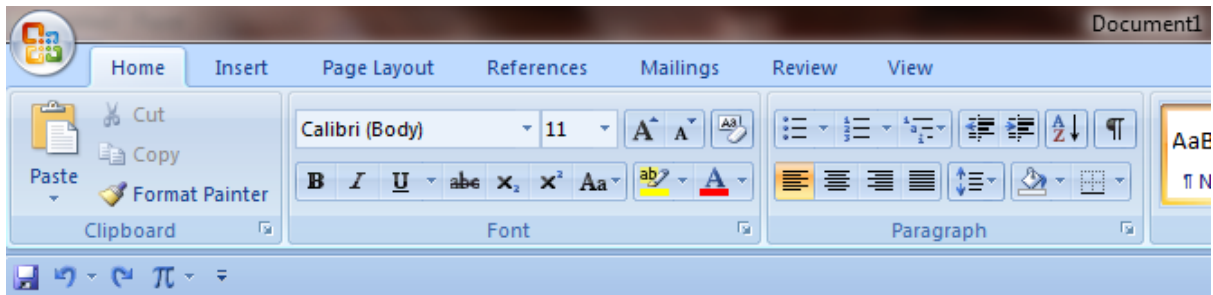# Structure of Microsoft Word Ribbon Menu Commands

[The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity]
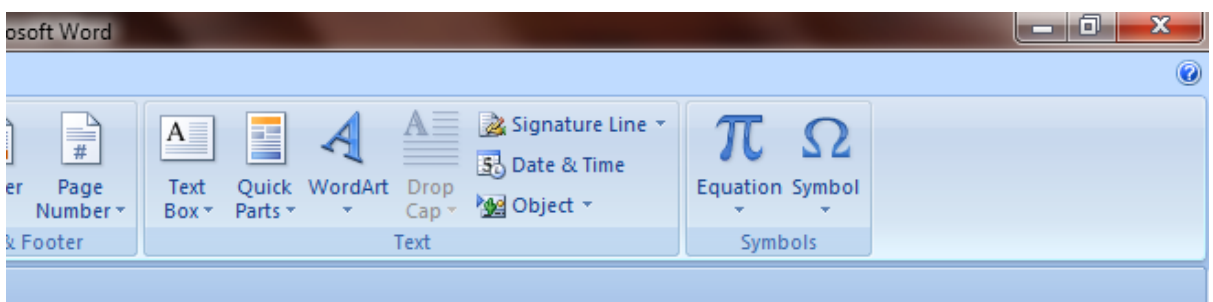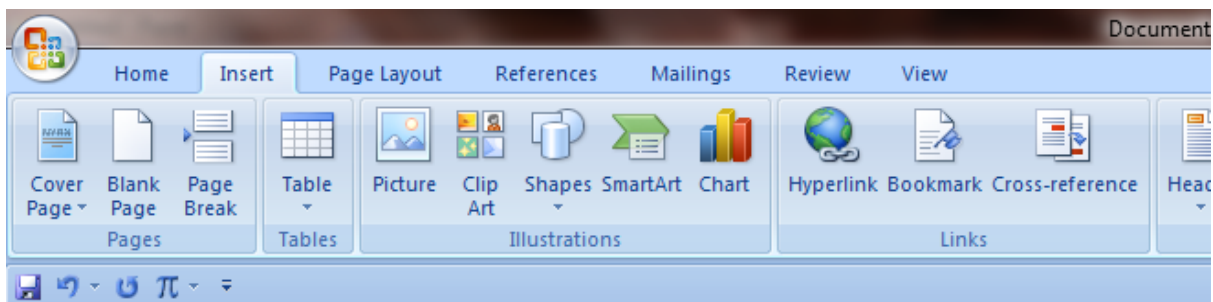
Microsoft Word Ribbon Menu

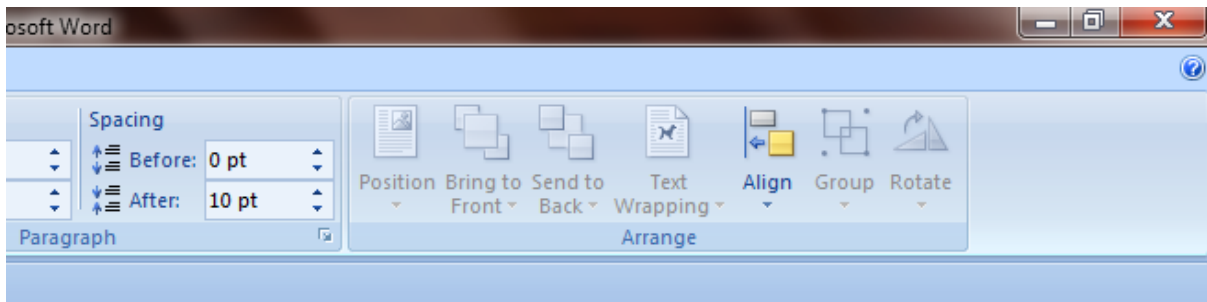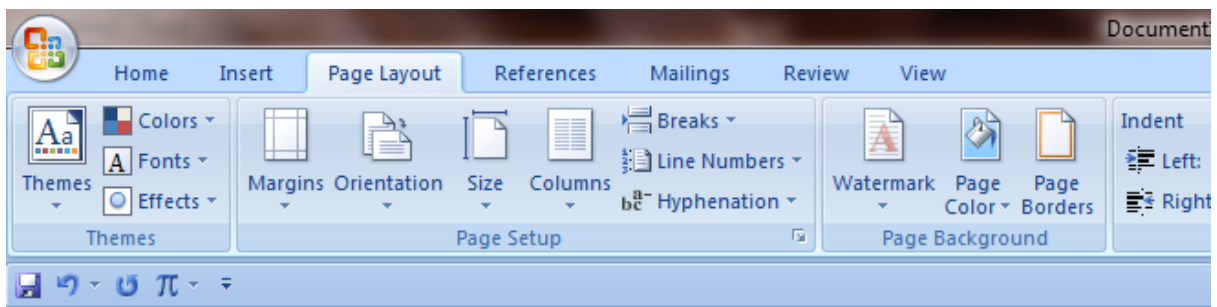**Home Tab – Clipboard, Font, Paragraph, Styles and Editing**

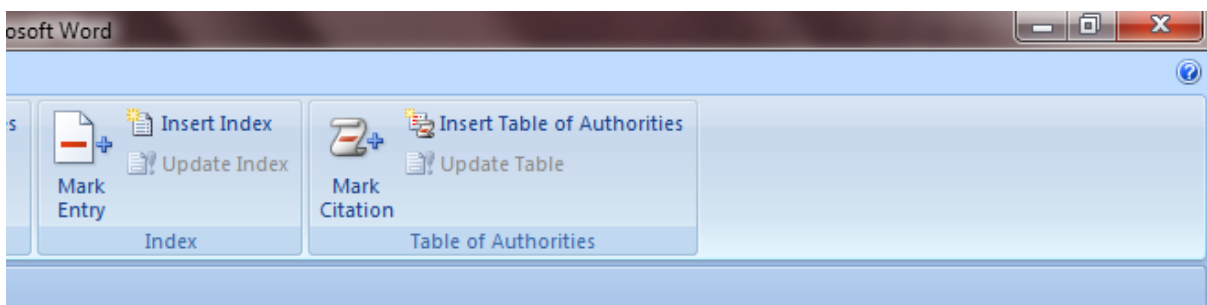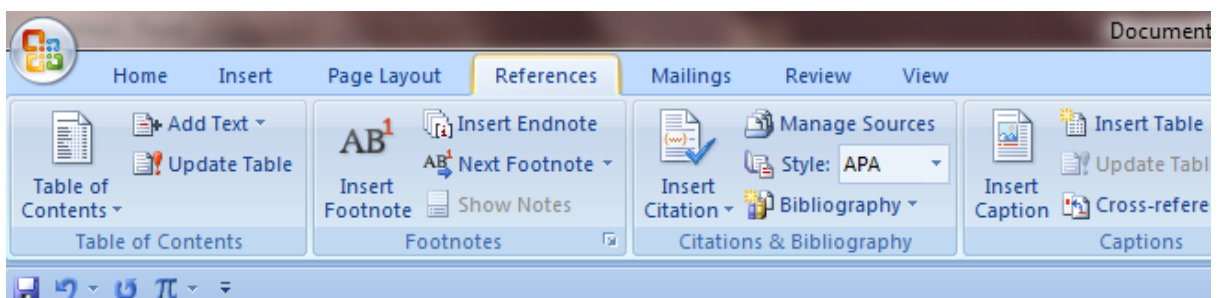**Insert Tab – Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols**

