

Office 2010 Ribbon Tabs

Word 2010 Ribbon Tabs

Ribbon Tab Name	Command Groups	Dialog Box Shortcut
Home	Clipboard, Font, Paragraph, Styles, and Editing	Ctrl+D (Font) or Alt+Ctrl+Shift+S (Styles)
Insert	Pages, Tables, Illustrations, Links, Header and Footer, Text, and Symbols	*
Page Layout	Themes, Page Setup, Page Background, Paragraph, and Arrange	*
References	Table of Contents, Footnotes, Citation and Bibliography, Captions, Index, and Table of Contents	*
Mailings	Create, Start Mail Merge, Write and Insert Fields, Preview Results, and Finish	*
Review	Proofing, Language, Comments, Tracking, Changes, Compare, and Project	*
View	Document Views, Show, Zoom, Window, and Macros	*




Excel 2010 Ribbon Tabs

Ribbon Tab Name	Command Groups	Dialog Box Shortcut
Home	Clipboard, Font, Alignment, Styles, Cells, and Editing	Ctrl+Shift+F (Font)
Insert	Tables, Illustrations, Charts, Sparklines, Filter, Links, Text, and Symbols	*
Page Layout	Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange	*
Formulas	Function Library, Defined Names, Formula Editing, and Calculation	*
Data	Get External Data, Connections, Sort and Filter, Data Tools, and Outline	*
Review	Proofing, Language, Comments, and Changes	*
View	Workbook Views, Show, Zoom, Window, and Macros	*

PowerPoint 2010 Ribbon Tabs

Ribbon Tab Name	Command Groups
Home	Clipboard, Slides, Font, Paragraph, Drawing and Editing
Insert	Tables, Images, Illustrations, Links, Text, Symbols, and Media
Design	Page Setup, Themes, and Background
Transitions	Preview, Transition to This Slide, and Timing
Animations	Preview, Animation, Advanced Animation, and Timing
Slide Show	Start Slide Show, Comments, and Compare
Review	Proofing, Language, Comments, and Compare
View	Presentation Views, Master Views, Show, Zoom, Color/Grayscale, Window, and Macros

Commonly used Command Buttons:

- COPY:** Creates a duplicate copy of selected text  Two pieces of paper
- CUT:** Removes text but does not erase  A pair of scissors
- PASTE:** Puts selected text in a new place  A piece of paper and a clipboard
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