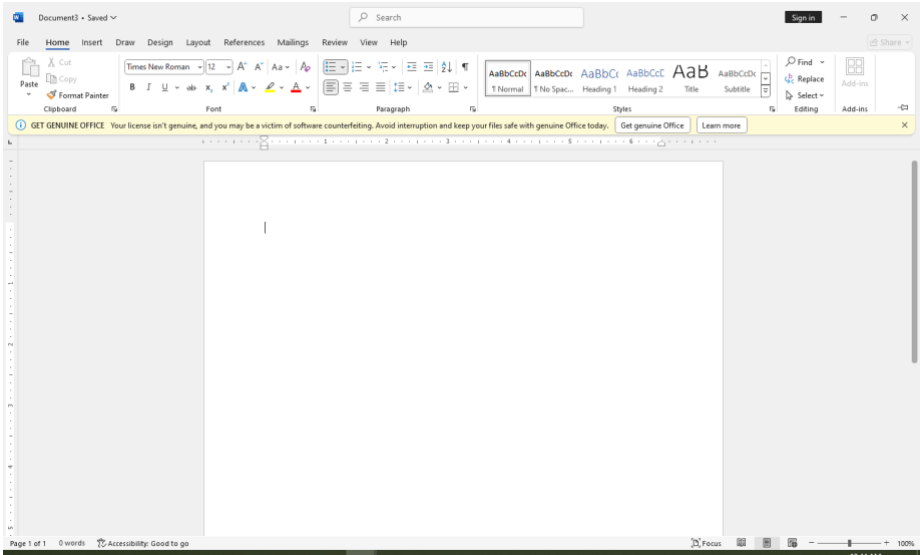


LAB 01

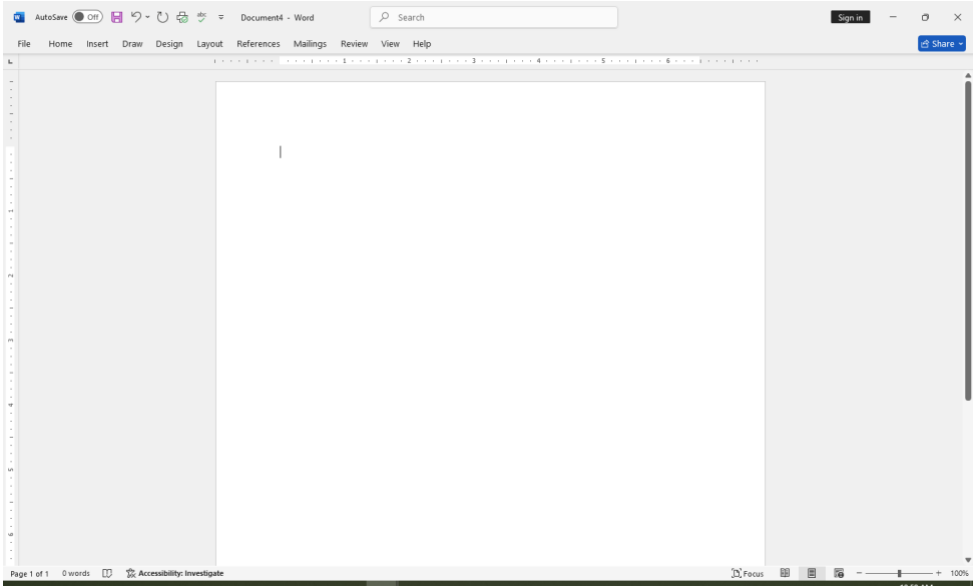
Understanding One Drive unlocks cloud storage and collaboration features. Creating and opening documents in Microsoft Office is simple. Saving and sharing documents with One Drive enables realtime collaboration.

Tasks:

- i. Open Word 2016, and create a blank document.



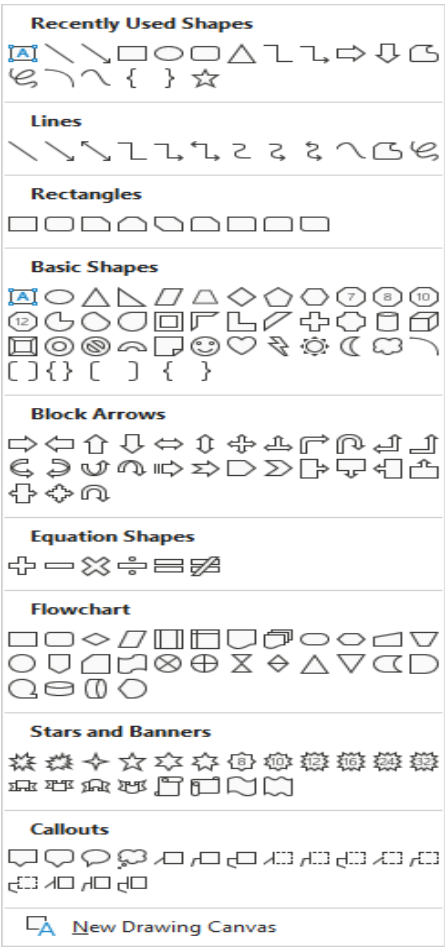
- ii. Change the Ribbon Display Options to Show Tabs.



- iii. Using Customize Quick Access Toolbar, add New, Quick Print, and Spelling & Grammar.



- iv. In the Tell me bar, type Shape and press Enter.



v. Choose a shape from the menu, and double-click somewhere on your document.