Structure of Microsoft Word Ribbon Menu Commands
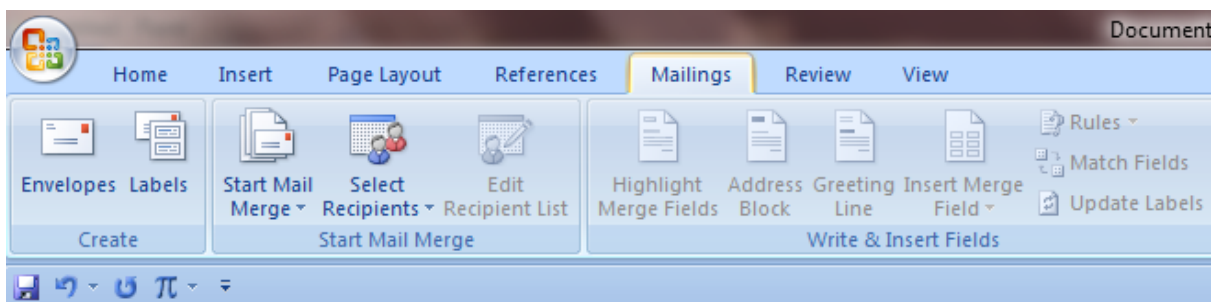
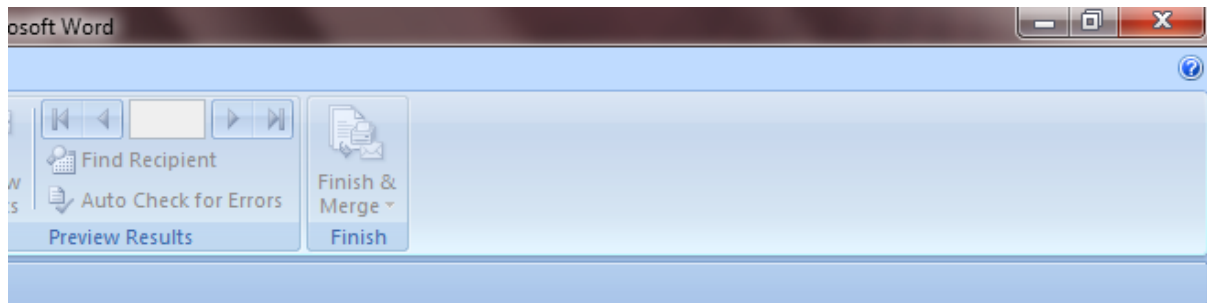## Page Layout Tab – Themes, Page setup, Page background, Paragraph, Arrange

