














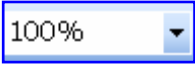









Standard Toolbar



The Standard toolbar contains buttons that are used to perform most of the common operations, such as opening, saving, printing, and previewing a document. There are some buttons on the Standard toolbar that are common on all Office 2003 programs. These include:

Button	Used to
New	 Open a new blank window
Open	 Open a previously created document from a folder
Save	 Save a document to a folder. If the document is a new one that hasn't been saved, Word will display the SaveAs dialog box. If the document has been saved previously, the document will replace the previous version when the Save button is pressed.
E-Mail	 Bring up the E-mail dialog box, which allows the current document to be sent to another person via e-mail
Printing	 Send a document to print. This button may be customized to allow a dialog box to appear rather than sending the document directly to the printer.
Print Preview	 Preview a document to see what it is going to look like when it has been printed. A document may be previewed one-page at a time or several pages at a time.
Spell/Grammar Checker	 Check spelling and grammar in a Word document.
Research	 Search for words or topics from Microsoft Encarta or other reference materials. It is possible to search folders on the Internet as well as on the local computer.
Cut	 Remove text from a document and store it on the Clipboard. The text is then inserted into another area of the document by Pasting the text from the Clipboard.
Copy	 Make a copy of selected text of a document and store it on the Clipboard. The copied text can then be inserted into another part of a document using the Paste feature.
Paste	 Insert text that has been cut or copied from a document and has been stored on the Clipboard. In Word 2003, it is possible to have up to 24 items on the Clipboard at one time.
Format Painter	 Copy the formatting applied to one set of text to another set of text. When the button is clicked once, it copies the text to the next occurrence. When it is clicked twice, it applies the formatting to selected text throughout the rest of the document.

Button		Used to
Undo		Reverse previous edits or formatting changes that were made to a document. It is possible to undo up to 100 previous actions.
Redo		Repeat a reversed edit or formatting change. Only reversed changes can be repeated with the Redo command.
Insert Hyperlink		Insert a link to a Web page, another document, a different location in the current document, to a different file, such as a multimedia file, or to an e-mail message. Hyperlink text appears in the document in underlined text that is usually a different color than the original text.
Zoom		View the document in different percentages from 10% to 100% or as Page Width, Text Width, as a Whole Page or as Two Pages. The default is 100%.
Help		Provide help regarding any process used while creating, editing, or formatting a document.

In addition to the common buttons on the Standard toolbar in Word, there are additional buttons on the Standard toolbar that are specific to Word only. These buttons include:

Button		Used to
Tables and Borders		Open the Tables and Borders toolbar. The toolbar can then be used for formatting Tables and Borders.
Insert Table		Insert a table into a document. This button opens a grid that can be used to choose the number of columns and rows needed in a table.
Insert Excel Worksheet		Insert an embedded Excel workbook into a document.
Columns		Create columns for an entire document or for selected text in a document. This button will open a grid that is used to choose the number of columns that are to be used in the document.
Drawing		Open the Drawing toolbar. This toolbar usually appears in the lower portion of the Window. The Drawing toolbar is used to create and format WordArt and different shapes in a Word document.
Document Map		Show all the main and subheadings in a document. Using a document map makes it easy to navigate through a document. This is a toggle button that is used to turn the Document Map off and on.

Button	Used to
Show/Hide 	Show the tabs, spaces, and hard returns in a Word document. This is a toggle button. When the button has been clicked, the tabs, spaces, and hard returns show in the document. When it is not, the features do not show.
Read 	Open the document in Reading Layout view.