

To see Toolbar definitions:

1. On the Toolbar, point to the button or tool.
2. Read the definition provided.

To use the Toolbar to execute a command:

1. If necessary, select the cell or block of cells.
2. On the Toolbar, click the button or tool.

### **EXERCISE**

In the following exercise, you will view Toolbar definitions and access the Save button on the Toolbar.

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| 1. On the Toolbar, point to the Chart tool           | <i>The definition appears slightly below and to the right of the tool.</i> |
| 2. On the Toolbar, point to the Save Notebook button | <i>The definition appears.</i>   |
| 3. On the Toolbar, click the Save Notebook button    | <i>The Save File window appears.</i>                                       |
| 4. Choose Close                                      | <i>The Save File window is closed and the file is not saved.</i>           |

**END**