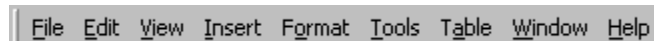


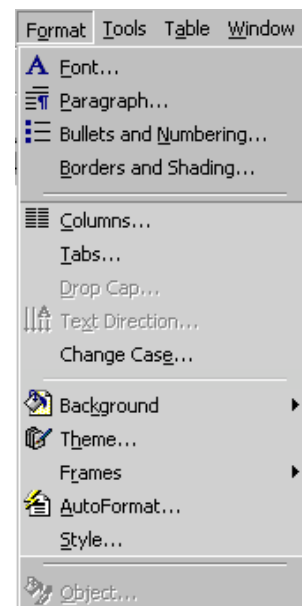
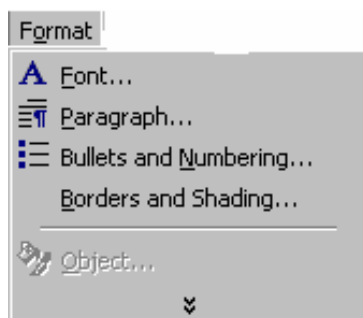
Main Menu, Standard Toolbar, & Formatting Toolbar

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

Main Menu



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.



















Standard Toolbar

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.

| | | |
|---|---|--|
|  | 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.