

Using the QuickMenu

A context-sensitive *QuickMenu* appears when you right-click most objects. This menu appears right where you are working and displays frequently used commands regarding your current task. The QuickMenu saves time by eliminating the need to wade through several menu layers to access frequently used commands. Besides offering basic commands, the QuickMenu also contains a Properties command, which displays the appropriate *Object Inspector*. An Object Inspector is a dialog box used to format or modify an object.

METHOD

To use a QuickMenu:

1. Point to the object.
2. Right-click the mouse.
3. From the QuickMenu, choose the command.

EXERCISE

In the following exercise, you will use the right mouse button to open a QuickMenu.

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| 1. Point to cell C5 | |
| 2. Right-click the mouse | <i>The QuickMenu appears.</i> |
| 3. From the QuickMenu, choose Cell Properties | <i>The Object Inspector for the selected cell appears.</i> |
| 4. Choose Cancel | <i>The Object Inspector is closed.</i> |

END