What is a toolbar?

- Toolbars contain icons, or buttons, representing the most commonly used commands. Microsoft created such toolbars because often it's easier to click a button than it is to open a menu and search for a command.
- Certain toolbar buttons (and their corresponding commands) are unique to specific Office programs, but there are others such as New, Open, Save, and Print that are common to Word, Excel, and PowerPoint.
- If you forget what an icon on a toolbar means, hover your mouse pointer over the button. A label will appear telling you what the button does. This label is called a tooltip.

Microsoft Word includes several built-in toolbars, including the two default toolbars that are visible when you start Word: the Standard toolbar and the Formatting toolbar.

Displaying and hiding toolbars

The Standard and Formatting toolbars are turned on by default in Word 2003, Excel 2003, and PowerPoint 2003. However, all of these programs (including Outlook 2003) include other helpful toolbars that can be displayed or hidden as you need them.

To display or hide a toolbar:

- Choose View → Toolbars from the menu bar.
- The cascading toolbar menu appears.
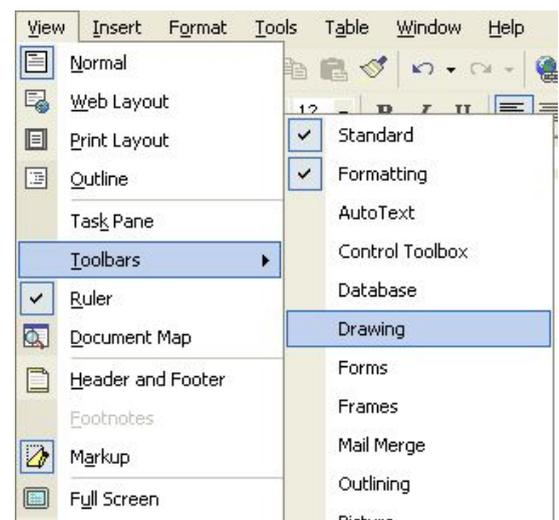
- Check marks appear next to the currently displayed toolbars.
- Click the toolbar you want to display, or click the toolbar you want to hide.

Standard and Formatting toolbars

The Standard and Formatting toolbars are the two most commonly used toolbars in Office 2003 programs. When you open Word, Excel, or PowerPoint, the Standard and Formatting toolbars are turned on by default.

The Standard toolbar is located just below the menu bar. The Standard toolbar includes command buttons with which you can quickly access many of the frequently used commands, such as New, Open, Save, Print, Copy, and Paste.

The Formatting toolbar is located by default next to the Standard toolbar. The Formatting toolbar provides quick access to text-formatting commands, including Bold, Italic, Underline, Numbering, and Bullets. To view the entire Formatting toolbar, click the small arrow (in Word) or double arrows (in Excel and PowerPoint) on the far right of the Formatting toolbar.

<u>**Standard Toolbar**</u>

This toolbar contains buttons to allow you to perform the basic operations such as opening and closing workbooks, moving and printing data.

© BetterSolutions.com

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 document or active worksheet.

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.

Read - (Added in 2003). Displays the Reading Layout view.

Formatting Toolbar

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

© BetterSolutions.com

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 printer 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 both 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 Colour - Changes the colour of the font of the current selection.