

What is the Ribbon in Microsoft Office Programs?

Diana Grubb Presentation 4/10/2019

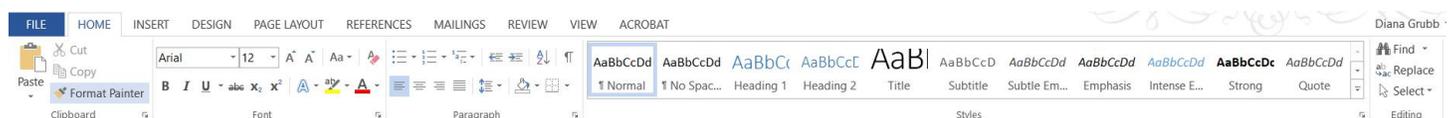
The Ribbon is the display you see at the top of the page in a Microsoft Office program. It allows you to access most of the commands available to you in Microsoft Office programs such as Word, Excel and Power Point. This set of toolbars designed to help you quickly find the most commonly-used tools, controls, and commands that you need to complete a task. The commands are grouped together in logical groups which are collected together under tabs. Each tab relates to a particular activity such as page layout or view.

Sometimes the ribbon can get hidden and it's hard to find. The quickest way to show the ribbon is to click on any visible tab, like Home, Insert or Design. To keep the ribbon displayed or collapsed, double click on any tab.

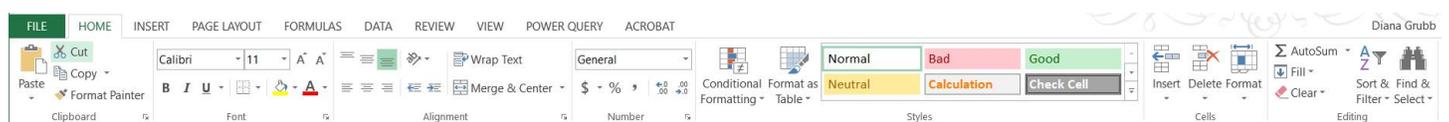
The Ribbon looks similar in all of the Office programs, but will have differences unique to the capabilities of the program. The most obvious difference is in color. Word uses blue for its tab color, while Excel uses green and Power Point uses red. In addition, all of the programs have these tabs: File, Home, Insert, Review and View. Word and Excel have a Page Layout tab, but Power Point has a Design tab and others specific to its use such as Transitions, Animations and Slide Show. Word has tabs for References and Mailings, while Excel has tabs for Formulas and Data.

The Home tab, even though present in all 3 programs, has different tools available as you can see in the screenshot images from Microsoft Office 2013 here:

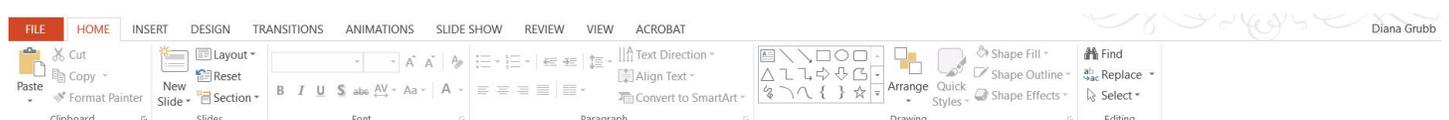
The Home Tab in Word:



The Home Tab in Excel:



The Home Tab in Power Point:



Click on the tabs and get familiar with the tools available under each. If you can't find a particular tool, try one of these 3 searches. 1. click on the question mark "?" in the upper right hand corner and type in your question, 2. ask Cortana by either talking through the microphone or typing in the search box, 3. ask Google.