**Microsoft Word Scavenger Hunt**

♦ Find and name all of the *tabs* in *the Ribbon*.

♦ Name the *groups* in the **Home Ta*b***.

♦ Name the *groups* in the **Insert Tab**.

♦ Name the *groups* in the **View Tab**.

♦ Using the **Home Tab**, make changes to the following sentences.

Make this sentence bold and underlined.

Make this sentence your favorite color.

Change this sentence to size 24 font.

Change this sentence to the font wide latin.

Move this sentence to the right side of the page, using the alignment tool.

Using the alignment tool, put this sentence in the center of the page.

Put the following words into a numbered list: blunderbuss, codswallop, pettifogger,

alligator

Copy one of the sentences above and paste it below this sentence, and then cut

this sentence.

♦ Using the **Home Tab** Change the spacing on the paragraph below to 2.0 (double) spacing.

I'll be all around in the dark. I'll be everywhere. Wherever you can look, wherever there's a fight, so hungry people can eat, I'll be there. Wherever there's a cop beating up a guy, I'll be there. I'll be in the way guys yell when they're mad. I'll be in the way kids laugh when they're hungry and they know supper's ready, and when the people are eating the stuff they raise and living in the houses they build, I'll be there, too. (John Steinbeck, *The Grapes of Wrath*)

♦ Save your progress on this document by clicking on the blue disk icon above the word “home” in the ribbon.

♦ Find the *tab* that contains the tool *Spelling & Grammar*. Click on this tool. Correct the spellings of the words below by choosing the right spelling under “Suggestions”, and then selecting “Change”.

I ate a bagel for brakefast this morrning .

Tommorrow we should hav a pizza partyy.

Who wood pay one hundrid dollers for pants?

♦ Find the *Word Count* tool, then click on it to check the number of words in this document. Type the number here:

♦ Using the correct tab, insert a header into this document. In the header, put your name and the name of the city where you were born.

♦ Name 6 tools you can find in the References Tab.

♦ Find the *Thesaurus* tool. What tab is it in?

♦ Using the Thesaurus tool, find a different word for *conclusion*.

♦ Explain how you would create a new document.

♦ What *tab* and *tool* would you use to print a document as *Landscape*?

♦ Using *Save As*, change the name of this document to the name of your favorite song and save.