**MS Word 2010**

**Home Tab**

Clipboard

* Cut
* Copy
* Paste

Font

* Style
* Size
* Color
* Bold
* Underline
* Italicize

Paragraph

* Bullets and numbering
* Alignment (left, center, right)
* Spacing
* Paint bucket
* Borders

Styles

Editing

* Find
* Replace
* Select

**Insert Tab**

Tables

Illustrations

* Pictures (moving them around)
* Clip Art
* Shapes
* Smart Art
* Screenshot

Header & Footer

* Header
* Footer
* Page Number

Text

* Text Box
* WordArt
* Drop Cap

Symbols

* Symbol