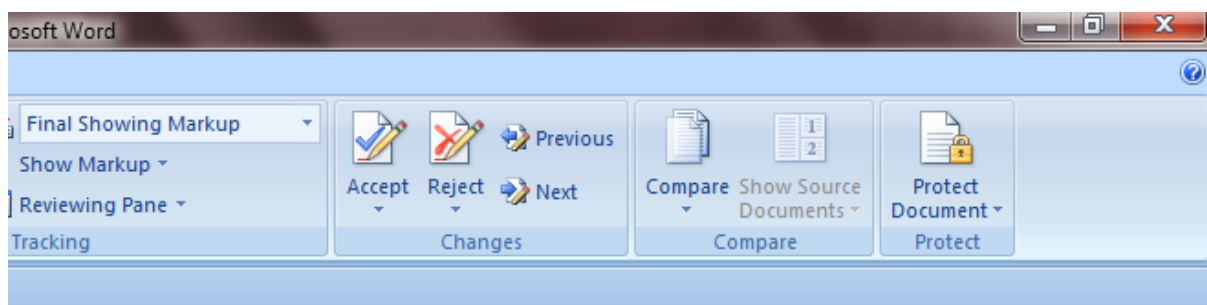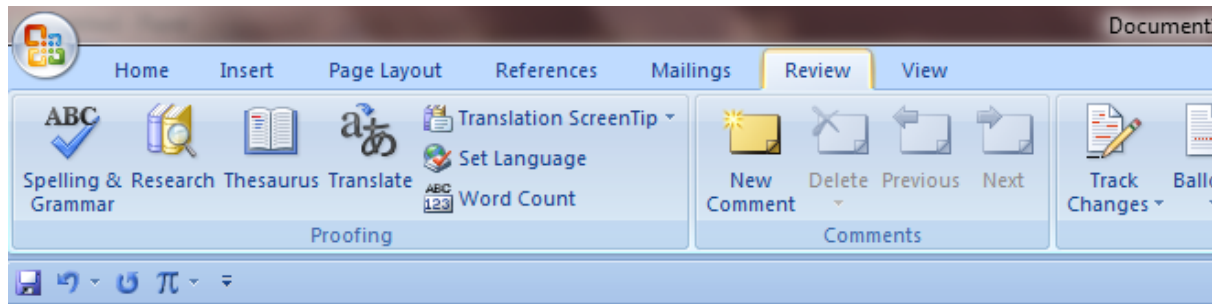## References Tab – Table of contents, Footnotes, Citations & Bibliography, Captions and Index

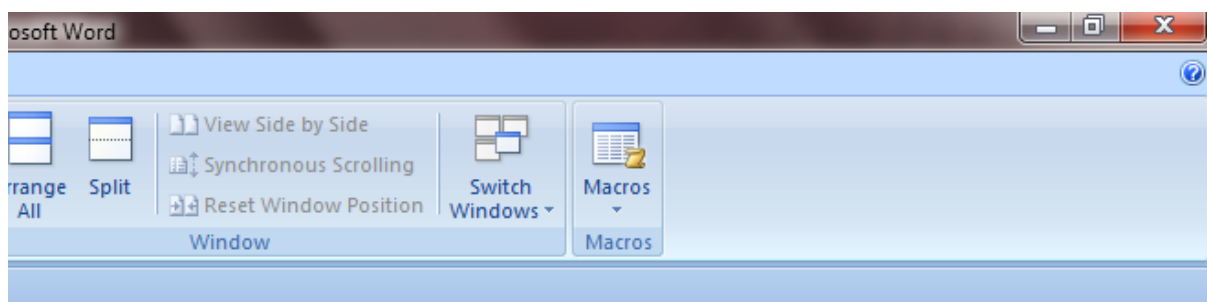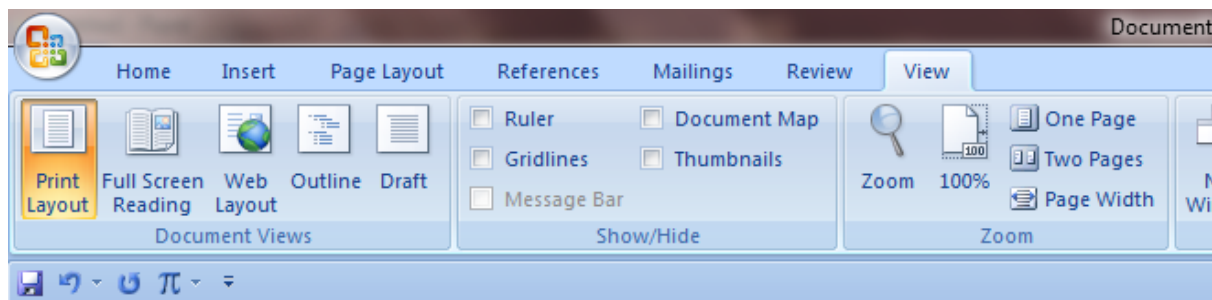## Mailings Tab – create, Start mail mrge, write & insert fields, Preview results, Finish

Structure of Microsoft Word Ribbon Menu Commands

Review Tab – Proofing, Comments, Tracking, Changes, Protect

View Tab – Document views, Show/Hide, Zoom, Window, Macros

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