

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. |
| Clipboard Launcher | This button is located in the lower right corner of the Clipboard group. It is used to open the Clipboard Task Pane. This task pane 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. |
| Increase Font Size | 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 one or two point sizes. |
| Decrease Font Size | To decrease the size of selected text, click this button. The size of the font will decrease by one or two point sizes each time the button is clicked. |
| Change Case | To change the selected text to UPPERCASE, lowercase, or to apply other capitalization, click this button. |
| Clear All Formatting | To clear all the formatting that has been applied to selected text, click this button. |

| Groups/Buttons | Description |
|------------------------------------|--|
| Bold | Click this button to apply bold formatting to selected text in a document. |
| Italics | This button is used to <i>italicize</i> selected text in a document. |
| Underline | To <u>underline</u> selected text in a document, click this button. |
| 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. |
| Text Effects and Typography | This button is used to apply visual effects, such as outline shadow , glow , or reflection to selected text in a document. |
| Text Highlight Color | To highlight the selected text, click this button. This will make the text look like it has been marked with a highlighter pen. To select from different colors, click the list arrow. |
| Font Color | This button is used to change the color of the font for the selected text. |
| Font Box Launcher | This button is located in the lower right corner of the Font group. It is used to launch the Font dialog box. This dialog box can be used to make additional changes 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. There is also an option to create new outline styles for a document. |
| Decrease Indent | When an indent has been applied to text in a document, this button is used to decrease the indent. Each time the button is clicked, the indent will decrease one level. |
| 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 paragraph marks and tabs that have been applied to text in a document. |
| Align Left | Click this button to align all the text in a document or paragraph at the left margin. The text at the left margin will be even. The text in the right margin will be uneven. This is the default alignment for all documents created in Word. |

| Groups/Buttons | Description |
|-----------------------------------|--|
| Center | To center a paragraph between the right and left margin of a document, click this button. |
| Align 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. |
| 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 and Paragraph Spacing | To change the amount of spacing between lines of text or between paragraphs in a document, select this option. To apply the same spacing to a whole document, use the Paragraph Spacing options on the Design tab. |
| Shading | This button is used to color the background for the selected text in a document. |
| Borders | To create a border around selected text or a paragraph, click this button. The arrow beside the button will display a gallery of colors. Clicking the button will apply the border that is displayed on the button to the selected text. |
| Paragraph 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. To make changes to the Style, right-click on the Style Button and select modify. |
| Styles 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 Navigation Task Pane will display to the left of the document. Within this pane, the word or phrase that is to be found can be specified. A list of the possible matches will appear below the Search box. |
| Replace | This feature is used to locate text within a document and replace it with other text. When Replace is clicked, the Find and Replace dialog box will display with the Replace tab active. 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. |