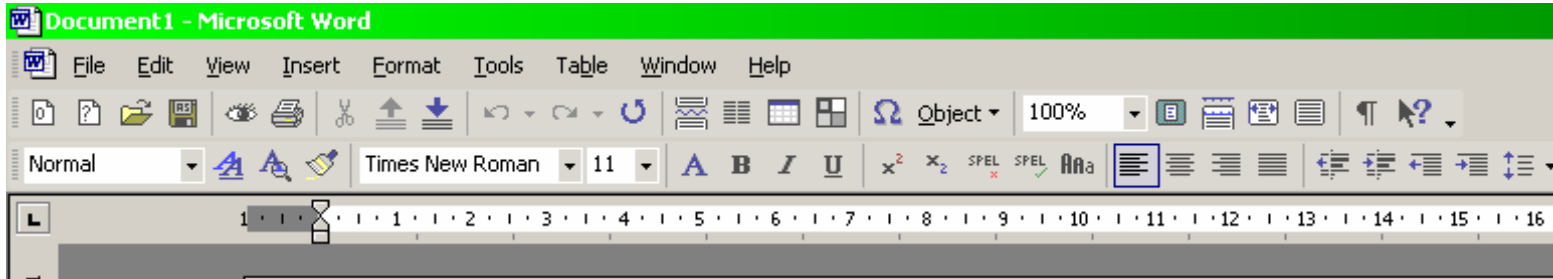


# Toolbars



=====  
Standard Toolbar  
=====

New Blank Document, New, Open, Save As  
Print Preview, Print  
Cut, Copy, Paste  
Undo, Redo, Redo  
Insert Break, Columns, Table, Borders and Shading  
Insert Symbol, Object (drop-down menu of object types to insert)  
Zoom, One Page, Real Size, Zoom Page Width, Zoom Hundred Percent  
Show All (as in: invisible characters), Context Sensitive Help

=====  
Formatting Toolbar  
=====

Style, Styles and Formatting, Reveal Formatting, Format Painter  
Font, Font Size  
Format Font, Bold, Italic, Underline  
Superscript, Subscript, Spelling Off, Spelling On, Change Case  
Align Left, Center, Align Right, Justify  
Decrease Indent, Increase Indent, Decrease Hanging Indent, Increase Hanging Indent, Line Spacing

# Macros

I have several macros, all of which I wrote when the computer was new and don't generally use anymore. These include:

SpellingOff	Marks selected text as to be skipped if a spell check is performed.
SpellingOn	Marks selected text as to be included if a spell check is performed.
RealSize	Makes a page on the screen the same size as a physical piece of paper held up next to the screen, assuming the screen resolution that I was using when I wrote it.
ZoomHundredPercent	A workaround for a bug in Word whereby the usual zoom 100% utility automatically switches to "Normal View".

# Menus

```
====
File
====
New Blank Document
New From Menu
Open
Close
----
Save
Save As
Save Template
----
Print Preview
Print
----
Properties
Versions
Word Count
----
Six most recent files
Search
----
Exit

====
Edit
====
Undo
Repeat
----
Cut
Copy
Paste
Advanced Copy/Paste
-> Office Clipboard
-> Paste Special
----
Select All
Select By
-> Select Cur Font
-> Select Cur Tabs
Set Language
Clear
-> Formats
-> Contents
----
Find
Replace
Go To
----
Object
```

```
====
View
====
Normal
Print Layout
Outline
----
Ruler
Toolbars
Show All
Footnotes
----
Zoom
-> One Page
-> Real Size
-> Fit to Window
-> Zoom 100% Correctly
-> Zoom
Full Screen
Document Map

=====
Insert
=====
Break
----
Symbol
Objects
-> Equation Editor
-> Drawing
-> Chart
-> [etc]
File
----
Field
Internal reference
Footnote
Caption
----
Bookmark
```

Note: Blue text on this page indicates features that I have never used but permit to remain on the menus nonetheless.

```
=====
Format
=====
Font
Colour
-> Font
-> Highlight
-> Background
-> Underline
Paragraph
Page
-> Page Setup
-> Page Numbers
-> Header and Footer
-> Watermark
----
Tabs
Columns
Borders and Shading
Bullets and Numbering
----
Drop Cap
Text Box
----
Object

=====
Tools
=====
Spelling and Grammar
Thesaurus
Translate
Change Case
----
Calculate
Sort
----
Import Template/Styles
Letters and Mailings
-> [blah]
Index and Tables
----
Auto Tools
-> Auto Format
-> Auto Text
-> Hyphenation
-> Auto Options
Macro
-> [blah]
Customize
Options
```

```
=====
Table
=====
Table
Convert
-> Text to Table
-> Table to Text
AutoFit
-> [blah]
Table Properties
----
Insert
-> Table
-> Columns to the Left
-> Columns to the Right
-> Rows Above
-> Rows Below
-> Cells
Select
-> Table
-> Column
-> Row
-> Cell
Delete
-> Table
-> Columns
-> Rows
-> Cells
Split/Merge
-> Split Table
-> Split Cells
-> Merge Cells
----
Borders and Shading
Table AutoFormat
Heading Rows Repeat
----
Cell Alignment
Text Direction
Formula
----
Show Gridlines

=====
Window
=====
[blah]

====
Help
=====
```