

































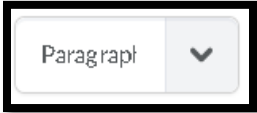
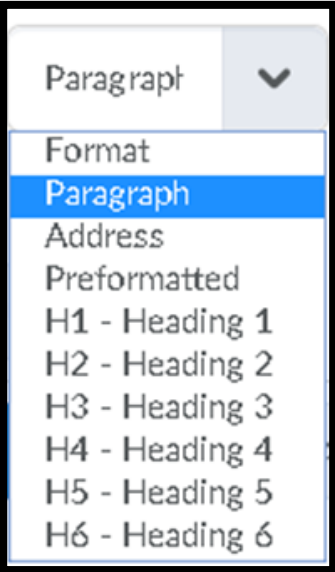



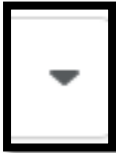
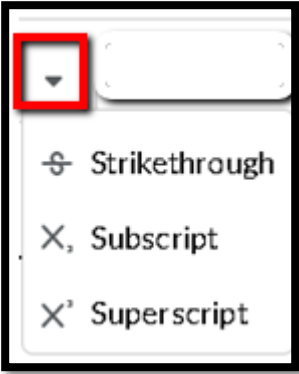






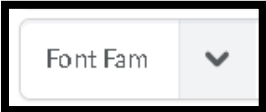
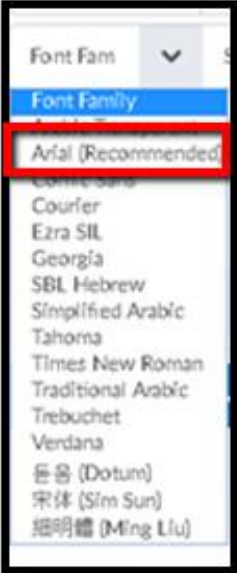


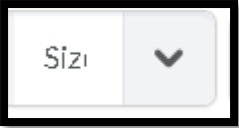
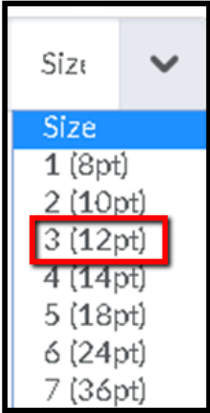

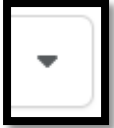
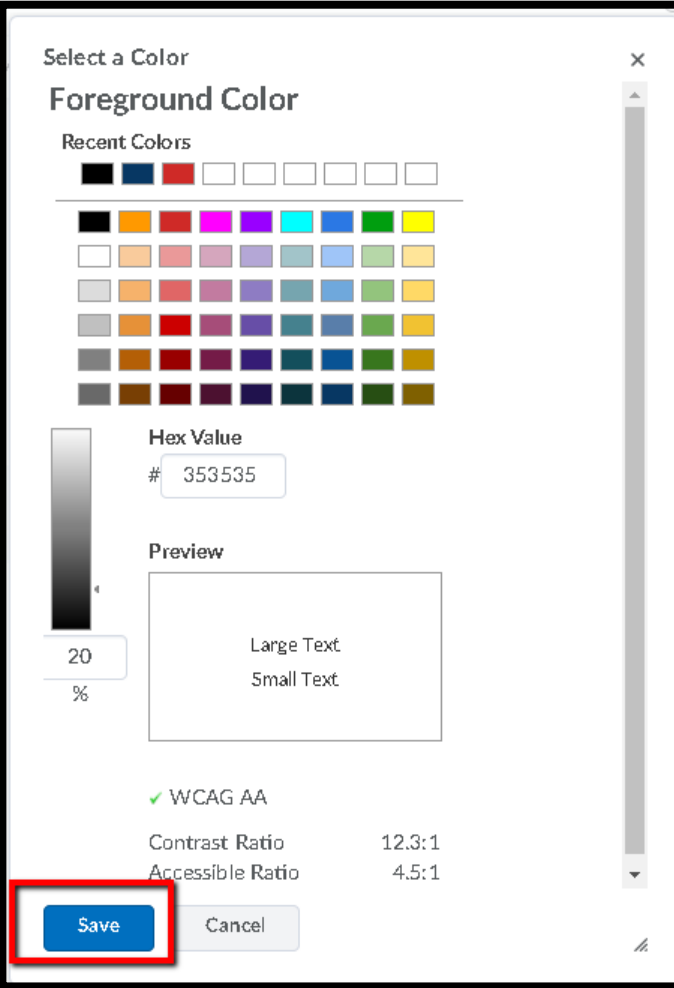
Menu Bar Icons, Name, and Associated Tasks


