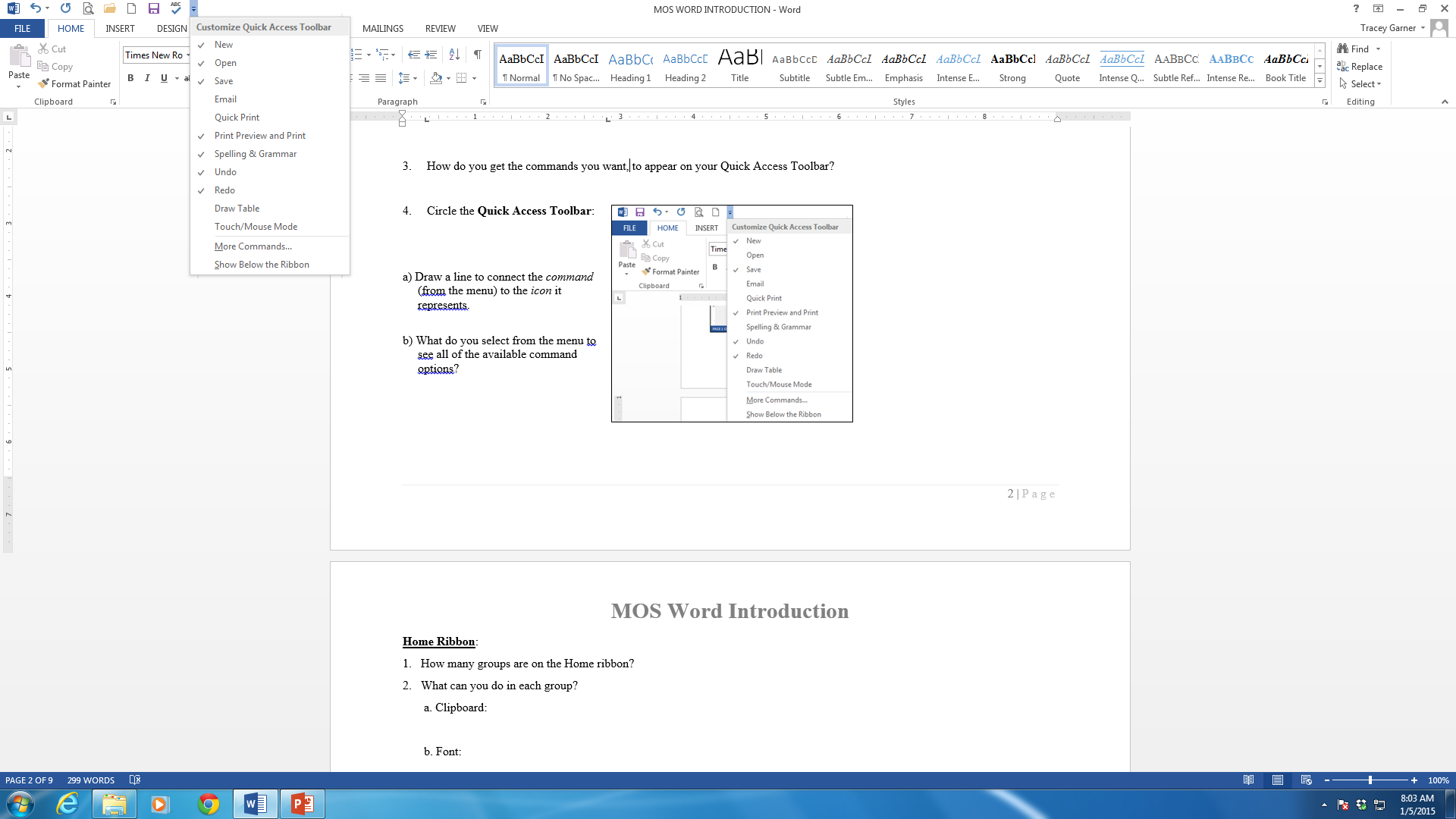


**Quick Access Toolbar:**

1. What is the reason for the **Quick Access Toolbar**?

2. What are some of the most commonly used **commands**?

3. How do you get the commands you want, to appear on your Quick Access Toolbar?

