Name

Period

Date

Students will complete the interactive document and submit via Edmodo.

|  |  |  |
| --- | --- | --- |
| Command Name  | Command Icon  | Command function  |
| 1. Home  |  |  |
| 2. Data  |  |  |
| 3. Review  |  |  |
| 4. Formulas  |  |  |
| 5. Page Layout  |  |  |
| 6. Insert  |  |  |
| 7. Review  |  |  |
| 8. View  |  |  |
| 9. Page Layout  |  |  |
| 10. Home  |  |  |
| 11. File  |  |  |
| 12. View  |  |  |
| 13. Home  |  |  |
| 14. Insert  |  |  |
| 15. Review  |  |  |
| 16. Data  |  |  |
| 17. Insert |  |  |
| 18. View  |  |  |
| 19. Formulas  |  |  |
| 20. Review  |  |  |
| 21. Insert |  |  |
|  22. View  |  |  |
| 23. Home  |  |  |
| 24. Page Layout  |  |  |
| 25. Insert |  |  |
|  26. Home  |  |  |
| 27. Insert  |  |  |
| 28. Data  |  |  |
| 29. Page Layout  |  |  |
| 30. Review  |  |  |
| 31. File  |  |  |
| 32. Insert  |  |  |
| 33. Insert  |  |  |
| 34. Review |  |  |
| 35. File |  |  |
|  36. Home  |  |  |
| 37. File  |  |  |
| 38. Insert  |  |  |
| 39. Review  |  |  |
| 40. Home  |  |  |
| 41. Insert  |  |  |
| 42. Page Layout  |  |  |
| 43. Home  |  |  |
| 44. File  |  |  |
| 45. Formulas  |  |  |
| 46. Review  |  |  |
| 47. Home  |  |  |
| 48. Page Layout  |  |  |
| 49. Review  |  |  |
| 50. Insert |  |  |