

TAB...GROUP...CONTROL/COMMAND...			
S.NO.	CONTROL/COMMAND	GROUP	TAB
WORD PROCESSING			
1	Font Face/Font Size/Grow Font Shrink Font/Strikethrough Subscript/Clear Formatting Text Highlight Color Font Color/Change Case	Font	Home
2	Bullets/Numbering Shading/Border Alignment(Left/Right/Center /Justify)	Paragraph	Home
3	Find & Replace	Editing	Home
4	Cut/Copy/Paste/Format Painter	Clipboard	Home
5	Styles/Change Styles	Styles	Home
6	Header/Footer/Page Number	Header & Footer	Insert
7	Clip Art/SmartArt/Charts Shapes/Pictures	Illustrations	Insert
8	Object/Text Box/Word Art	Text	Insert
9	Table	Tables	Insert
10	Symbol	Symbols	Insert
11	Margins/Orientation/Size Columns/ Breaks(Page Break/ Section Break)	Page Setup	Page Layout
12	Watermark/Page Color Page Borders	Page Background	Page Layout
13	Indent/Spacing	Paragraph	Page Layout
14	Print Layout/Full Screen/Web Layout/Outline/Draft	Document Views	View
15	Text Wrapping	Arrange	Format

SPREADSHEET			
1	AutoSum Sort & Filter Data	Editing	Home
2	Conational Formatting	Styles	Home
3	Hide/Unhide	Cells	Home
4	Freeze Rows/Columns	Window	View
5	Breaks/Margins/Orientation/ Size/Background	Page Set up	Page Layout
6	Normal View/Page Layout/ Page Break Preview Custom Views/Full Screen	Workbook Views	View
7	Define Name	Defines Names	Formulas
8	Line,Bar,Pie	Charts	Insert
9	Switch Window	Window	View
10	Share Workbook	Changes	Review
DIGITAL PRESENTATION			
1	Movie Clip Audio Clip/Sound	Media Clips	Insert
2	Table	Tables	Insert
3	Charts	Illustrations	Insert
4	Transitions	Transitions to this Slide	Animations
5	Animations	Animations	Animations
6	Group	Arrange	Format
7	Normal/Slide Sorter Speaker Notes/Notes Page Slide Show/Handout Master Notes Master/Slide Master	Presentation Views	View