












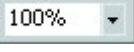



Microsoft Word - The Standard Toolbar



	Create a new blank document. (File – New)		Undo – reverse the last command. (Edit – Undo...)
	Open a file from disk. (File – Open)		Reverse the action of the Undo command. (Edit – Repeat...)
	Save the active file with its current file name. (File – Save)		Spelling and grammar checker. (Tools – Spelling)
	Print the active file. For more print options go to the File menu and select Print (File – Print)		Format Painter – allow formatting effects to be copied from one piece of text to another.
	Print Preview – show how the document will look when printed. (File – Print Preview)		Insert a table into the document, or make a table of the selected text. (Table – Insert – Table)
	Cut the selected text or object from the document and places it on the clipboard. (Edit – Cut)		Convert the coucument to column layout. (Format – Columns)
	Copy the selected text or object from the document and places it on the clipboard. (Edit – Copy)		Zoom – enlarge or reduce the document display. (View – Zoom)
	Paste the content of the clipboard at the position of the cursor. (Edit – Paste)		Display Microsoft Word Help. (Help – Microsoft Word Help)

Note 1: The list contains the more commonly used buttons in the standard toolbar. Since versions of Microsoft Word can differ and Word can be customised by the user there may be extra buttons on your toolbar.

Note 2: All of the above commands can alternatively be accessed using the Menu Bar. The appropriate menu and menu option are listed above after the description of the command.