4. Circle the **Quick Access Toolbar**:

a) Draw a line to connect the *command*

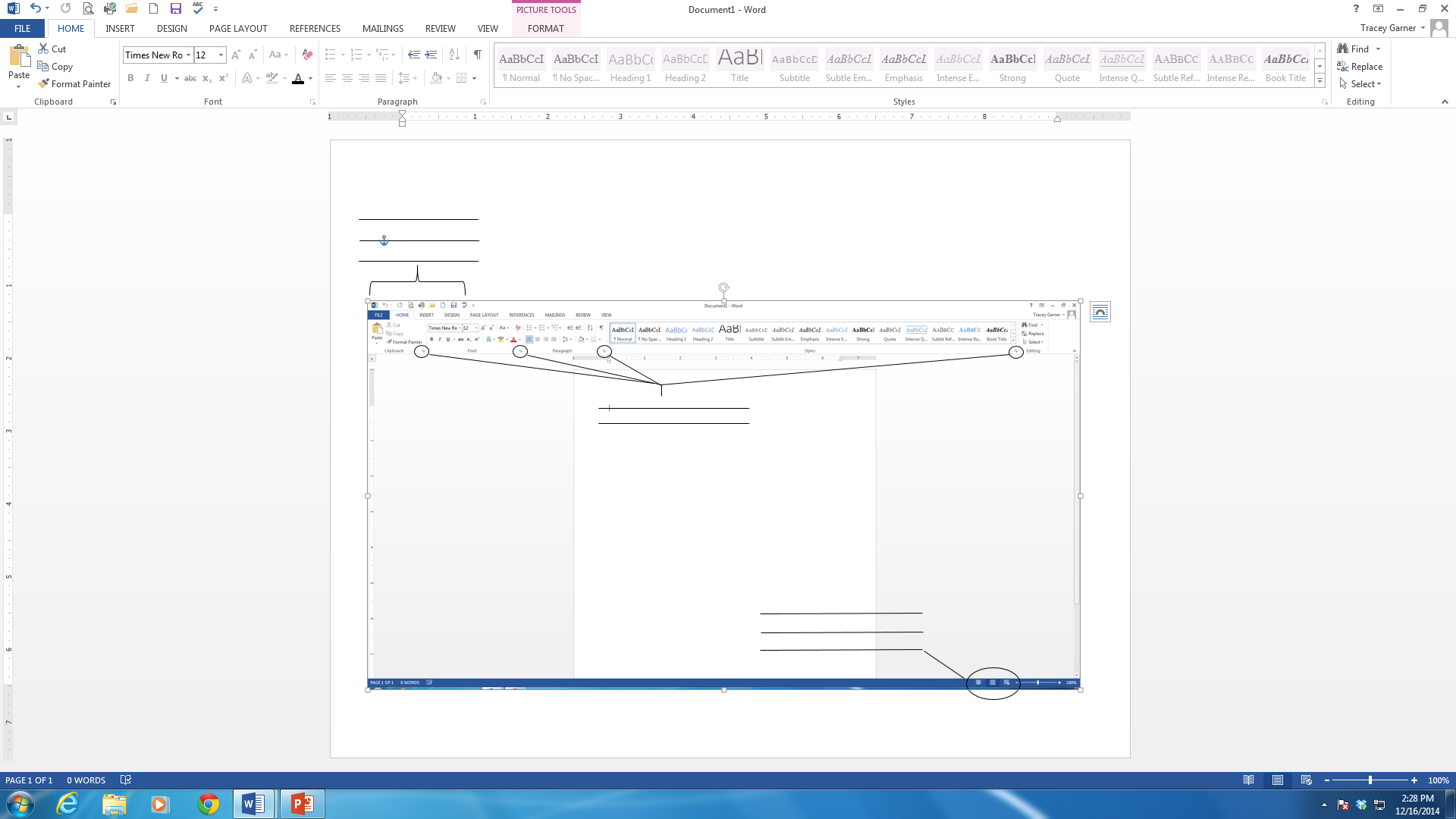
(from the menu) to the *icon* it

represents.

b) What do you select from the menu to

see all of the available command

options?



