

BUSI 335

ASSIGNMENT 1:

Q

What is the small green line command set at the top of the screen?

A

Quick access tool bar

Q

What is the thick white command set below the quick access tool bar?

A

The ribbon

Q

How can you customize the quick access tool bar?

A

Right Click on any tab not on your home screen and choose "add to quick access tool bar" option. Remove by right clicking on added icons and selecting remove

Q

How do you hide the ribbon if you're presenting data?

A

Far right of quick access tool bar has a filew/arrow icon that includes those choices