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| **Ribbons** | An organized \_\_\_\_\_\_\_\_\_\_ of related \_\_\_\_\_\_\_\_\_\_ displayed by clicking its tab. Each collection of commands found in a ribbon is further grouped into sections. |
| **Font Dialog Box** | Main option on the ‘Home’ Ribbon’ that provides you with \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ such as font type, style, size, color, and text effects. |
| **Font Type** | There are hundreds of font types (such as Times New Roman or Arial) that change the way a word \_\_\_\_\_\_\_\_\_\_ and provides \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ and style. |
| **Font Size** | Text sizes range from very \_\_\_\_\_\_\_\_\_\_ to extremely \_\_\_\_\_\_\_\_\_\_ (with point sizes from 8 – 72) or customized sizes that you can type in (up to any size, but ~\_\_\_\_\_\_\_\_\_\_ is about the largest you can go to fit on one page) |
| **Font Style** | You have the choice of ‘\_\_\_\_\_\_\_\_\_\_’, ‘\_\_\_\_\_\_\_\_\_\_’,  ‘\_\_\_\_\_\_\_\_\_\_’, or ‘Bold Italic’ for the style of font. |
| **Font Color** | Allows you to format your text in any color you choose. You can choose from a \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ or enter a custom color number. |
| **Text Effects** | This option makes letters ‘\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_’, with options such as embossing, engraving, and shadowing. |
| **Text Art** | Gives an ‘\_\_\_\_\_\_\_\_\_\_’ feel to letters and words with flashy color and bold design. Allows you to format words \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_, as well as with other emphasizing options. |

**Text Effects Vocabulary Review**