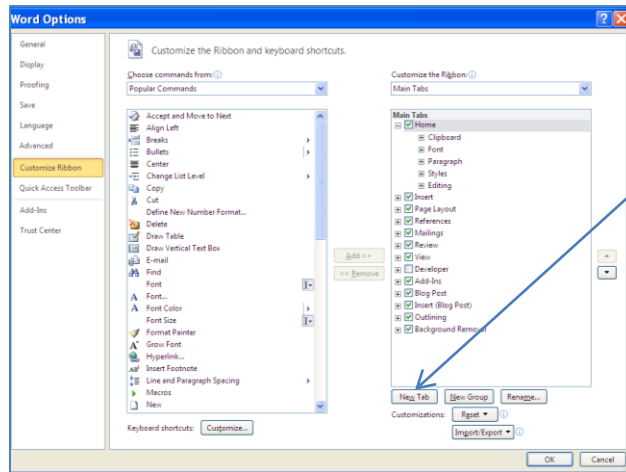
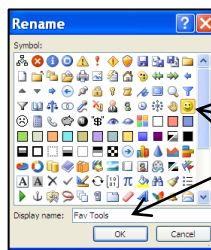


Exercise 1 – Create your own tab

- Click on **File tab**
- Select *Options*
- Select *Customize Ribbon*
- Look on the bottom of the right side for the icon “**New Tab**”



- Click on “**New Tab**”
- You will notice that in the box that there is a gray highlight on “**New Group (Custom)**” but *don’t* click on that.
- Now move your cursor up to the “**New Tab (Custom)**” until it is gray
- Now look back to the bottom for “**Rename**” and click on it
- Rename your tab to your first name
- Click back to find “**New Group (Custom)**” just below the new tab name and then it will show you a window where you can choose pictures



Choose the smiley face and then name it “Fav tools”

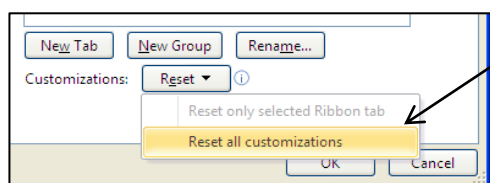
- Click “**OK**” and now look on your tabs
- Now watch instructor on how to move your tab location

Exercise 2 –

- Open up your new tab and you will see “**Fav Tools**” (your new **group!**)
- Right click on your new group
 - (remember to use the other side of your brain when right clicking)
- Look for “**Customize Ribbon**” and click on that
- You will see the two large columns, look in the left one
- Before you do anything, look to make sure you are on your **group** called “**Fav Tools**”
- Back to the left big box - find “Cut” and then “add” it to your new group
- Click on “OK” on the bottom
- REPEAT FROM THE BEGINNING OF **Exercise 2** but now add “Copy” and also “Paste” to your **group**
- Now look for your tab when we open up a document

NOTE: To delete your tab simply go back to the **File Tab**, choose **Options**, choose **Customize Ribbon** and right click on **your tab** and you will see the box appear where you can choose “remove”

NOTE: To reset everything back to when you first got on this computer simply go back to the **File Tab**, choose **Options**, choose **Customize Ribbon** and look on bottom right for “reset all customizations”



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