Microsoft • Ribbons-at-a-Glance

Word 2016

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The Home Ribbon contains tools to modify font and paragraph attributes and the appearance of text styles. Functions such as find and replace, or copy and paste in the clipboard, help simplify the text editing process. Accessible from all ribbons, the menu bar offers an option for sharing and commenting between different users.

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The Insert Ribbon adds additional pages and different types of content to a document such as tables, illustrations (pictures, graphics, or charts), add-ins, media, and interactive links. Using this ribbon, adding editorial comments, a header and footer, customizable text blocks, and symbols can help enhance content.

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The **Design Ribbon** manages the **document formatting**, including the **page background**. The overall look of a document is determined by choosing a theme and adjusting text styles, colors, and fonts, or by adding page color, borders, or custom watermarks.

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The Layout Ribbon controls page setup by modifying page margins, orientation, and size, as well as the number and placement of columns. Paragraph formatting can be combined with the ability to arrange the position of text and other elements on the page.

REFERENCES

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The References Ribbon provides content management tools that can create and track a table of contents, footnotes, perform a Smart Lookup, conduct research with Researcher, and source citations and bibliography, as well as insert captions, generate an index, and build a table of authorities listing cross references within a document.

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The Mailings Ribbon is used to create envelopes and labels, and to start mail merge functions that write and insert fields from outside data sources into a document. This ribbon enables users to preview results and finish the data merge into one or more documents for further editing or printing.

REVIEW

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The Review Ribbon makes proofing a document easy, including selecting a language for spelling and grammar reference or translation. Editorial comments can be added and changes can be tracked, and accepted or rejected. The user can compare different documents or protect a document from additional changes. Using OneNote, the user can also create and open notes about a document.

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The View Ribbon provides different views for working with a document and will show the ruler and guidelines measurement tools. Viewing is enhanced by adjusting zoom settings, window size, and the position of one or more documents. Editing is made easier by recording and running macros.

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