

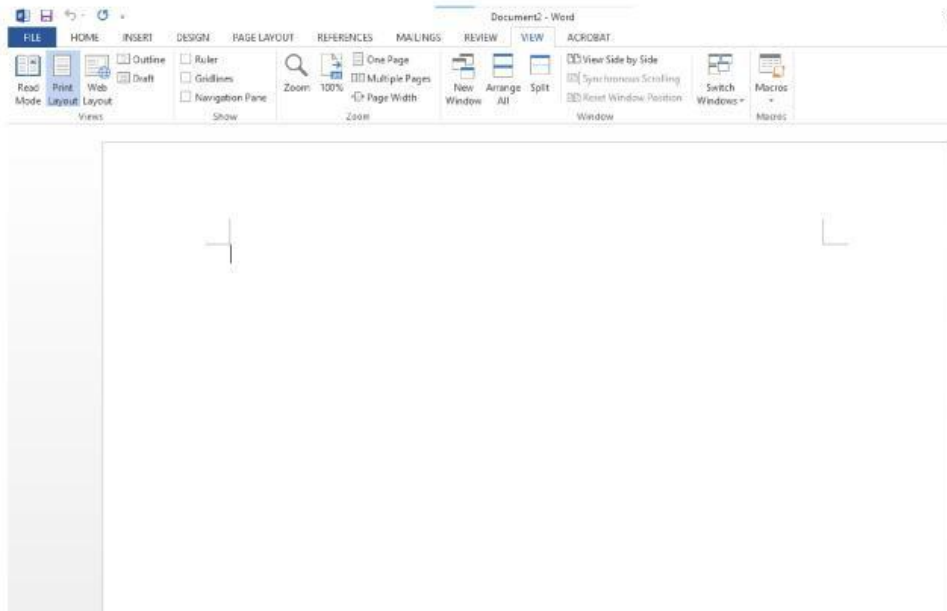
Name: _____

Date: _____

ICDL Practice – Switching between open files with applications

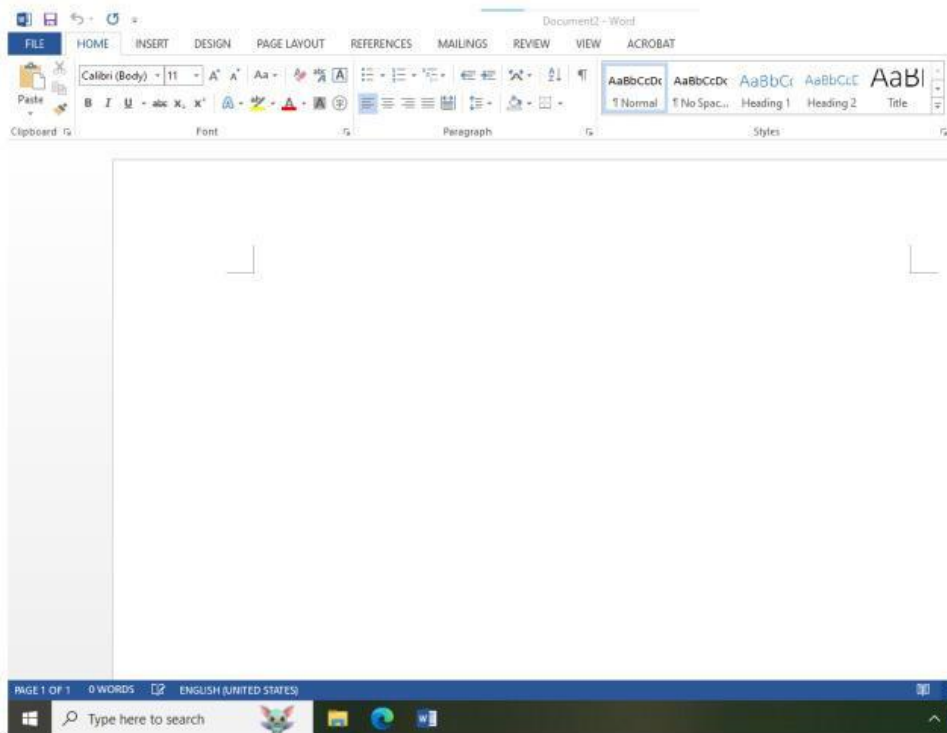
Method 1:

Where do you click to switching between open files within **Word** application?