**Home Ribbon**:

1. How many groups are on the Home ribbon?

2. What can you do in each group?

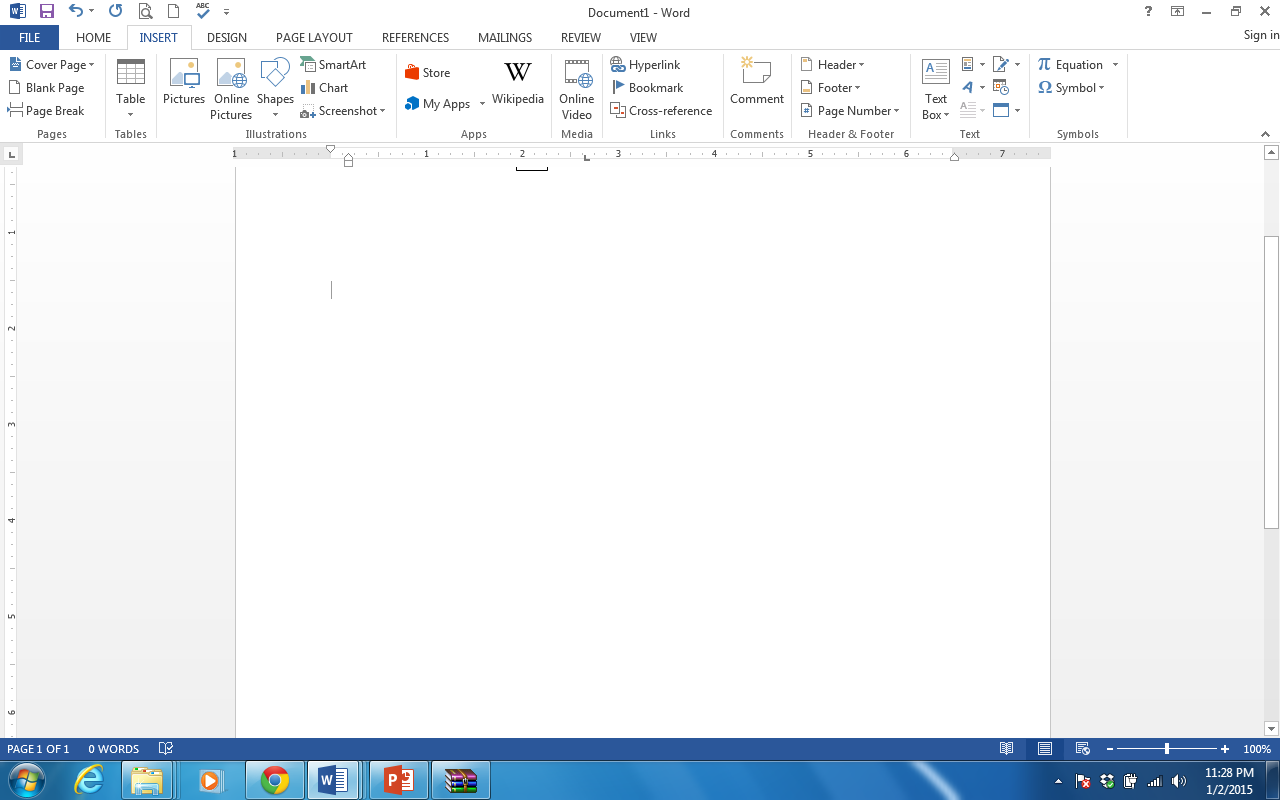
a. Clipboard:

b. Font:

