

In Microsoft Office applications, the Ribbon is the bar at the top of the window. It contains a variety of tools, organized by tabs, that help you edit and format a document. This page provides an overview of the options and tools on each tab of the Ribbon for Microsoft Word, Excel, and PowerPoint.

Microsoft Word Ribbon



The following are the different options and tools listed in the Microsoft Word Ribbon for each of the tabs. Each section below is outlined first by the tab name, then by each section on the tab.

Home tab



Clipboard

Paste - Pastes information from the clipboard.

Cut - Removes information from the document and puts it in the clipboard.

Copy - Copies information from the document for the clipboard.

Format Painter - Applies formatting from another section of a document.



Font - Changes the font.

Font Size - Selects the desired font size.

Ch 6 Microsoft Office Guide Review Answers

Raffaela Di Napoli



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