

	Tab	Section	Word Excel PP Publisher	Describe what the Button looks like or says...
1. Bold				
2. Numbering				
3. Icons				
4. Spelling & Grammar				
5. Change Case				
6. Page Borders				
7. Borders				
8. Columns				
9. Thesaurus				
10. Print				
11. Table				
12. Ruler				
13. Word Count				
14. Multiple Pages				

	Tab	Section	Word Excel PP Publisher	Describe what the Button looks like or says...
15. New blank document				
16. Line and Paragraph Spacing				
17. Text Highlight Color				
18. Font Color				
19. Orientation				
20. Page Color				
21. Text Effects and Typography				
22. Add a Hyperlink				
23. Bullets				
24. WordArt				
25. Wrap Text				
26. Currency				
27. Delete cell				
28. Insert cell				

	Tab	Section	Word Excel PP Publisher	Describe what the Button looks like or says...
29. Orientation				
30. Sort AZ or ZA				
31. Column or Bar Chart				
32. Text Box				
33. Cell size- Format width				
34. "General" number format				
35. New Slide				
36. Random Bars or Wind				
37. On Mouse Click				
38. Fly In or Swivel				
39. Set Up Slide Show				
40. From Beginning				
41. Rehearse Timings				
42. Chart				

	Tab	Section	Word Excel PP Publisher	Describe what the Button looks like or says...
43. After: (enter time)				
44. Add a Hyperlink				
45. Add Section				
46. Layout				
47. New- Event- Thank You Cards				
48. Draw Text Box				
49. New- Paper- Flyer- Event- Happy 60 th Birthday Mom				
50. Borders & Accents				
51. Word Art				
52. Apex and Equity				
53. Background				
54. Change Template				
55. Picture Placeholder				
56. Page Parts				