



















The Standard toolbar



This entire toolbar could become a floating window by double-clicking on the control bar at the far left end of this toolbar. That gives the following window, which can be placed anywhere on the screen:

This toolbar can be restored to its original position by clicking in the gray bar at the top and dragging it back to the top of the screen. Push the top of the window up to the bottom of the menu bar.

Function of commonly used buttons

	Creates a new blank document based on the default template		Opens or finds a file
	Saves the active file with its current file name, location and file format		Prints the active file - for more print options go to the File menu and select Print
	Print preview - Shows how the document will look when you print it.		Spelling, grammar and writing style checker
	Cut - Removes the selection from the document and places it on the clipboard		Copy - Copies the selected item(s) to the clipboard
	Paste - Places the content of the clipboard at the insertion point		Format painter - Copies the format from a selected object or text and applies to other objects or text
	Undo - Reverses the last command, use pull-down menu to undo several steps		Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps
	Displays the Tables and Borders toolbar		Insert a table into the document, or make a table of selected text
	Insert an Excel spreadsheet into the Word document		Columns - Changes the number of columns in a document
	Displays or hides the Drawing toolbar		Zoom - Enlarge or reduce the display of the active document

The Formatting toolbar



This entire toolbar could become a floating window by double-clicking on the control bar at the far left end of this toolbar. That gives the following window, which can be placed anywhere on the screen:

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Function of commonly used buttons

	Select the style to apply to paragraphs		Changes the font of the selected text
	Changes the size of selected text and numbers		Makes selected text and numbers bold
	Makes selected text and numbers italic		Underlines selected text and numbers
	Aligns to the left with a ragged right margin		Centers the selected text
	Aligns to the right with a ragged left margin		Aligns the selected text to both the left and right margins
	Makes a numbered list or reverts back to normal		Add, or remove, bullets in a selected paragraph
	Decreases the indent to the previous tab stop		Indents the selected paragraph to the next tab stop
	Adds or removes a border around selected text or objects		Marks text so that it is highlighted and stands out
	Formats the selected text with the color you click		



















The Drawing toolbar



This entire toolbar could become a floating window by double-clicking on the control bar at the far left end of this toolbar. That gives the following window, which can be placed anywhere on the screen:

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Function of commonly used buttons

	A pull-down menu with several drawing options		Changes the pointer to a selection arrow
	Rotates the selected object to any degree		A pull-down menu with several libraries of shapes
	Draws a line where you click and drag. Hold the Shift key down to make the line straight		Inserts a line with an arrowhead where you click and drag
	Draws a rectangle where you click and drag. Hold down Shift to draw a square		Draws an oval where you click and drag. Hold down Shift to draw a circle
	Draws a text box where you click and drag		Create text effects with WordArt
	Add, modify, or remove fill color from a selected object		Add, modify, or remove line color
	Formats the selected text with the color you click		Changes the thickness of lines
	Selects dash style for dashed lines		Select arrow style; placement and shape of arrowhead
	A pull-down menu offers shadow choices		Add 3-d effects to rectangles or ovals