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| Name: |  | | |
| Date: |  | Period: |  |



***Word 2016 Ribbon Tools Scavenger Hunt***

***Directions:***  *Locate each of the tools in the Icon column below. The identify the tool’s Tab, Group, Name, and Function. Type the information in the appropriate columns. Note that some of the tools may appear slightly different depending on how large your window is. If you can’t find a tool, try maximizing your window.*

|  | ***Icon*** | ***Which Tab Is It In?*** | ***Which Group Is It In?*** | ***What is the Name of the Tool?*** | ***What Does It Do?*** |
| --- | --- | --- | --- | --- | --- |
| **1** |  | Home | Font | Font Color | Change the color of your text. |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** | or Screen Clipping |  |  |  |  |
| **10** |  |  |  |  |  |
| **11** | Screen Clipping |  |  |  |  |
| **12** |  |  |  |  |  |
| ***Note: For #13 through #15, click on one of the icons in this document to make a contextual tab appear.*** | | | | | |
| **13** |  |  |  |  |  |
| **14** |  |  |  |  |  |
| **15** | or Screen Clipping |  |  |  |  |