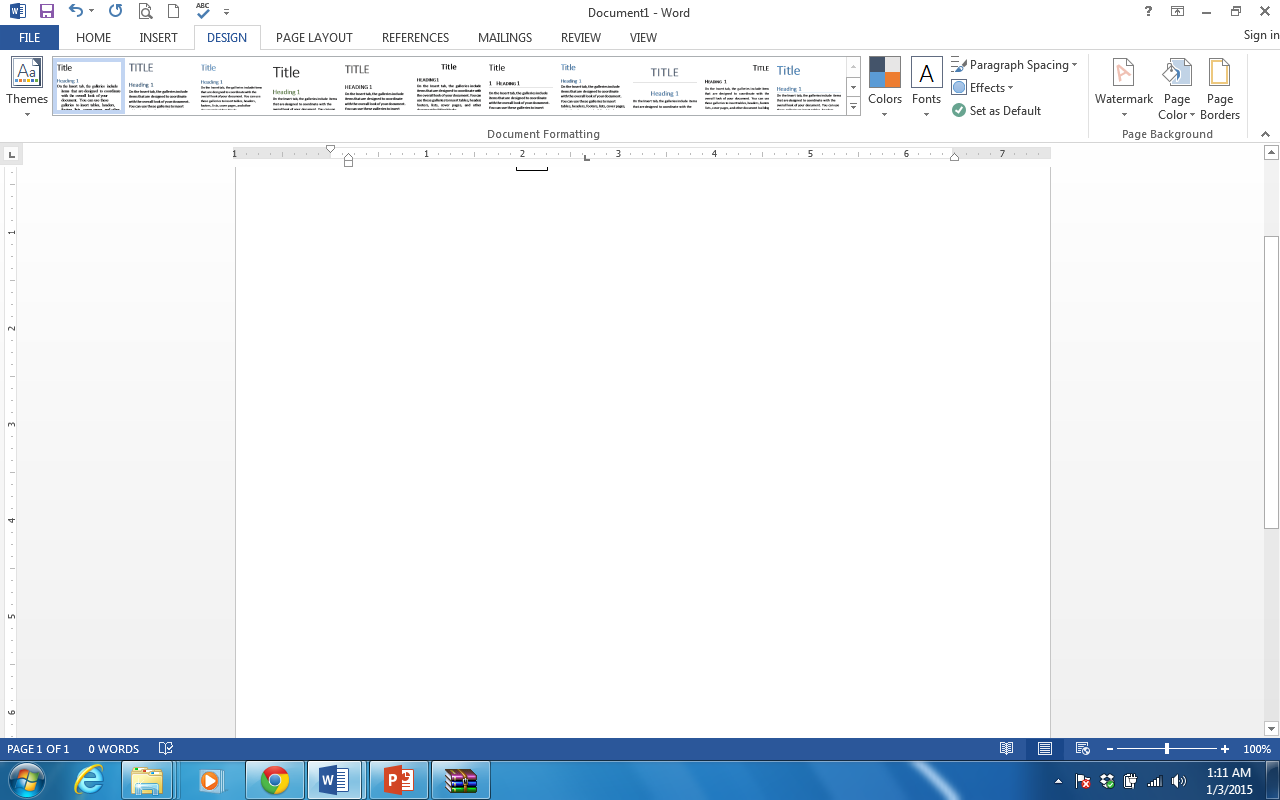
c. Paragraph:

d. Styles:

e. Editing:

**Insert Ribbon**:

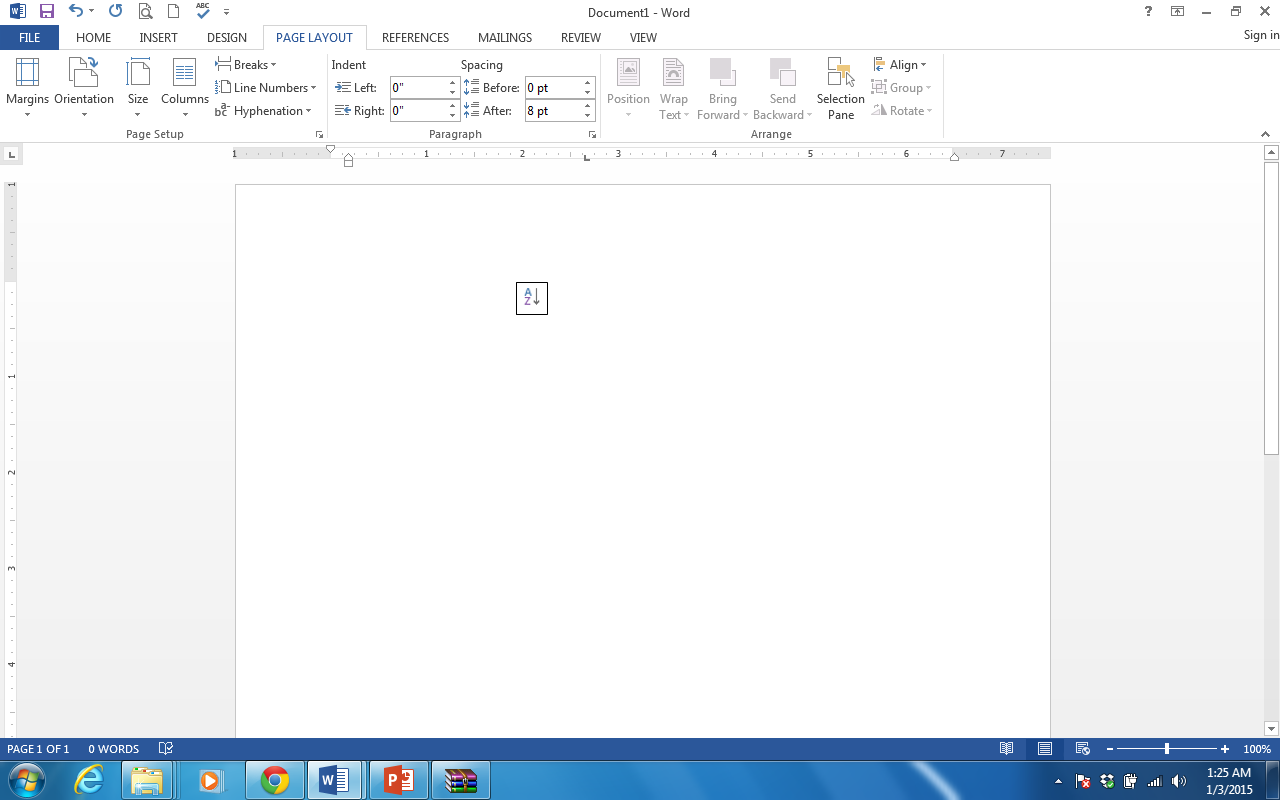
1. How many groups are on the Insert ribbon?
2. What can you do in each group?
3. Pages:
4. Tables:
5. Illustrations:
6. Media:
7. Links:
8. Comments:
9. Header & Footer:
10. Text:



**Design Ribbon**:

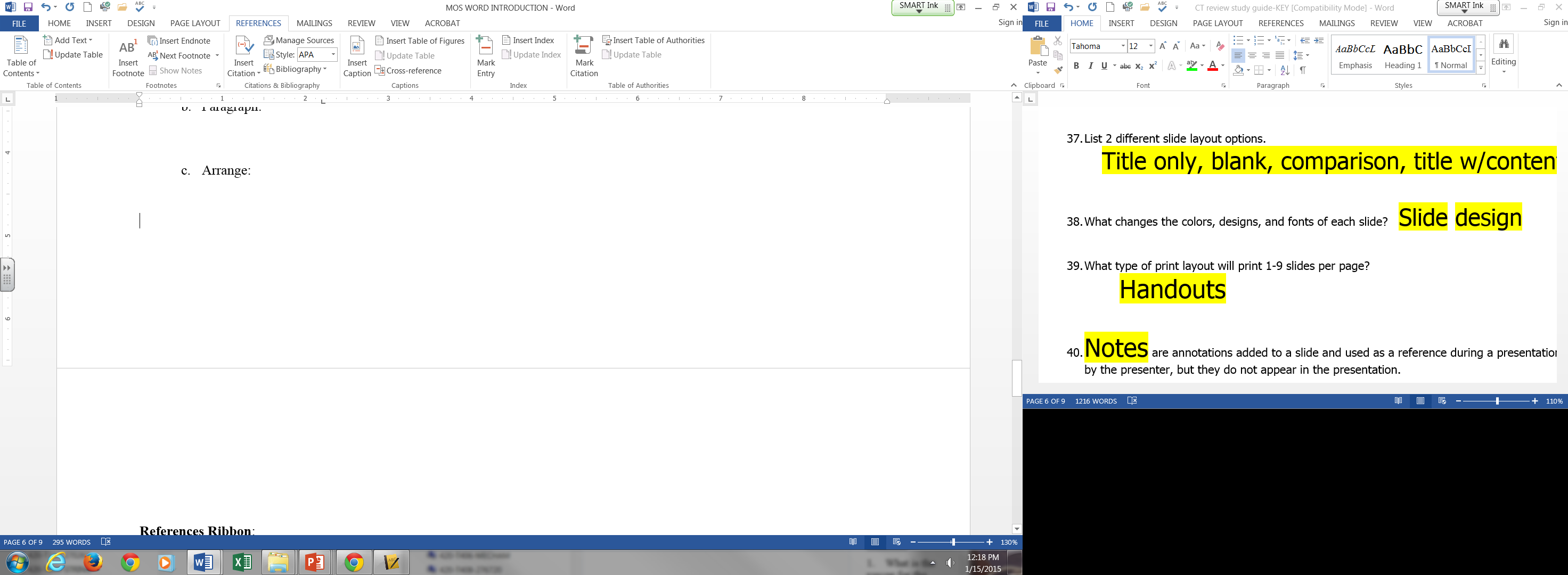
1. How many groups are on the Design ribbon?
2. What can you do in each group?
3. Document Formatting:

1. Page Background:



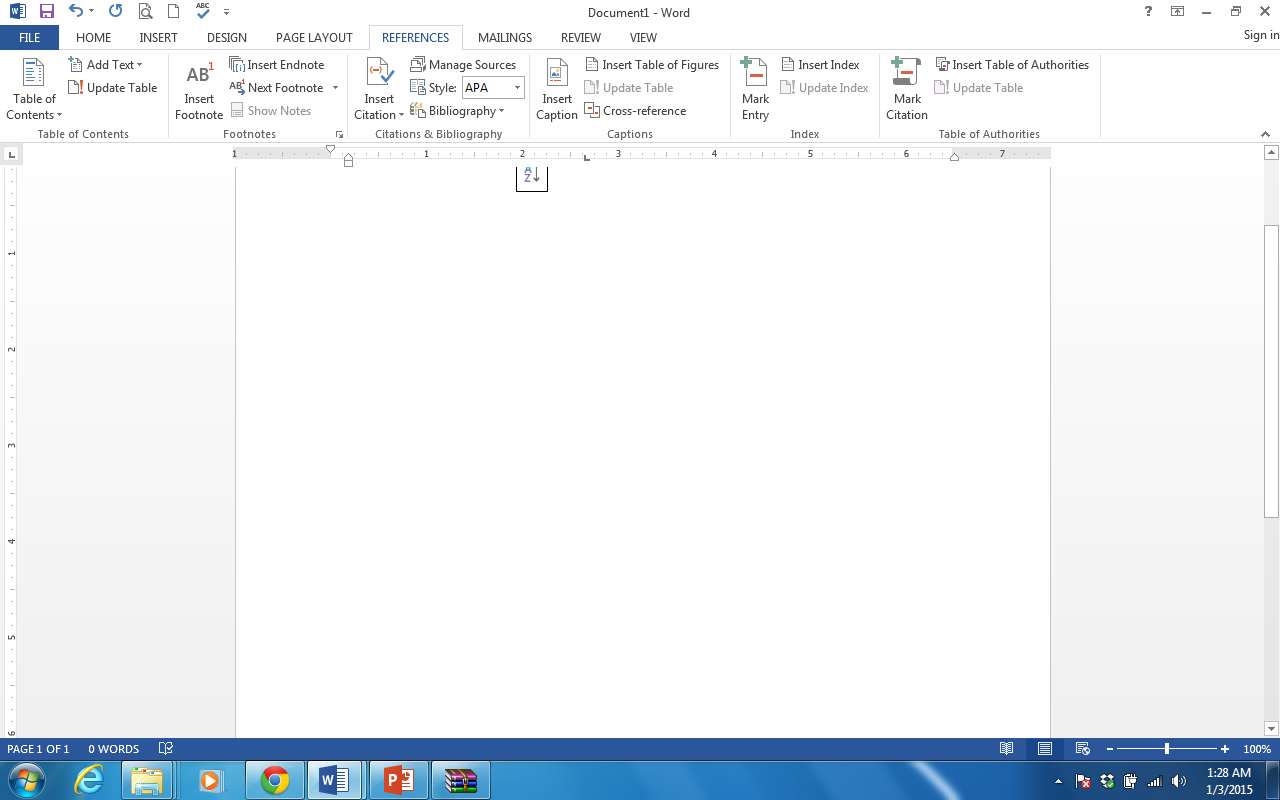
[Comments]**Page Layout Ribbon**:

