

## Standard Toolbar





-  **New:** Creates a new blank document based on the Normal.dot template.
-  **Open:** Displays the **(File > Open)** dialog box.
-  **Save:** Saves the active document. Displays the **(File > Save As)** Dialog box the first time a document is saved.
-  **Permission** - Added in 2003
-  **E-mail** - Emails the active workbook or active worksheet.
-  **Search:** Finds files, Web pages, and Outlook items based on the search criteria you enter.
-  **Print** - Prints the active document.
-  **Print Preview** - Displays the **(File > Print Preview)** dialog box.
-  **Spelling and Grammar** - Displays the **(Tools > Spelling and Grammar)** dialog box.
-  **Research** - (Added in 2003)
-  **Cut** - Cuts the current selection to the clipboard.
-  **Copy** - Copies the current selection to the clipboard.
-  **Paste** - Pastes the entry from the clipboard.
-  **Format Painter** - Copies the text format (not the line spacing) Allowing it be pasted elsewhere.
-  **Undo** - Undoes the last action you performed.
-  **Redo** - Redoes the last action your performed.
-  **Insert Hyperlink** - Displays the **(Insert > Hyperlink)** dialog box.
-  **Tables and Borders** - (Removed in 2007). Toggles the display of the Table and Borders toolbar.
-  **Insert Table** - Inserts a table in the document with the number of columns and Rows you specify.
-  **Insert Excel Worksheet:** Inserts a new Microsoft Excel worksheet at the insertion Point. Drag to select the number of rows and columns.
-  **Columns** - Changes the number of columns in a document or a section Of a document.
-  **Drawing** - Toggles the display of the Drawing toolbar.
-  **Document Map** - Displays the document map for the active document.
-  **Paragraph Formatting** - (Removed in 2007). Toggles the display of all the non printing characters.
-  **Zoom** - Adjusts the size that the document appears on the screen.
-  **Microsoft Word Help** - Displays the **(Help > Microsoft Word Help)** dialog box.


# Formatting Toolbar

This toolbar contains drop-down boxes and buttons to allow you to format the contents of the cells.





 **Styles and Formatting**-Displays the Styles and Formatting task pane, where you can reapply Formatting easily, Create styles, And select all text with the same formatting.


 **Style**-Click the style you want to apply to the selected paragraphs. (Ctrl + Shift + S).

 **Font**-Provides a list of all the available fonts (based on your current printed Selection). (Ctrl + Shift + F).

 **Font Size** - Lets you adjust the character size (based on your current font selection). (Ctrl + Shift + P).

 **Bold** - Toggles bold on the current selection. (Ctrl + B).


 **Italic** - Toggles italics on the current selection. (Ctrl + I).


 **Underline** - Toggles underline on the current selection. (Ctrl + U).

 **Align Left** - Aligns data to the left edge of the page or table. (Ctrl + L).

 **Centre** - Aligns data in the centre of the page or table. (Ctrl + E).

 **Align Right** - Aligns data to the right edge of the page or table. (Ctrl + R).


 **Justify** - Aligns the selected paragraphs to either the left and right margins or Indents. (Ctrl + J).


 **Line Spacing** - Changes the spaces between the lines in your selected text. Select the number Of lines you want or click More For additional choices.

 **Numbering** - Adds numbers to or removes numbers from selected paragraphs.


 **Bullets** - Adds bullets to or removes bullets from selected paragraphs.

 **Decrease Indent** - Decreases or removes the indent.

 **Increase Indent** - Increases the indent.

 **Borders** - Adds or removes a border around the selected text, paragraphs Cells, Pictures or other object.

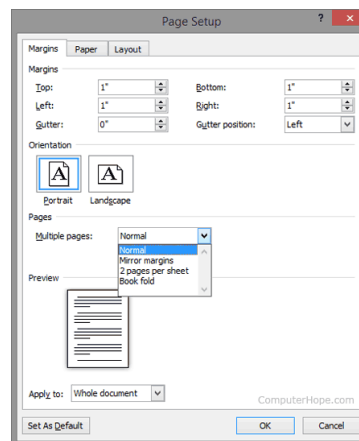
 **Highlight** - Changes the colour behind the current selection. This is known as the Highlight Tool.

 **Font Color** - Changes the color of the font of the current selection.

## Page Setup

The page setups are the parameters defined by the user that help determine how a printed page appears. Those parameters can include everything from the size, margins, page orientation, to quality of print. More plainly, it's a menu that allows users to customize the layout of a page. The page setup dialog box is usually available from the file drop-down menu. For Microsoft Word 2007 or later, the page setup options are available under the Layout tab in the Ribbon menu. Below are some examples of how Page Setup may appear in your programs.

### 1. Page Setup in Microsoft Word



### 2. Alternative page setup window

