1. What does the help button look like? Circle it



1. What button on the keyboard do you have to hit in order to get key tips above your ribbons?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



1. What does the show/ hide button look like? Circle it



1. Under the font group, what button do you have to hit in order to get more buttons for the Font group? Circle it



1. Where do you go to move the quick access toolbar below the ribbon? Circle it



1. How do you get a mini-toolbar to pop up?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



1. How do you hide white space at the top of the document?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many letters must you type before Auto-complete will pick the word?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What type of letter is this?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



1. What type of letter has no punctuation after the Salutation or closing?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What type of letter has a colon after the salutation and a comma after the closing?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Where do you go to Save as a Previous document? Circle it



1. What view is this an example of?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 