**Review MS Word 2013 Ribbons**

You are employed as the word processing specialist in a local business. Your first order of business is to introduce office support staff to the new features of Word 2013. Select a tab (besides Home) and prepare a handout describing the tools and icons located on that ribbon.

Begin by opening the Word 2013 program and navigate all of the tabs, allowing the individual Ribbon groupings to display. Review each grouping to familiarize yourself with the Ribbons and select the one in which you will create the staff development handout.

*Prepare your documentation* by typing in the head­ing Introduction to the “” Tab in Word 2013 in the center of the document. Fill in the “” with the tab you selected.

Your document should include a brief explanation of 10 icons in the tab listed along with a screen clipping or print screen of that icon.

Save as **Word Ribbons** in your Word folder.