

Slide 1 - Slide 1



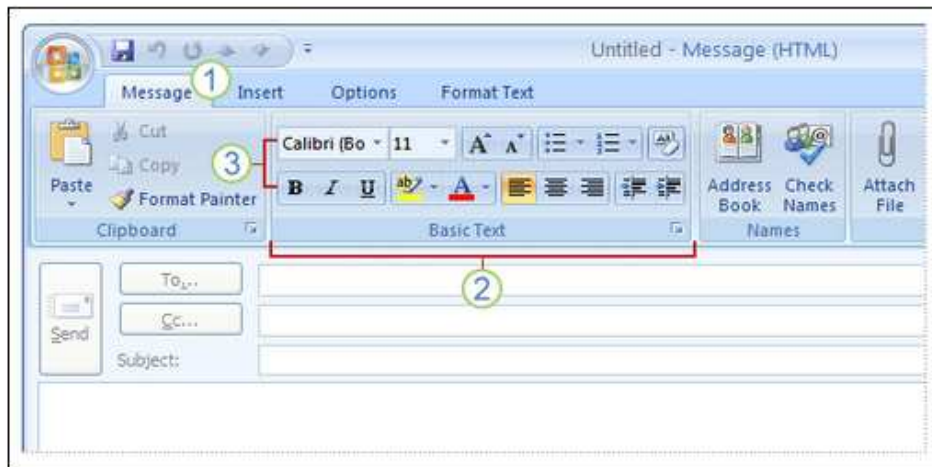
Notes

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The Ribbon: Grouping Similar Tasks Together

- 1. Tabs** The Ribbon is made up of different tabs. Below is the **Message** tab. Tab options will differ depending on which Outlook component you are using.
- 2. Groups** Each tab has several groups that show related items together. **Basic Text** is a group.
- 3. Commands** The **Bold** button and the **Font** list (showing the Calibri font) are commands. A command is a button, a box to enter information, or a menu. The most commonly used commands have the largest buttons.




Notes

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The Ribbon: Expanding Groups

A small arrow at the bottom of a group  means there is more available than what you see.

For example, to see the full list of font options, you would click the arrow next to the **Basic Text** group on the **Message** tab of a new e-mail message.



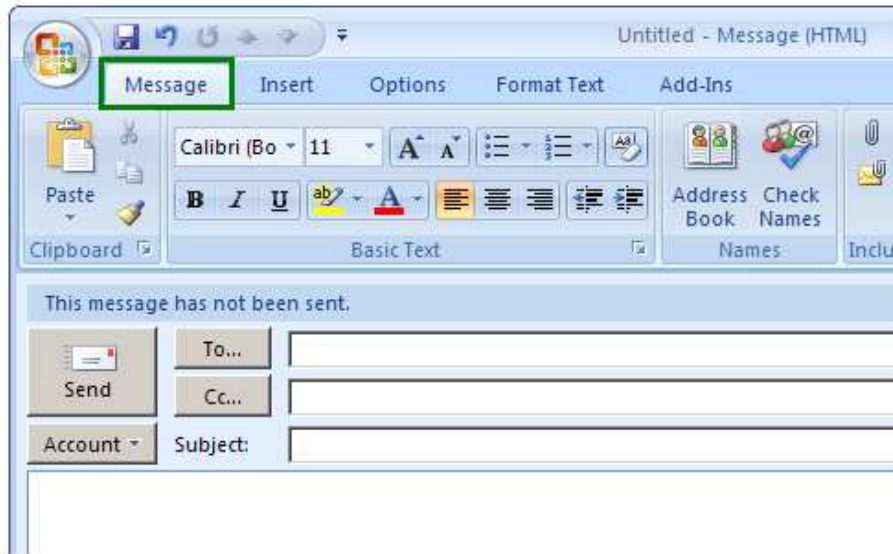
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Minimizing the Ribbon

Double click on a tab to minimize the ribbon



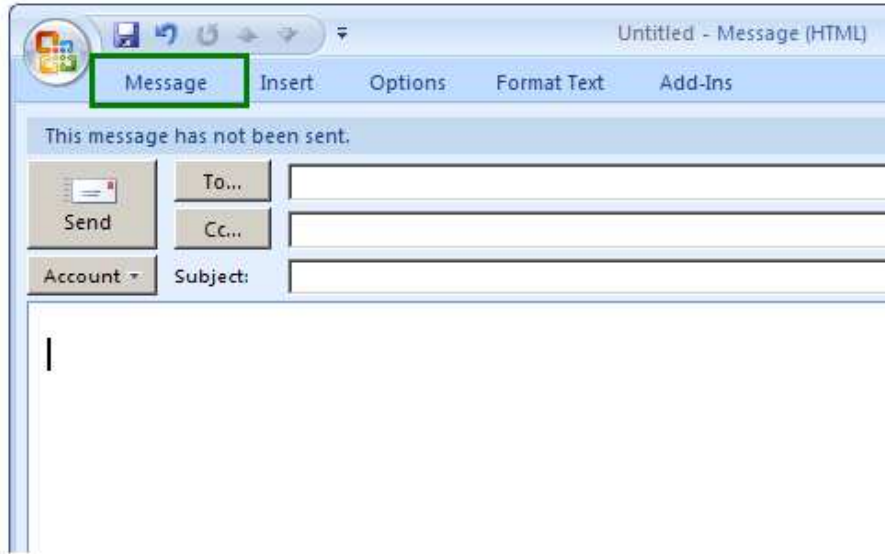
Notes

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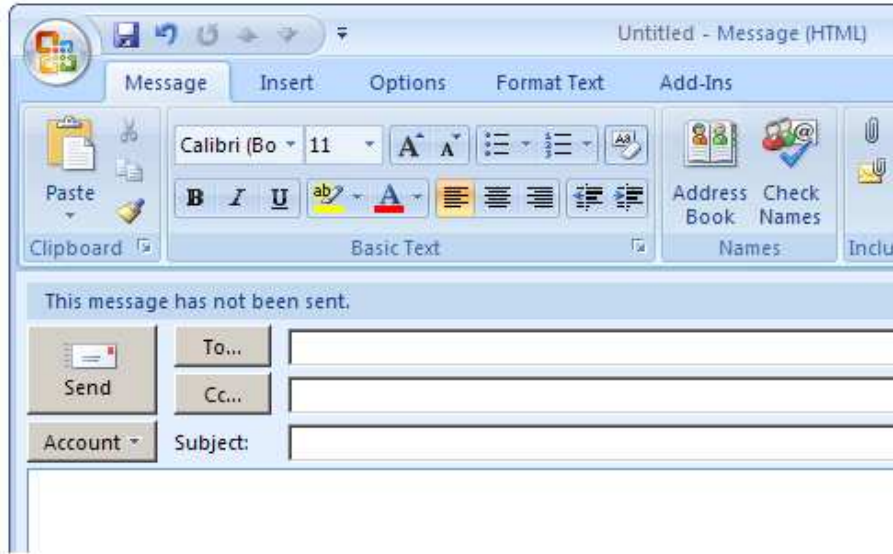
Restoring the Ribbon

Double click a tab to restore the ribbon.



Notes

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Notes

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This is the last slide.

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