


# Using Microsoft Office Toolbars and Menus

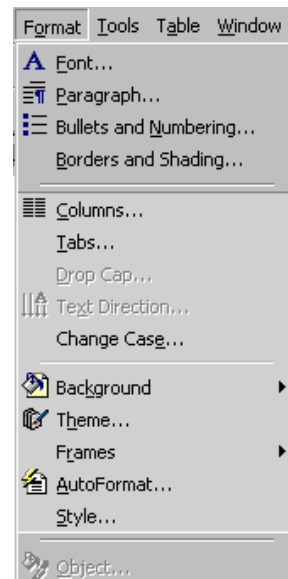
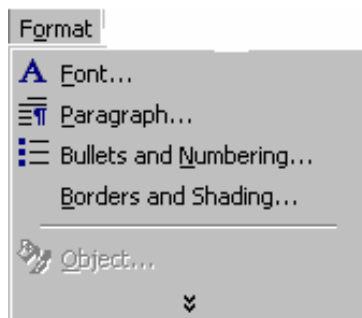
You can use the comprehensive main menu or you can right-click for context-sensitive shortcut menus.

## Main Menu





File Edit View Insert Format Tools Table Window Help

When you click any item on the main menu bar, you'll see only some of the choices that are designed to make you more productive because they include only the ones you use more regularly. However, when you click on an item in the main menu, if you wait a few seconds, the full menu will appear.



















Single-click buttons that are shortcuts to most common tasks.  
The options vary with each Office program.  
These are included on the Standard Toolbar in Word, Excel, & PowerPoint.

## Standard Toolbar

	New Blank Document	Creates a new file
	Open	Opens a saved file
	Save	Saves the current file
	Print	Sends current document to the printer
	Print Preview	To see entire page
	Spelling & Grammar	Checks for spelling & grammar errors in current document
	Cut	Removes selected area & moves it to the Clipboard
	Copy	Copies selected area to the Clipboard
	Paste	Inserts contents of Clipboard at current insertion site
	Format Painter	Copies formatting from selected object to object you click
	Undo	Reverses last command or deletes last entry
	Redo	Reverses last Undo
	Insert Hyperlink	To insert or edit a hyperlink
	Tables & Borders	To insert borders
	Insert Table	To insert table
	Insert <i>Microsoft Excel</i> worksheet	To insert Excel
	Columns	To create columns
	Drawing	For creating objects
	Document Map	To insert documents from files
	Show/Hide	To show paragraph indents and tabs
	Zoom	To change size of display
	<i>Microsoft Word</i> Help	Frequently asked questions
	Close	To close a document
	Envelopes & Labels	For creating labels

# The Formatting Toolbar

Appears directly below the Main Menu

	Bold
	Italic
	Underline
	Align Left
	Align Center
	Align Right
	Justify
	Numbering
	Bullets
	Decrease Indent
	Increase Indent
	Outside Border
	Highlight
	Font Color
	Text Style
	Font and Font Size

There are also other specialized toolbars designed for specific jobs such as outlining, drawing, or editing pictures. Some appear automatically.

- You can display the list of available toolbars by right-clicking on any visible toolbar or main menu bar.
- You can show or hide a toolbar by clicking on its name on the list. (A check mark to the left indicates that it is currently visible.)
- You can move a toolbar in a new position by pointing your cursor at the handle (double vertical lines at the toolbar's left edge) and dragging the toolbar to another place on the program window. Releasing the mouse will snap it into that place.