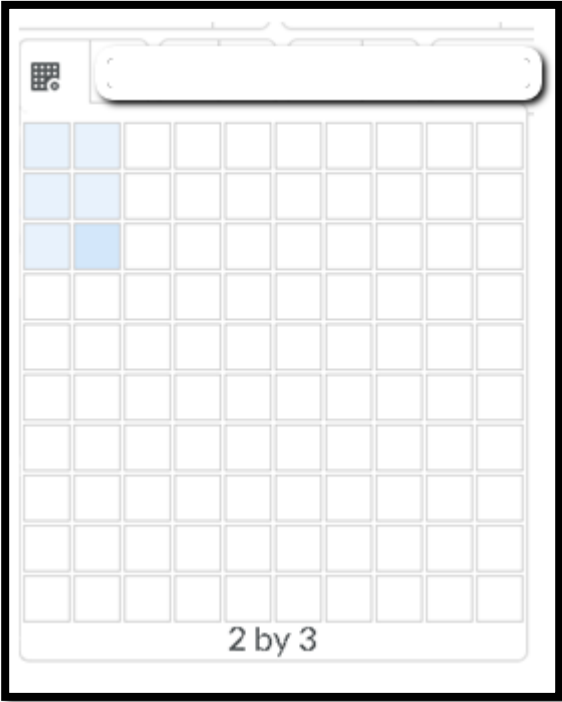

















Icon	Name	Associated Tasks
	<p>Insert Stuff</p>	<div style="border: 2px solid black; padding: 5px;"> <p>Insert Stuff</p> <ul style="list-style-type: none">  My Computer <hr/>  Course Offering Files <hr/>  Shared Files <hr/>  Learning Repository <hr/>  Video Note <hr/>  Video Note Search <hr/>  YouTube <hr/>  Flickr <hr/>  Insert Link <hr/>  Enter Embed Code </div>
	<p>Insert Image</p>	<div style="border: 2px solid black; padding: 5px;"> <p>Add a File</p> <ul style="list-style-type: none">  My Computer <hr/>  Course Offering Files <hr/>  Shared Files <hr/>  URL </div>


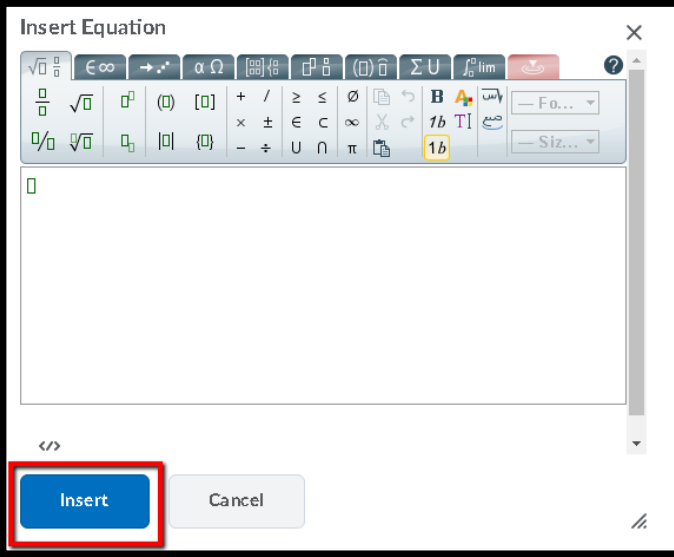

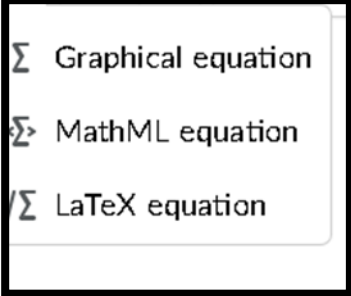

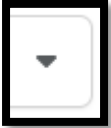


Icon	Name	Associated Tasks
	<p align="center">Insert Quicklinks</p>	<div style="border: 2px solid black; padding: 5px;"> <p>Insert Quicklink</p> <p>Course Materials</p> <ul style="list-style-type: none">  Announcements  Assignments  Calendar  Chat  Checklist  Content  Course File  Discussions  External Learning Tools  Quizzes  Self Assessments  Surveys  Url </div>
	<p align="center">Down Arrow</p>	<div style="border: 2px solid black; padding: 5px;"> <ul style="list-style-type: none">  Insert Symbol  Insert Line  Insert Attributes </div>

Icon	Name	Associated Tasks
	Format	
	Bold	Select the text and click the B button to make the text Bold
	Italics	Select the text and click the I button to make the text Italics
	Underline	Select the text and click the U button to underline the text
	Drop down Arrow	
	Right Pointing Arrow	Select text; click the right pointing arrow to move text to the right.
	Left Pointing Arrow	Select text; click the left pointing arrow to move text to the left.

Icon	Name	Associated Tasks
	Unordered List	Position cursor before text to include in a list, the click the unordered list button.
	Ordered List & Alignment	
	More	Click the 3 dots button to see more options in the Menu bar. Click again to show less in Menu Bar
	Font Styles (Arial Recommended)	

Icon	Name	Associated Tasks
	<p>Font Size 3 (12 pts) Recommended</p>	
	<p>Apply Color</p>	<p>Select text and click button to apply color show to text</p>
	<p>Select Color (Click Save)</p>	

Icon	Name	Associated Tasks
	<p align="center">Insert Table</p>	
	<p align="center">Table Properties</p>	<ul style="list-style-type: none">  Table Properties  Cell Properties  Row Properties  Remove Column  Remove Row  Delete Table  Insert Column Before  Insert Column After  Insert Row Before  Insert Row After  Cut Row  Copy Row  Paste Row Before  Paste Row After  Merge Cells  Split Cells

Icon	Name	Associated Tasks
	<p>Graphical Equation (Click Insert to enter in text)</p>	
	<p>Other Graphical Equation Options</p>	
	<p>Undo (Ctrl + Z)</p>	<p>Click Undo to reserve last action</p>
	<p>Redo (Ctrl + Y)</p>	<p>Click Redo to return to earlier action</p>
	<p>Cut (Ctrl + X)</p>	<p>Select text, press this button to remove content</p>
	<p>Copy (Ctrl + C)</p>	<p>Select text, press this button to copy content</p>