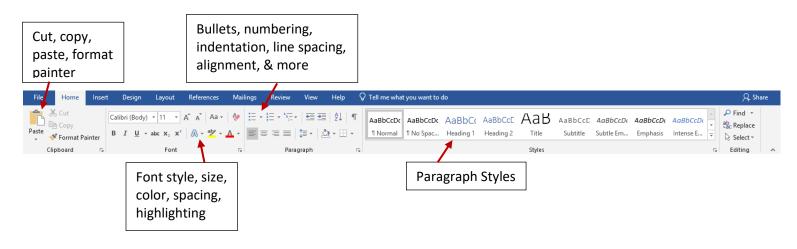# WORD RIBBONS: WHERE TO FIND COMMANDS

Have you ever looked for a command in Word (such as setting margins) and not been able to find in which tab it is located? Below is an alphabetical list of commands and where to find them. On the rest of the pages are screenshots of the ribbons showing where the commands are located. (Page number column shows the location of screenshots.)
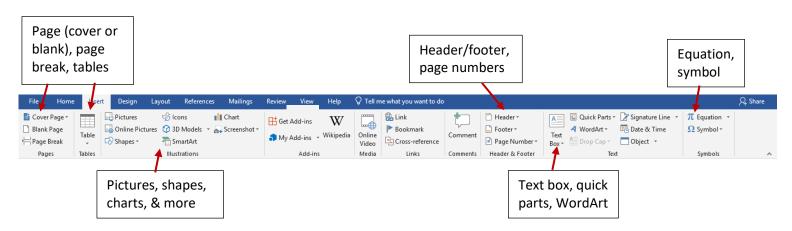
COMMAND	RIBBON	PAGE NUMBER
Alignment (Justification)	Home (Paragraph Group)	3
Arrange Layers	Layout	4
Arrange Windows	View	4
Bullets	Home (Paragraph Group)	3
Charts	Insert	3
Columns	Layout	4
Copy	Home (Clipboard Group)	3
Cut	Home (Clipboard Group)	3
Document Formatting	Design	3
Equation	Insert	3
Font (style, size, color, spacing, & more)	Home	3
Format Painter	Home (Clipboard Group)	3
Gridlines	View	4
Headers/Footers	Insert	3
Highlighting	Home (Font Group)	3
Indentation	Home (Paragraph Group)	3
Line Spacing	Home (Paragraph Group)	3
Margins	Layout	4
Navigation Pane	View	4
New Window	View	4
Numbering	Home (Paragraph Group)	3
Page Background	Design	3
Page Border	Design	3
Page Break	Insert	3
Page Color	Design	3
Page Insert	Insert	3
Page Numbers	Insert	3
Page Orientation	Layout	4

Page Size	Layout	4
Page Views	View (Zoom Group)	4
Paragraph Indent	Layout	4
Paste	Home (Clipboard Group)	3
Pictures	Insert	3
Print Layout	View	4
Quick Parts	Insert	3
Read Mode	View	4
Ruler	View	4
Section Break	Layout	4
Shapes	Insert	3
Split Windows	View	4
Styles (normal, text, headings, & more)	Home	3
Symbol	Insert	3
Tables	Insert	3
Text Box	Insert	3
Themes	Design	3
Web Layout	View	4
WordArt	Insert	3
Wrap Text	Layout	4
Zoom	View	4

HOME RIBBON

Cut, copy, paste, format painter

Bullets, numbering, indentation, line spacing, alignment, & more

Font style, size, color, spacing, highlighting

Paragraph Styles

INSERT RIBBON

Page (cover or blank), page break, tables

Header/footer, page numbers

Equation, symbol

Pictures, shapes, charts, & more

Text box, quick parts, WordArt

DESIGN RIBBON

Page color, page borders, watermark

Page themes

Document formatting

LAYOUT RIBBON

Page setup: margins, orientation, size, columns

Paragraph indent

Arrange layers

Page breaks, section breaks

Wrap text

VIEW RIBBON

Read mode, print layout, web layout

Zoom, page views

Ruler, gridlines, navigation pane

Arrange windows, new window, split windows