












Name: \_\_\_\_\_ Date: \_\_\_\_\_ Block: \_\_\_\_\_

### **MS Common Toolbar Icons**

1. Below is a list of 20 of the most commonly used icons in the Microsoft office suite.
2. Open up Microsoft word and find out what these commands are called and the keyboard short cut if they have one.
3. If you place your cursor hovering over the icon a yellow box will come up and tell you the commands name.
4. If there is a N/A in the keyboard shortcut field then do not worry about a short cut for that command. Feel free to use the Microsoft Help assistant by pressing F1.
5. **These icons will be on the end of the 9 weeks test.**

<u>#</u>	<u>Icon</u>	<u>Command</u>	<u>Keyboard Shortcut</u>	<u>Command Description:</u>  <u>(What does this command do?)</u>
1			<b>N/A</b>	
2			<b>N/A</b>	
3			<b>N/A</b>	
4				
5				
6				
7	<b>B</b>			
8	<i>I</i>			
9	<b><u>U</u></b>			
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