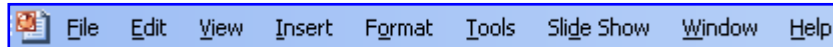


USING THE MENU BAR

A menu is used to display a list of commands. These commands are listed when you click on the command. Some of the commands have images next to them so the command can be quickly associated with the image that is on one of the toolbars. The Menu Bar (see below) is usually the second line on the window, directly below the Title Bar. The Menu Bar may be customized to meet individual needs.



Customizing the Menu Bar

- ❖ Do one of the following:
 - Choose **Tools** from the **Menu Bar**.
 - Choose **View** on the **Menu Bar** and then point to **Toolbars**.
 - Click the **List Arrow** at the end of the toolbar and point to **Add or Remove Buttons**.
- ❖ Choose **Customize** from the list of choices.
- ❖ Click the **Commands** tab, if necessary.
- ❖ Under **Categories**, select **Built-In Menus**. (This option appears at the bottom of the list.)
- ❖ Under the **Commands** option, choose **Insert**.
- ❖ Click on the **Insert** option on the **Menu Bar** to display a list of the options that are available here.
- ❖ Scroll up and choose the **Insert** option from the **Categories** list.
- ❖ A list of **Menu Bar** items will appear under **Commands**.
- ❖ Scroll down in the **Commands** list until **Word Art** is located and then click on that option.
- ❖ Drag this option over to the **Insert** menu and drop the item below **Chart**. A black solid line will appear where the item is to be dropped.

Remove an Item from the Menu Bar

- ❖ Choose **Tools** from the **Menu Bar**.
- ❖ Choose **Customize** from the list of choices.
- ❖ Click the **Commands** tab.
- ❖ Click on the **Insert** option on the **Menu Bar** to display a list of the options that are available there.
- ❖ Click on the button that is to be removed.
- ❖ Drag the item into the presentation window.
- ❖ Release the mouse button and the item will disappear from the menu bar list.
- ❖ The item will still appear in the list of built-in menu items.

Displaying Only the Commands and Buttons Used

PowerPoint automatically customizes menus, based on the commands that are used the most. When PowerPoint is first started, only the basic commands appear on the menu lists. As work is being done, PowerPoint adjusts the menus and toolbars so that only the menu items used most appear on the menu.

Seeing All the Commands on a Menu

To look for a command that isn't used often or has never been used, click the down arrows at the bottom of the menu to expand it to show all commands. It is also possible to double-click the menu item to expand the list. When one menu is expanded, all the menus expand until a command is chosen or another action is performed.

When a command on the expanded menu is clicked, it is immediately added to the short version of the menu. A menu item is dropped from the short menu when PowerPoint is opened many times without the command being used. It is possible to specify that PowerPoint always shows the full set of commands for each menu by clicking **Tools, Customize**. Click the option **Always show Full Menus** to select it. Changing this command will affect not only PowerPoint, but all programs associated with Office 2003, such as Word, Access and Excel.