

## Menu Bar

The Menu Bar (displayed below) is used to perform different tasks in Word. When a command on the Menu Bar is chosen, a submenu will appear with additional commands. In the Word submenus, only the commands used most frequently are displayed. When a command is displayed in gray, it means that the option is not available for the current selection. Clicking the arrow at the end of the list can access the rest of the commands for a particular menu option. Many of the operations performed using the Menu options may also be performed by clicking on the Toolbar buttons.

File Edit View Insert Format Tools Table Window Help

<i>Command</i>	<i>Definition</i>
<b>File</b>	This option is used to perform such operations as Open, Close, Save, SaveAs, SaveAs Web Page, Page Setup, Print, and Print Preview. It is also used for sending documents for review, for routing documents, and for sending e-mails. It also lists the last four documents that were created or opened in Word.
<b>Edit</b>	The Edit option is used to perform such operations as Undo, Repeat, Cut, Copy, Paste, Select All, Find, and Replace.
<b>View</b>	Use this option to change the view of the document from Normal, Web Layout, Print Layout, Reading Layout, or Outline. It is also used to display Toolbars, Headers and Footers, Footnotes, or Comments in a document.
<b>Insert</b>	This option provides access to dialog boxes that are used to insert Pictures, Files, Text Boxes, Hyperlinks, Footnotes, Page Numbers, Date and Time, and Comments. It is also, used to insert Breaks (Page, Column, Section) in the document.
<b>Format</b>	This option is used to format items such as Fonts, Paragraphs, Bullets and Numbering, Borders and Shading, Styles, Columns, and Tabs. It may also be used to change Text Direction and to Change the case (UPPERCASE, lowercase, Sentence case, or Title Case) of text. It can be used to open the Format dialog box when an object, ClipArt, or WordArt has been inserted in a document.
<b>Tools</b>	This option is used to set up Mail Merges, to create Envelopes and Labels, to set up the options for AutoCorrect, AutoFormat, and AutoText entries. The Tools, Options dialog box allows the Word program to be set up to meet particular needs. It is also possible to Customize toolbars from this menu option.
<b>Table</b>	This is the option that is used to create Tables and to format and sort the table, or to even Draw a table.

<i>Command</i>	<i>Definition</i>
<b>Window</b>	This option is used to display more than one Window at a time. It also lists the documents that are currently open in the Word Window.
<b>Help</b>	The Help menu option provides helpful information about the Word program. It is also possible to control the Office Assistant and to find information about Word.