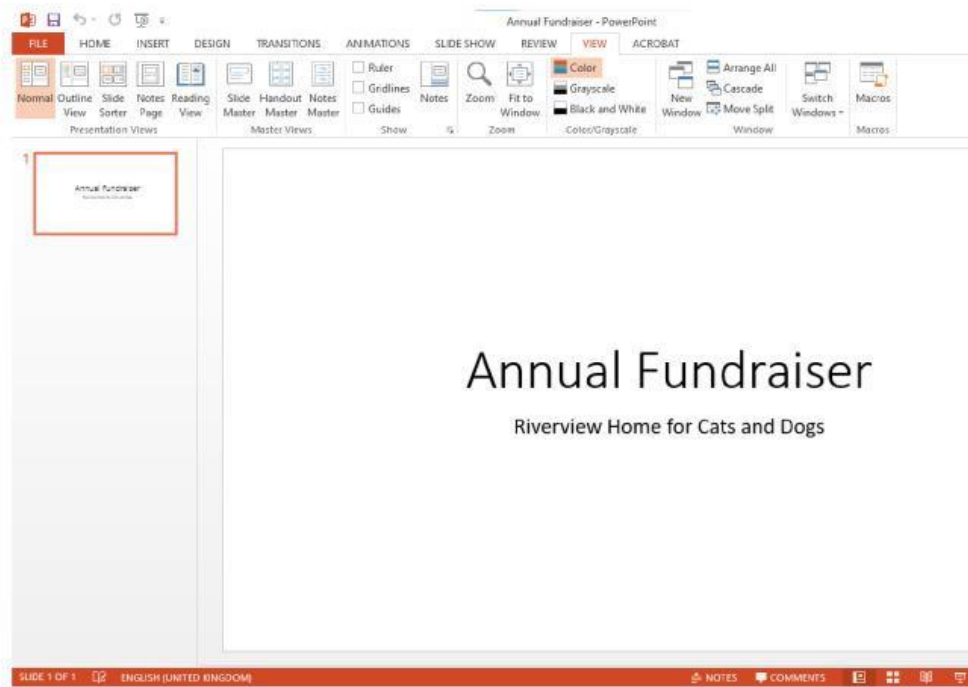
Method 2:

Where do you click to switching between open files within **Word** application?



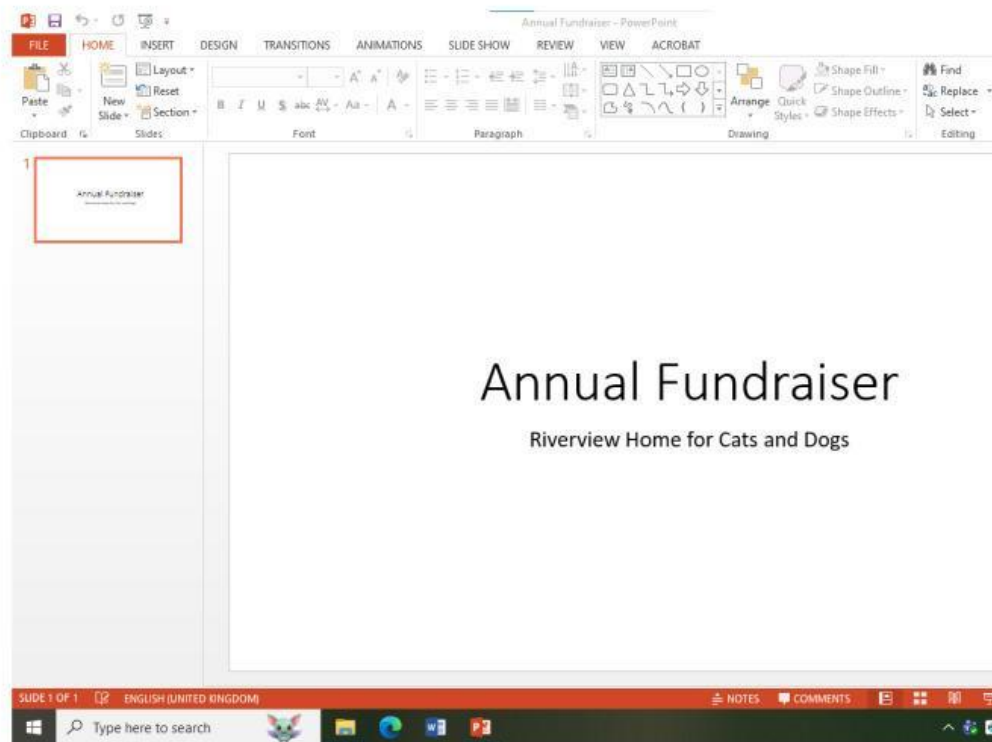
Method 1:

Where do you click to switching between open files within **PowerPoint** application?



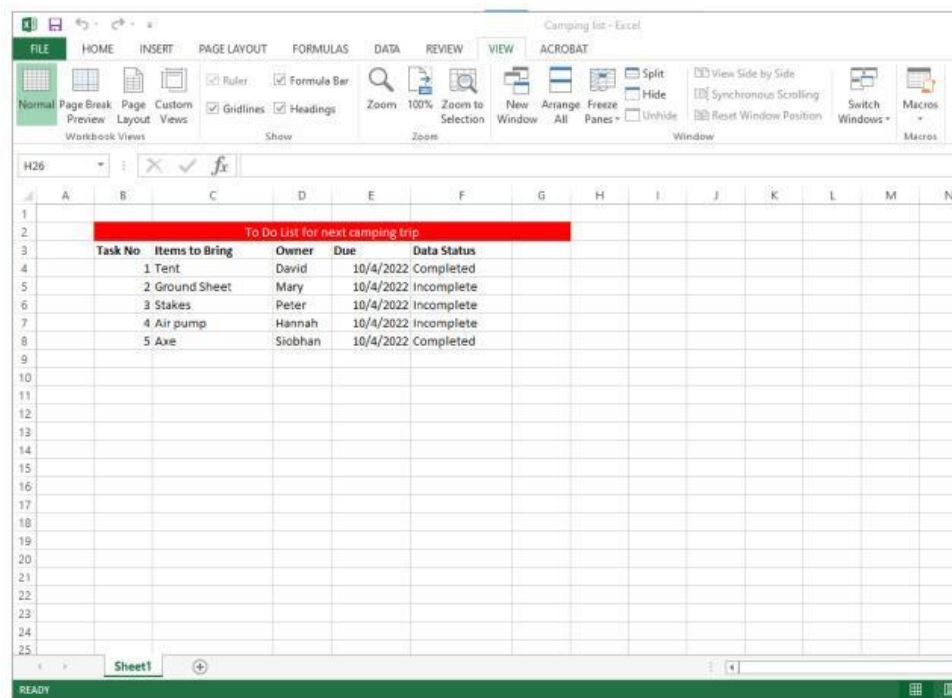
Method 2:

Where do you click to switching between open files within **PowerPoint** application?



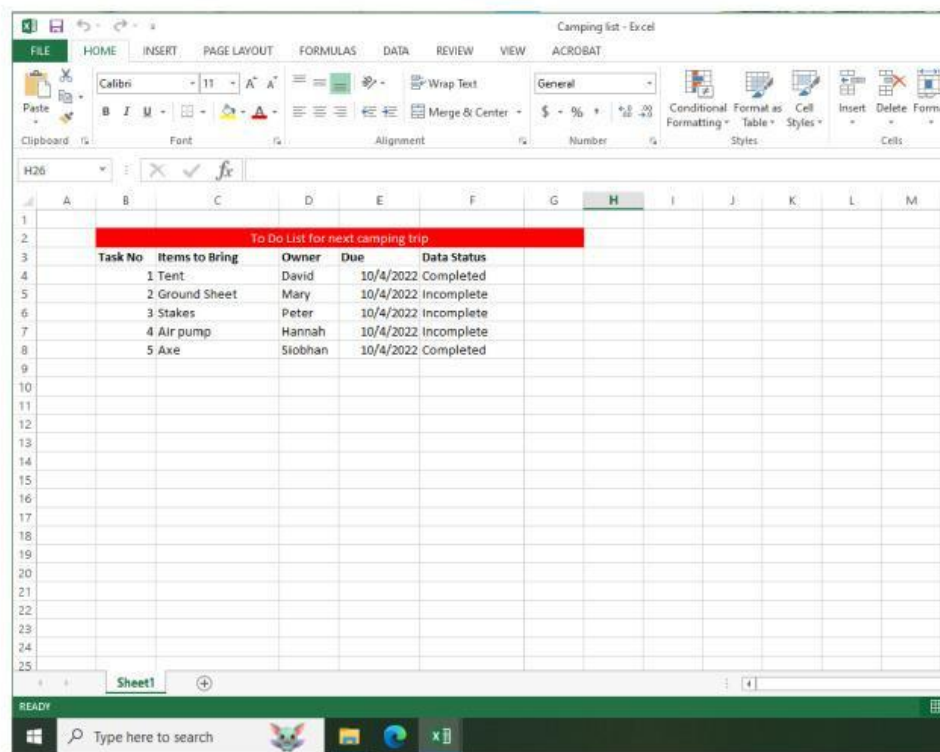
Method 1:

Where do you click to switching between open files within Excel application?



Method 2:

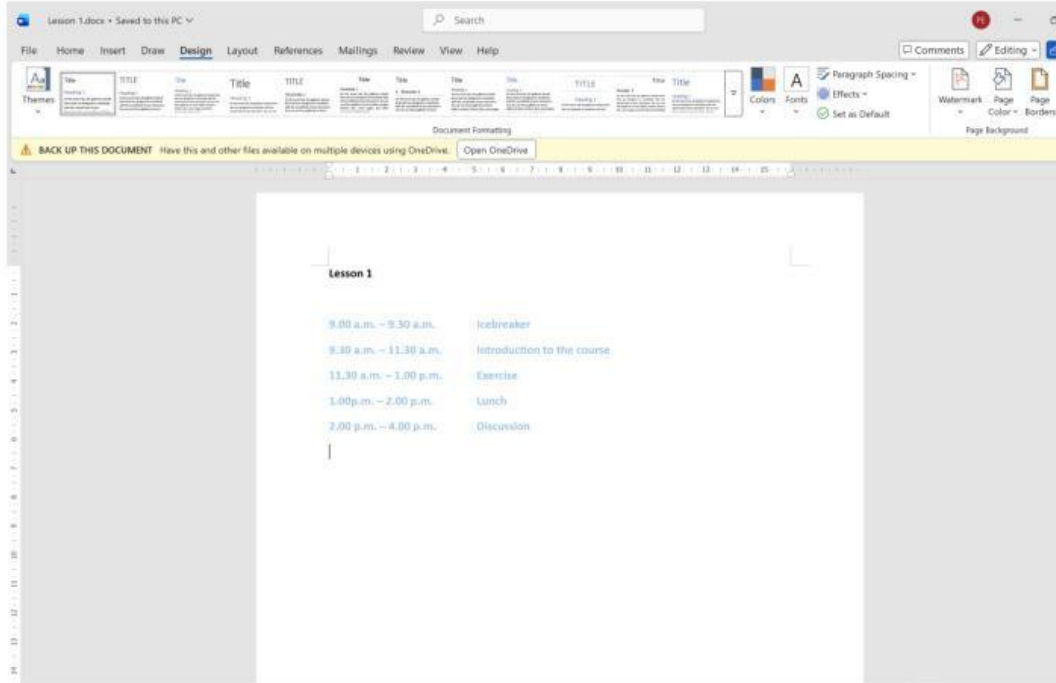
Where do you click to switching between open files within Excel application?



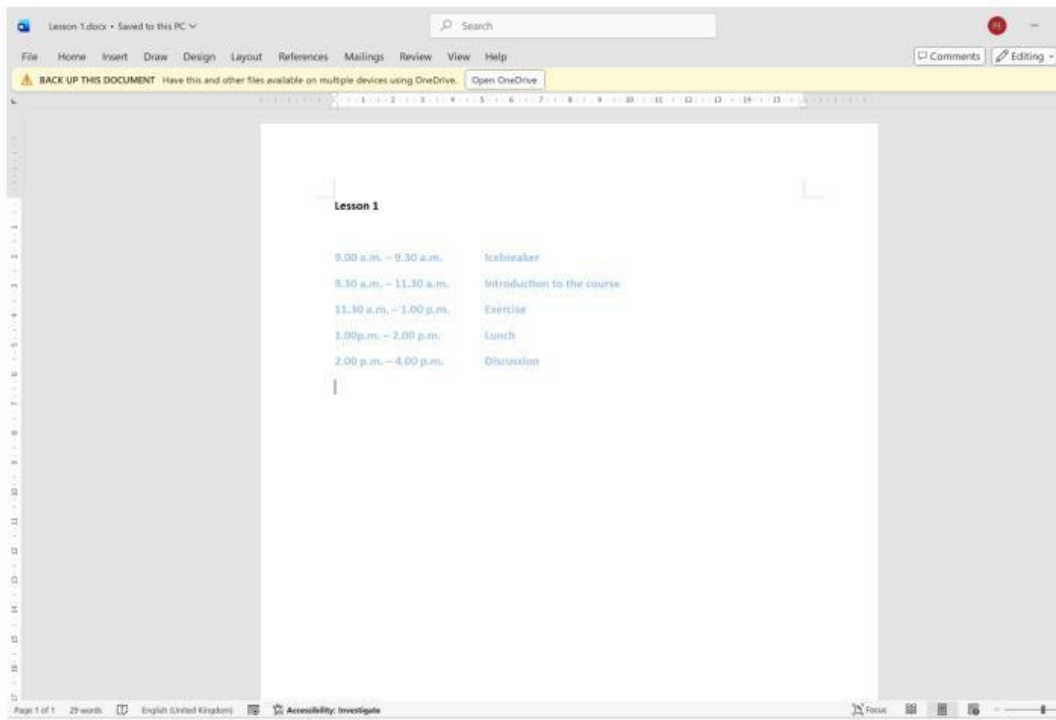
ICDL Practice – Restoring and minimizing the Ribbon

Method 1:

Where do you **double-click** to minimize the Ribbon in **Word** application?

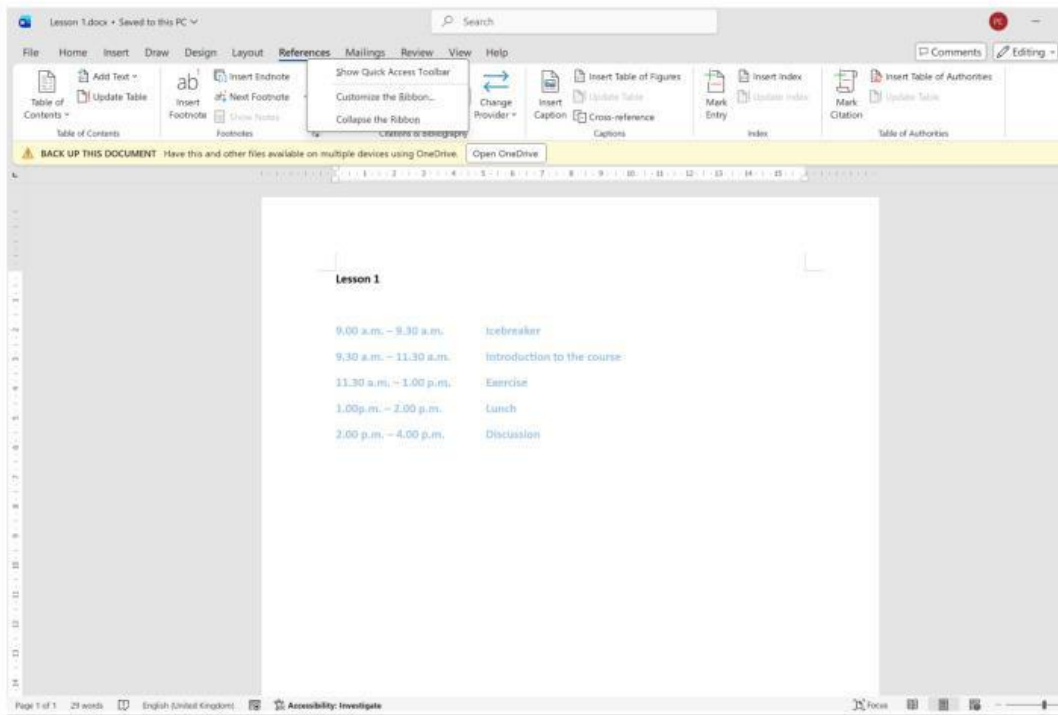


Where do you **double-click** to restore the Ribbon for **Review** tab in **Word** application?

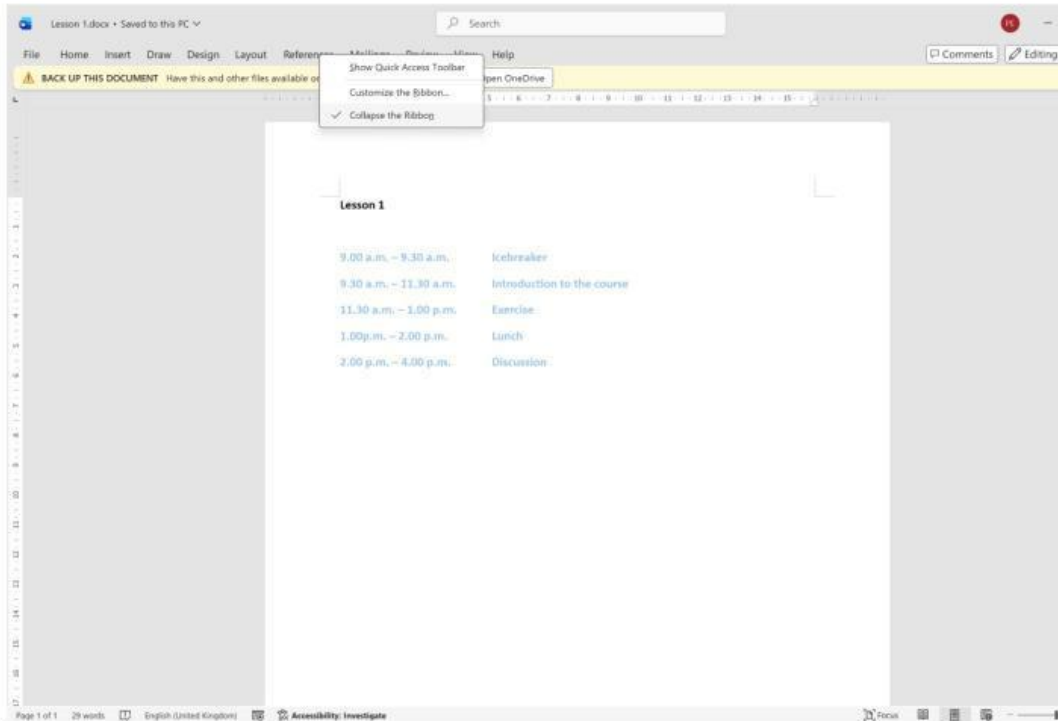


Method 2:

Where do you click to collapse the Ribbon in Word application?

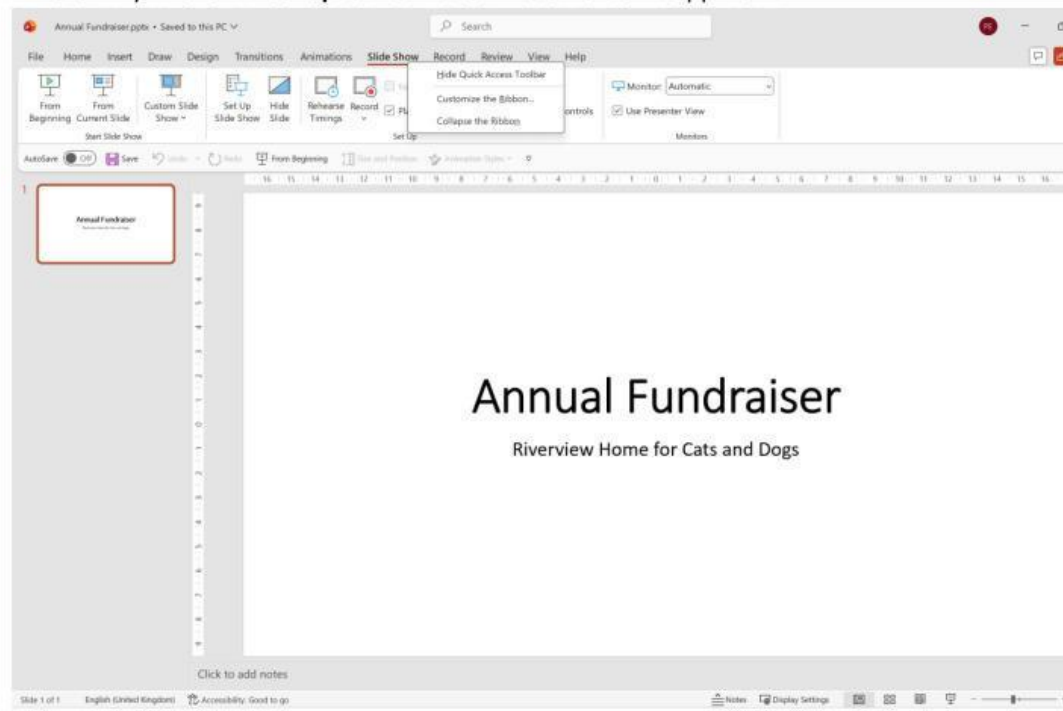


Where do you click to restore the Ribbon for Reference tab in Word application?

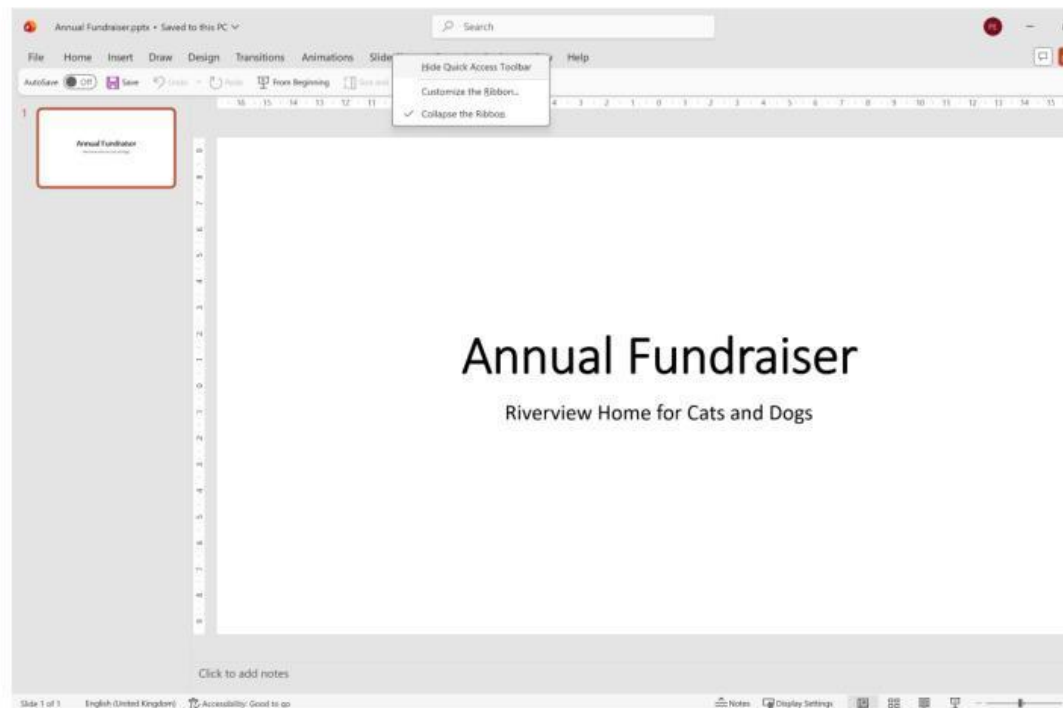


Method 2:

Where do you click to collapse the Ribbon in PowerPoint application?

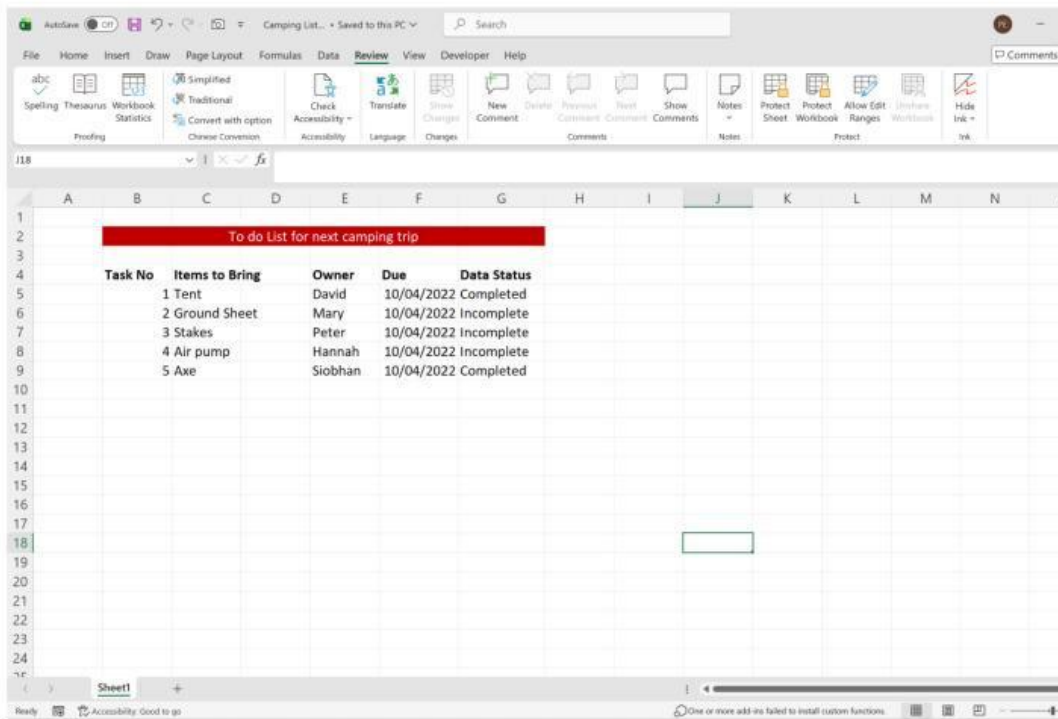


Where do you click to restore the Ribbon for Slide Show tab in PowerPoint application?



Method 1:

Where do you **double-click** to minimize the Ribbon for **Review** tab in Excel application?



Where do you **double-click** to restore the Ribbon for **Page Layout** tab in Word application?

