

## Chapter 1 Office Basics

Directions:

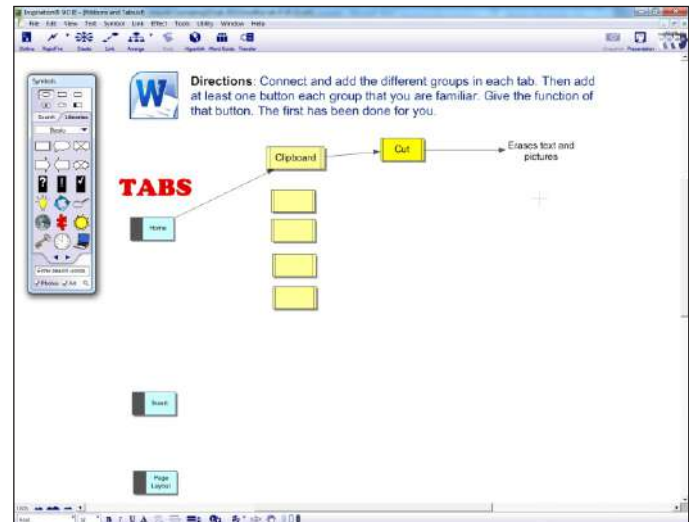
1. Launch Inspiration.
2. Open and answer the activity **Ribbons and Tabs**.
3. Read and follow the directions to complete the activity.
4. Save the activity as **Connecting Groups** in your own folder.

## Lab. 5 Ribbons and Tabs

SCORE



Preview:



## Chapter 1 Office Basics

Directions:

1. Launch Inspiration.
2. Open and answer the activity **Quick Access**.
3. Enumerate the steps in customizing the Quick Access Toolbar.
4. Save the activity as **Quickest Toolbar** in your own folder.
5. Launch all office applications and customize your Quick Access Toolbar of Word, Excel and PowerPoint by adding at least five (5) popular commands.

## Lab. 6 Quickest Toolbar

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Preview:

