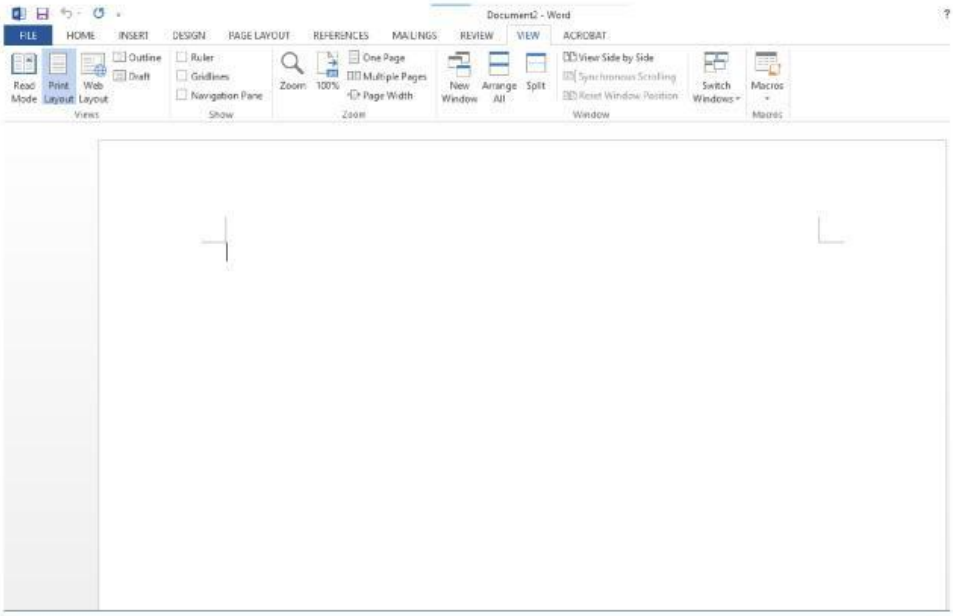
Name:_____ **Date:** _____

ICDL Practice – Switching between open files with applications

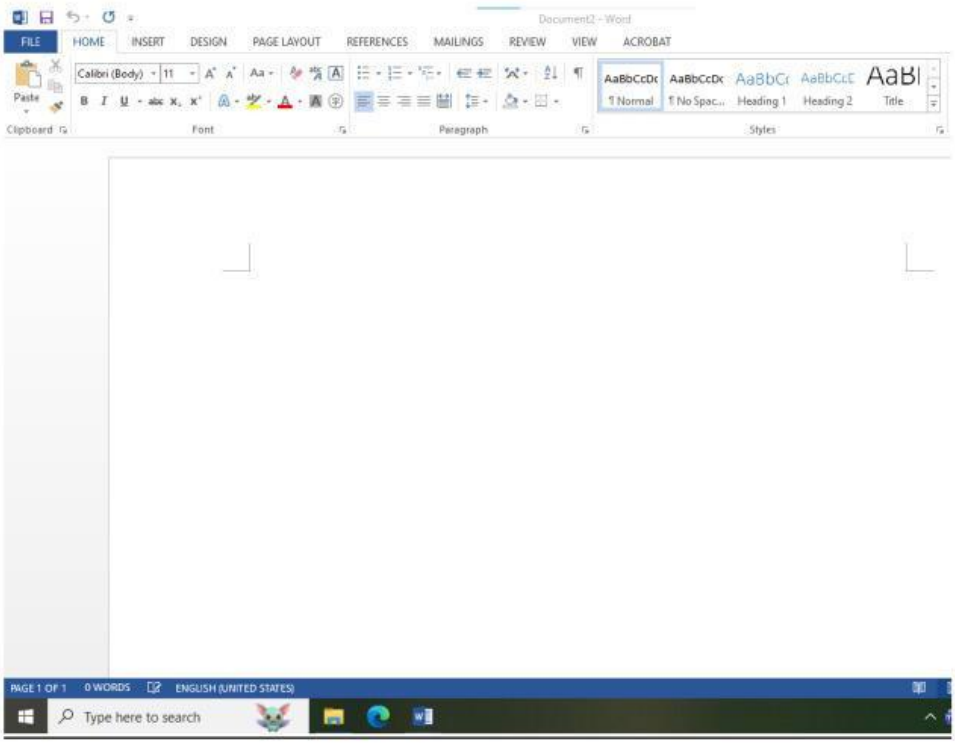
Method 1:

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



Method 2:

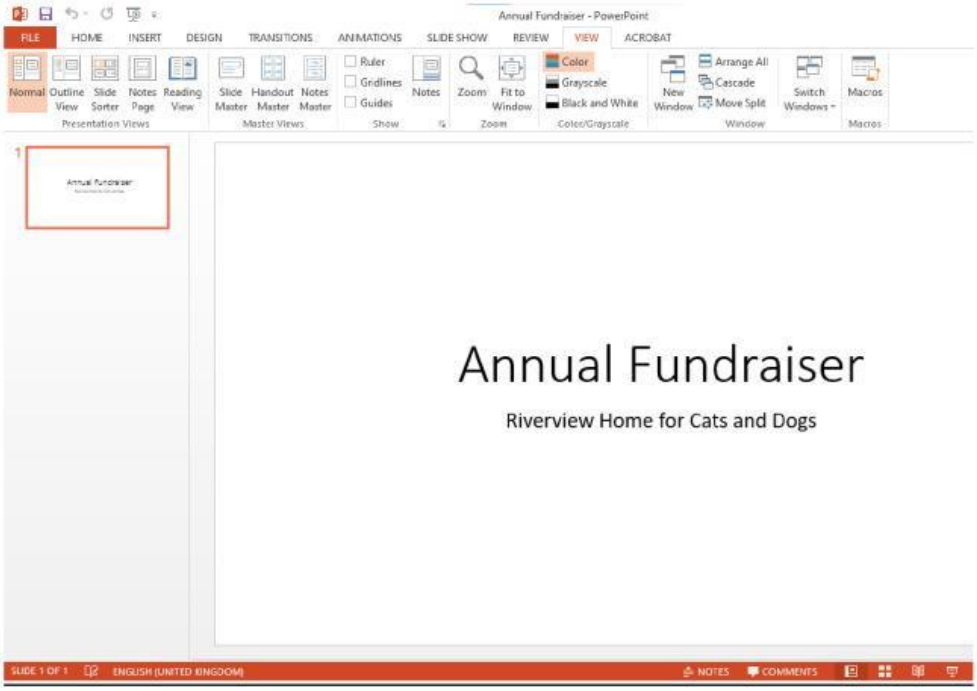
Where do you click to switching between open files within **Word** application?



LIVEWORKSHEETS

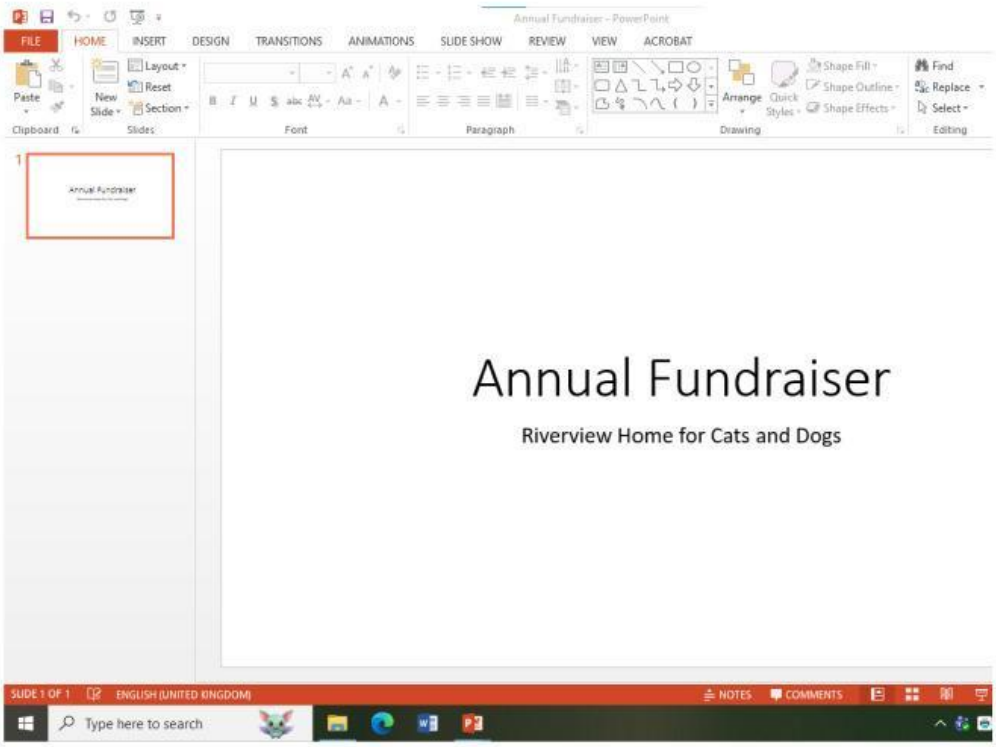
Method 1:

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



Method 2:

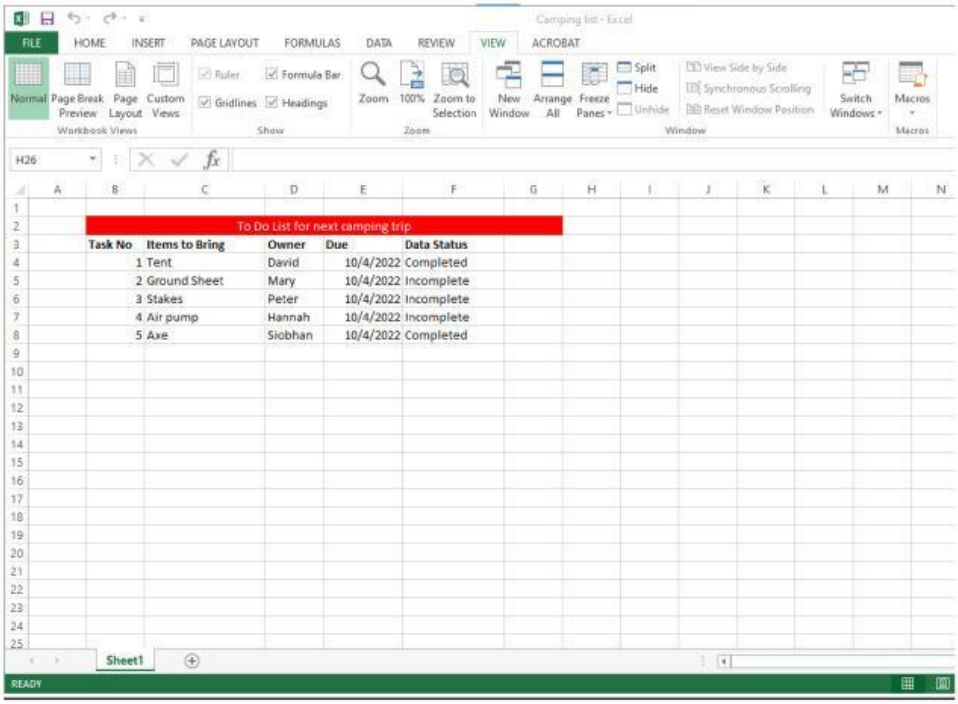
Where do you click to switching between open files within **PowerPoint** application?



LIVEWORKSHEETS

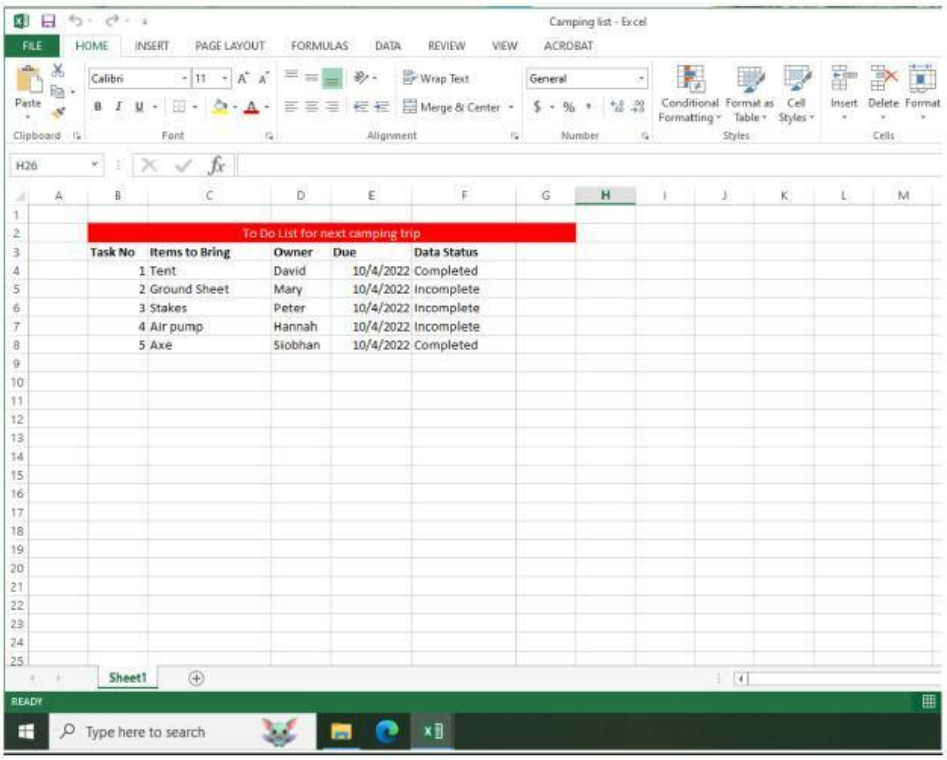
Method 1:

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?

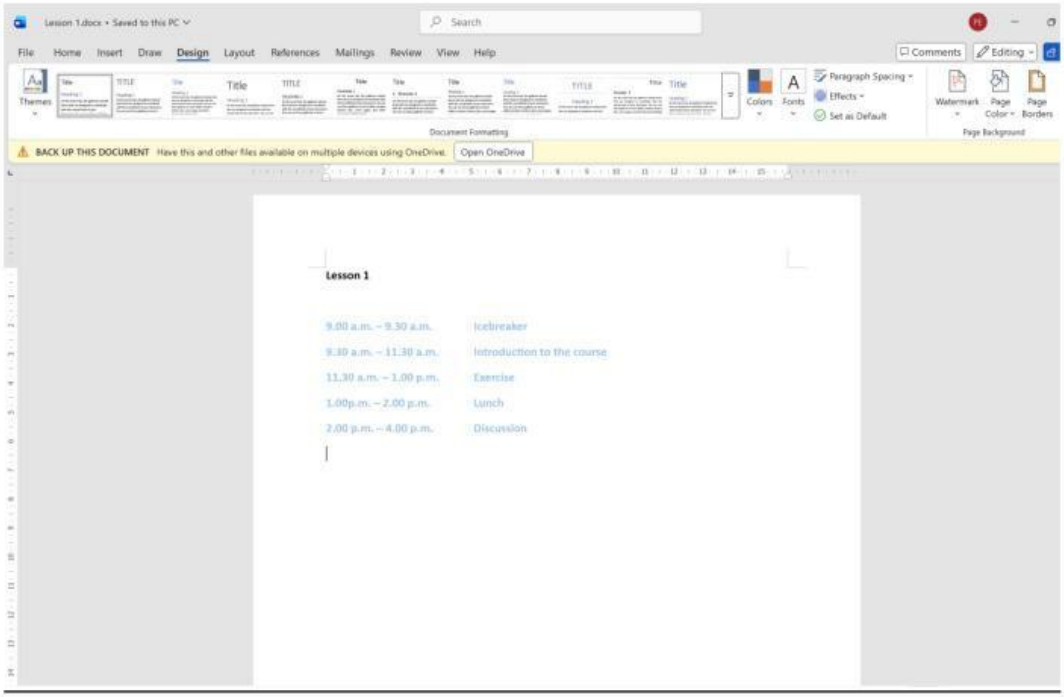


LIVEWORKSHEETS

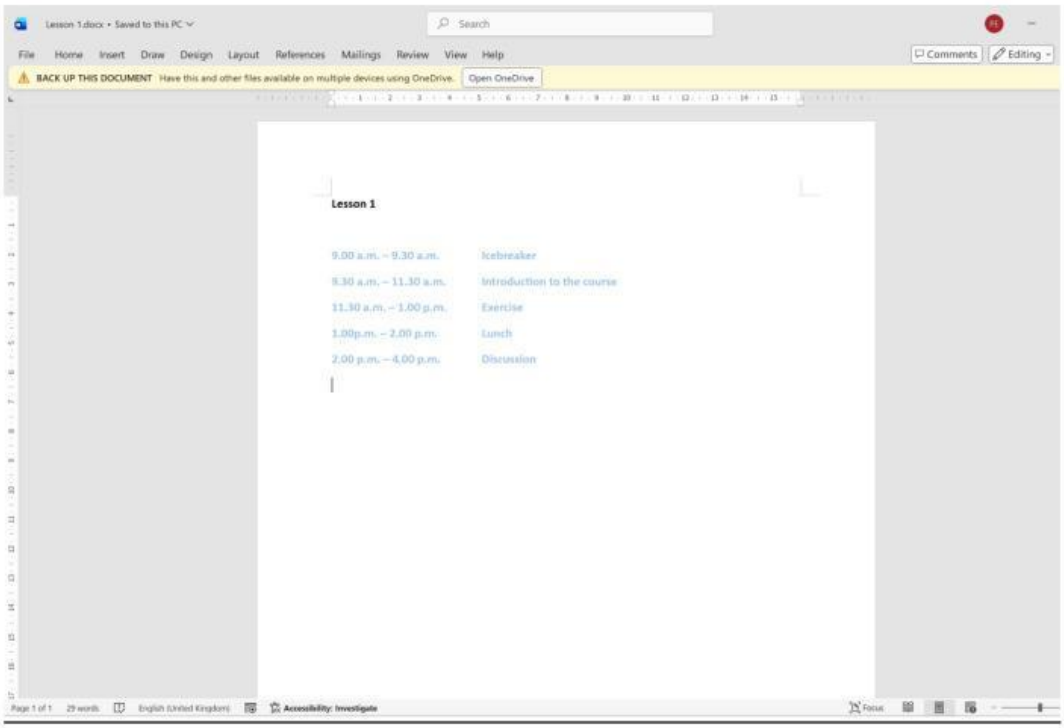
ICDL Practice – Restoring and minimizing the Ribbon

Method 1:

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



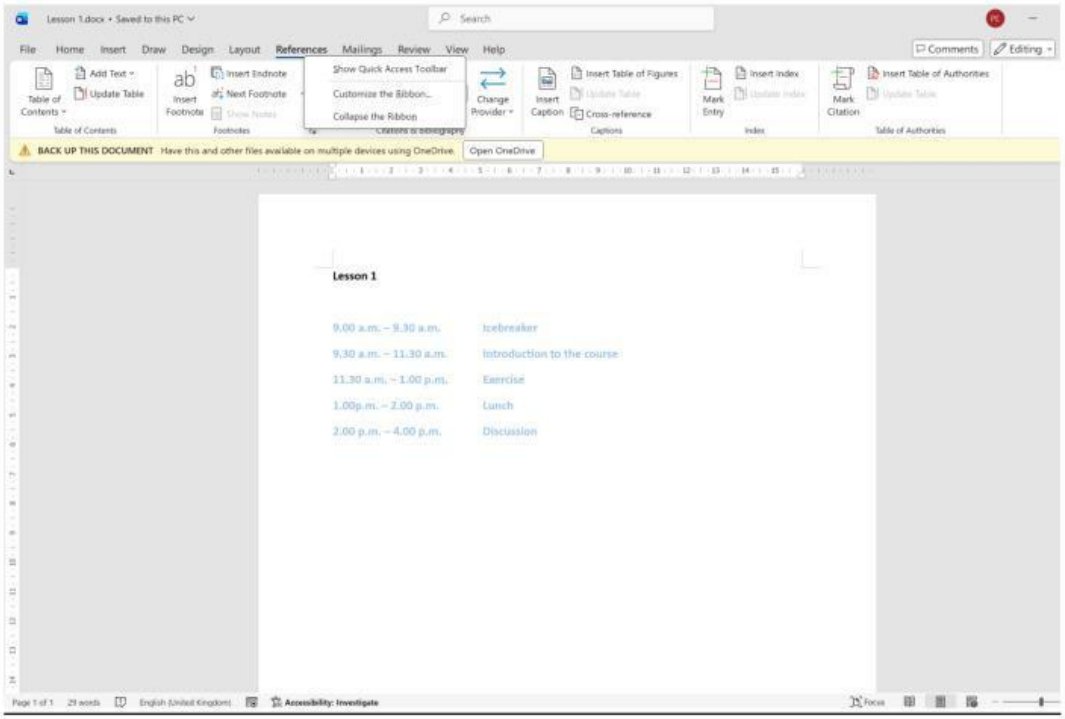
Where do you **double-click** to restore the Ribbon for **Review tab** in **Word** application?



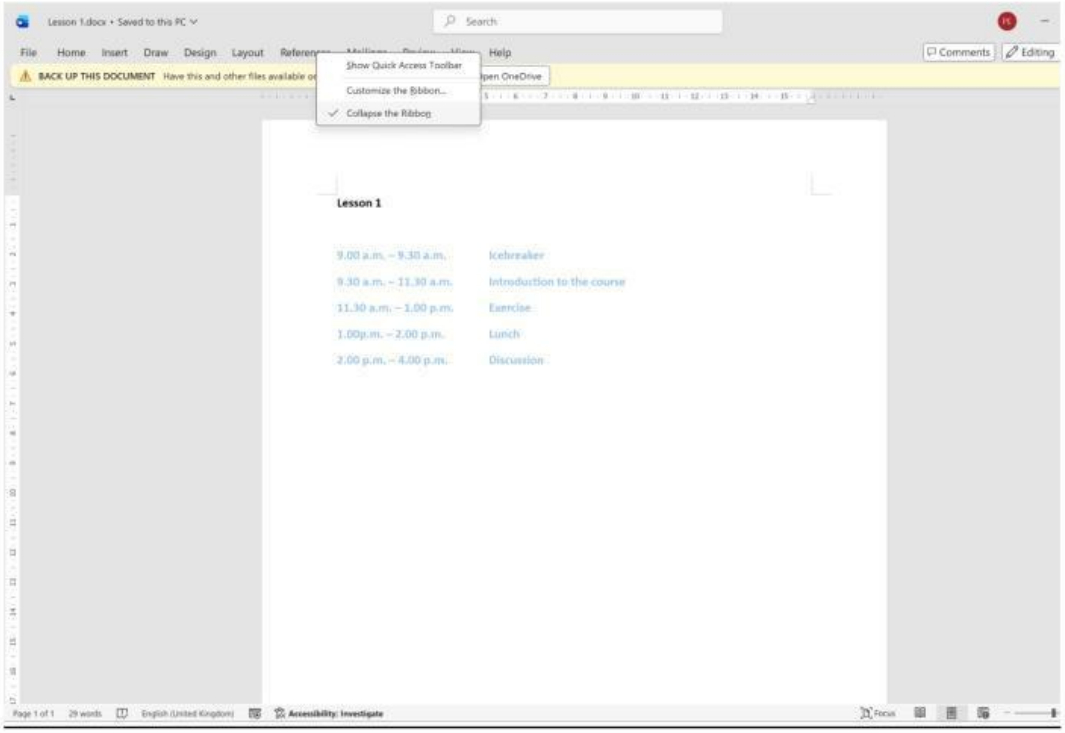
LIVEWORKSHEETS

Method 2:

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



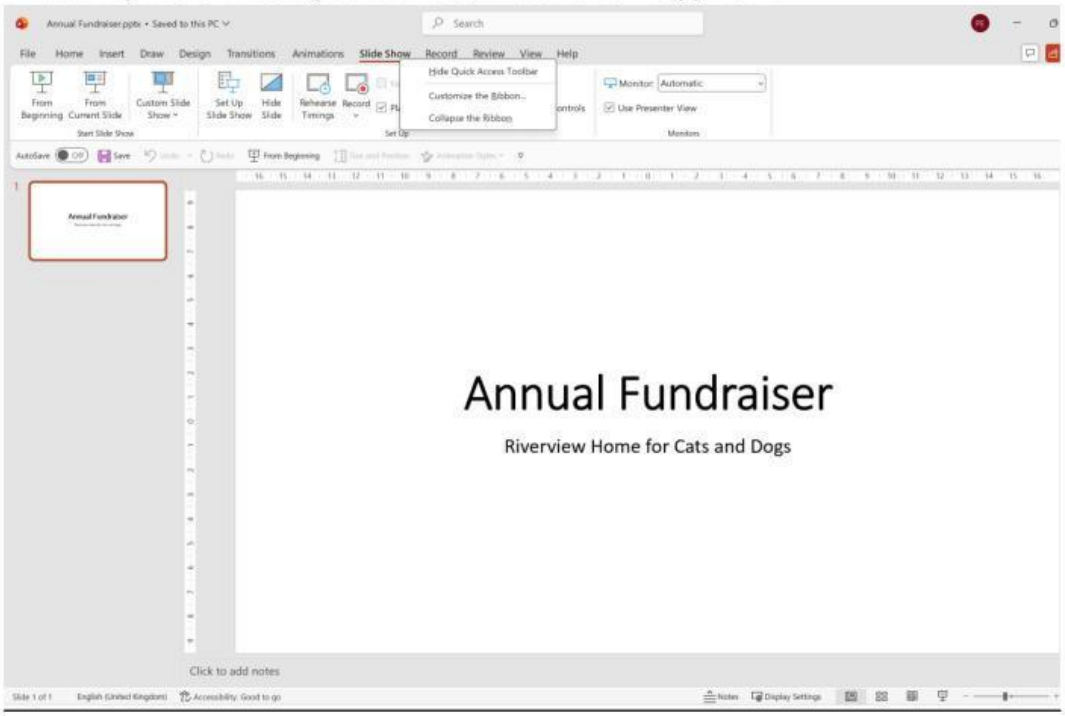
Where do you **click** to **restore the Ribbon for Reference tab** in **Word** application?



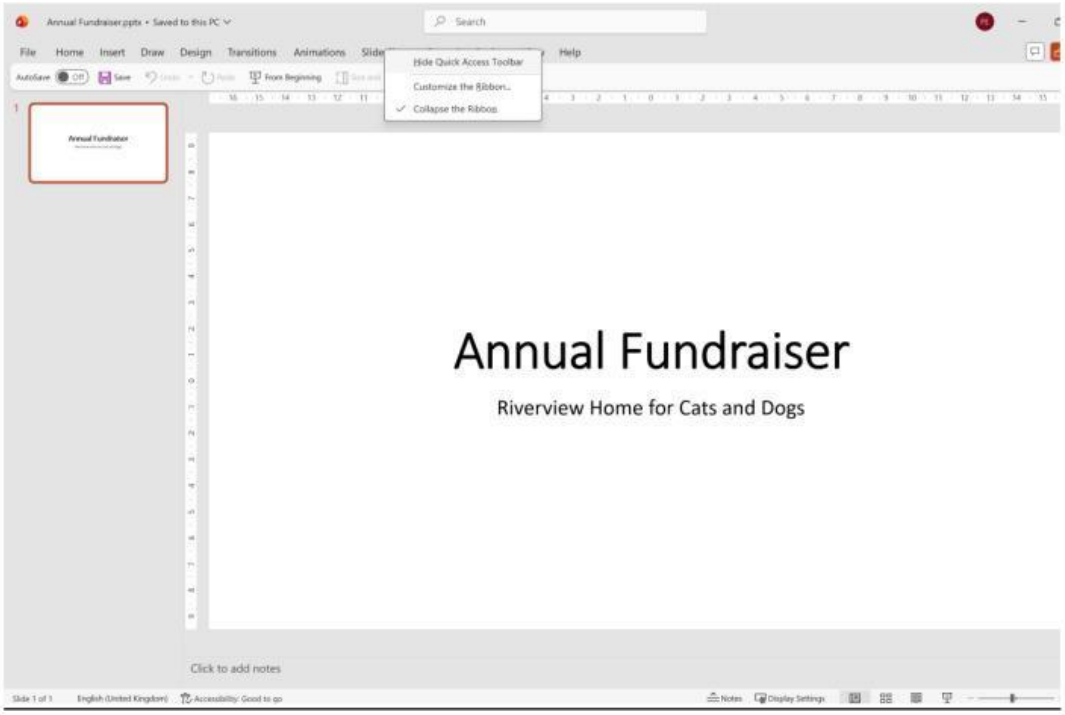
LIVEWORKSHEETS

Method 2:

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



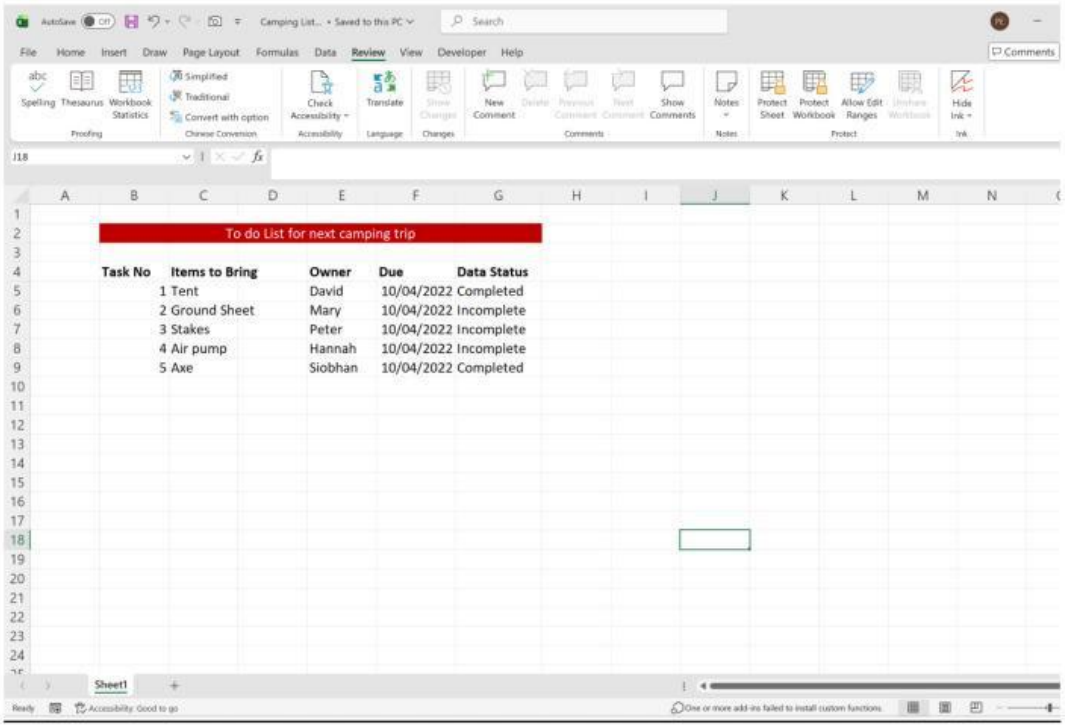
Where do you **click** to **restore the Ribbon for Slide Show tab** in **PowerPoint** application?



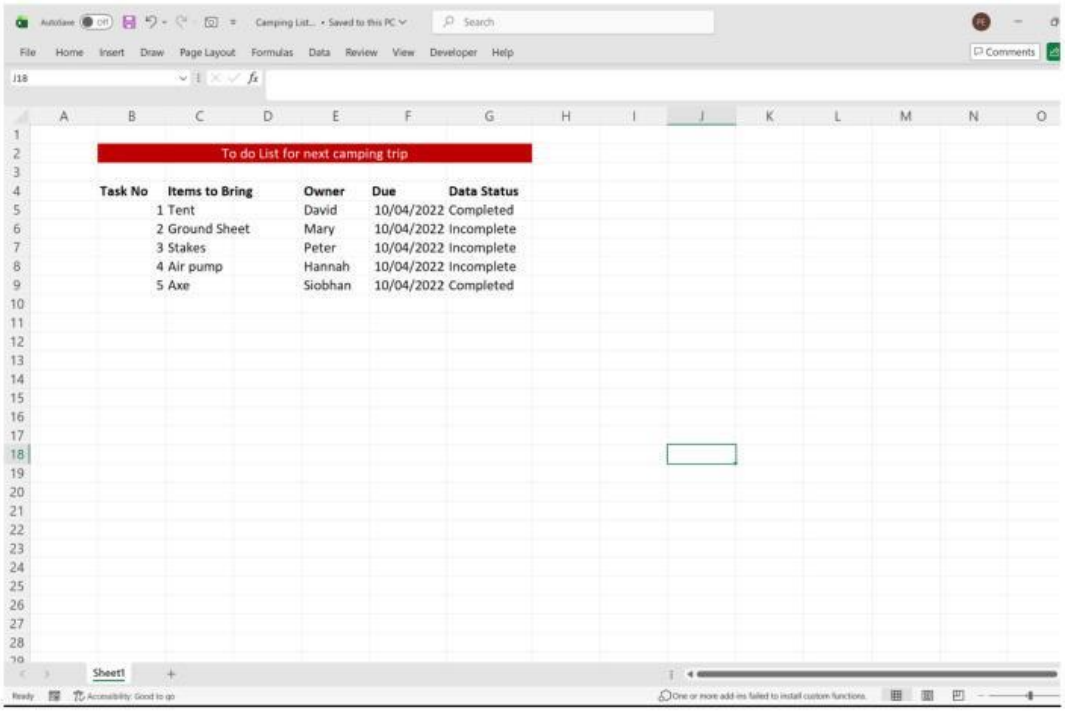
LIVEWORKSHEETS

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?



LIVEWORKSHEETS