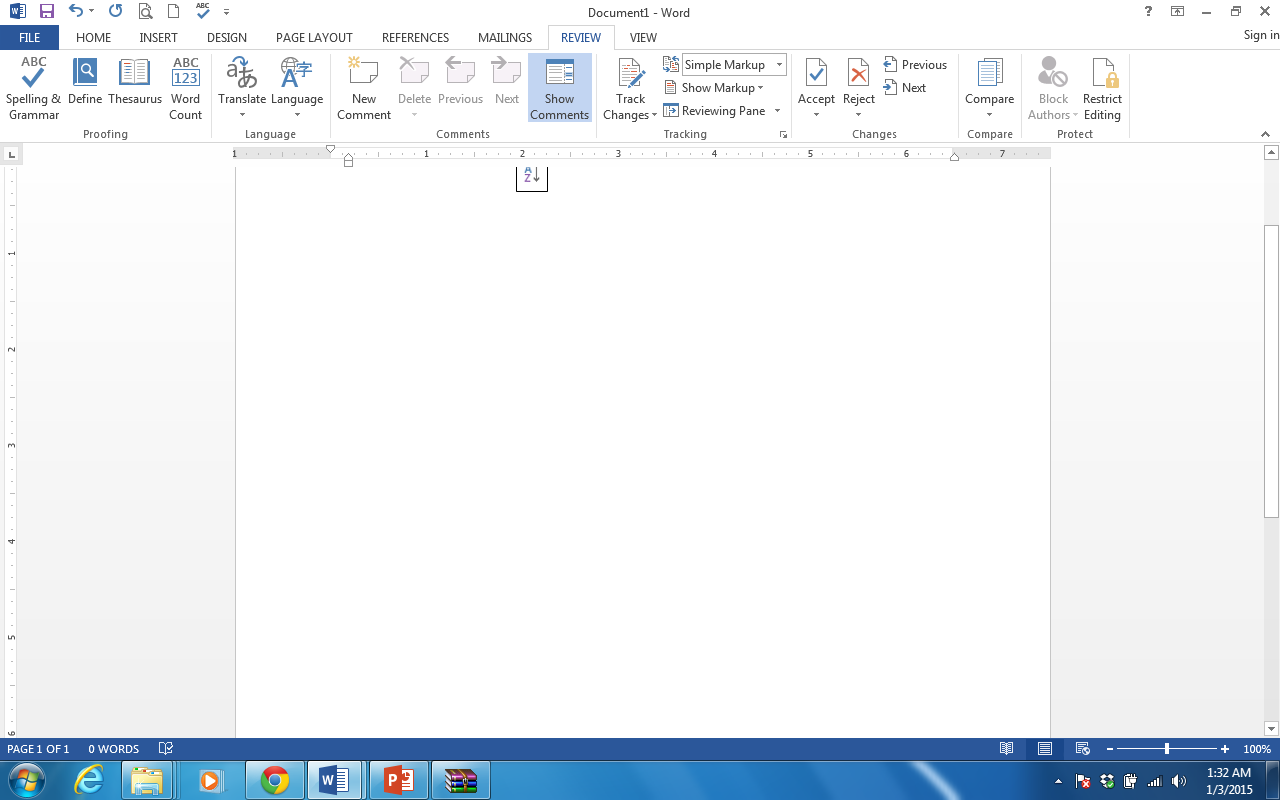
1. How many groups are on the Page Layout ribbon?
2. What can you do in each group?
3. Page Setup:
4. Paragraph:
5. Arrange:



**References Ribbon**:

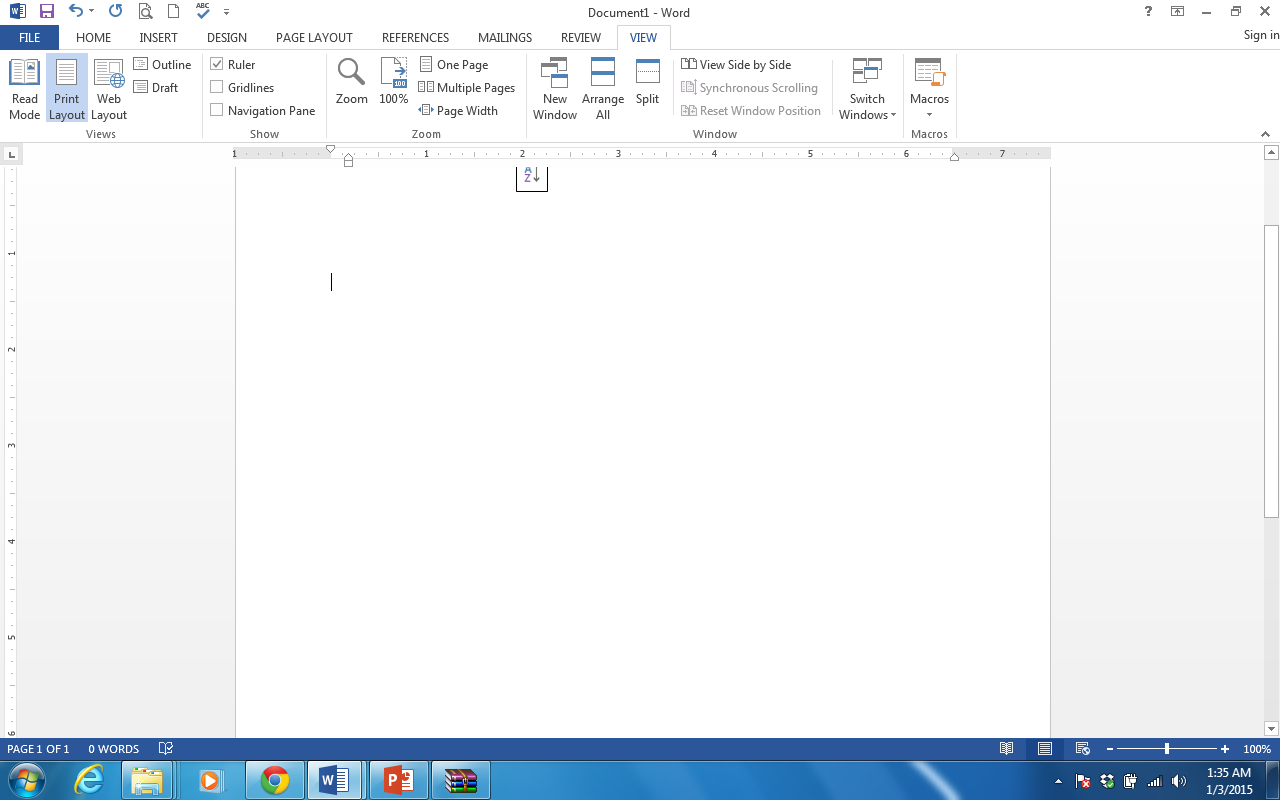
1. How many groups are on the Reference ribbon?
2. What can you do in each group?
3. Table of Contents:
4. Footnotes:
5. Citations & Bibliography:
6. Captions:
7. Index:
8. Table of Authorities:





**Review Ribbon**:

1. How many groups are on the Review ribbon?
2. What can you do in each group?
3. Proofing:
4. Language:
5. Comments:
6. Tracking:
7. Changes:
8. Compare:
9. Protect:



**View Ribbon**:

1. How many groups are on the View ribbon?
2. What can you do in each group?
3. Views:
4. Show:
5. Zoom:
6. Window:
7. Macros: