**VARIOUS TOOLS USED IN MICROSOFT WORD**

**Standard** **Toolbar** - The Standard toolbar is, by default, docked directly below the Menu bar, and that it contains buttons used for performing tasks similar to the commands available in the Menu bar. Some of them are

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| --- | --- | --- |
| NAME | ICON | USE |
| New |  | Creates a new blank document based on the  default or current template. |
| Open |  | Opens a document previously created and saved in  Word. |
| Save |  | Saves new changes to the current document or  file, with its filename, location and document format. |
| E-mail |  | Sends the content of the current document as the  body of an E-mail message. |
| Search |  | Finds files, Web pages and Outlook items based  on the search criteria you enter. |
| Print |  | Prints the active document or selection. |
| Print Preview |  | Shows how a document or file will look when you  print it. |
| Spelling |  | Checks spelling in the active document, file or  item. |
| Drawing |  | Shows or hides the Drawing toolbar. |
| Format Painter |  | Copies the format from a selected text or object  and applies it to the text or object you click. |
| Undo |  | Reverses the last action or deletes the last  entry you typed. Click the arrow next to this icon to select and reverse  multiple actions at a time. |
| Redo |  | Reverses the action of the last Undo command.  Click the arrow next to this icon to select and reverse multiple Undo  command actions. |
| Insert Hyperlink |  | Inserts a new hyperlink or edits the selected  hyperlink. |
| Tables and Borders |  | Displays Tables and Borders toolbar, which  offers tools for editing/formatting a table and its content. |
| Insert Table |  | Inserts a table in the document. Click and drag  to specify the number of rows and columns. |
| Columns |  | Changes the number of columns in a document or a  section of a document. |

**Formatting Toolbar -** The Formatting toolbar offers shortcut buttons to help format a document quickly. From the Formatting toolbar, you can quickly apply formatting attributes such as Font; Font Color; Alignment; Line Spacing; Bullets and Numbering, etc, document text, to save time.

The following table provides a list of Formatting toolbar buttons and a brief description of each.

|  |  |  |
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| **NAME** | **ICON** | **USE** |
| **Style** |  | Opens a Style drop-down list from which you can  select one. |
| **Font** |  | Changes the font of the selected text or number.  Click the drop-down arrow beside the box and select a font from the list. |
| **Font Size** |  | Changes the size of the selected text or number.  Enter a size value in the box, or select an appropriate size from the  drop-down list. |
| **Bold** |  | Applies or removes bold formatting to or from a  selected text or number. |
| **Italic** |  | Makes selected text or number italic, but  removes italic from selected text or number if it's already italic. |
| **Underline** |  | Underlines (rules a line) or removes  underline formatting from selected text or number. |
| **Align Left** |  | Aligns the selected text, number or inline  object to the left with a jagged edge. |
| **Center** |  | Aligns selected text, numbers or inline objects  to the center. |
| **Align Right** |  | Aligns the selected text, number or inline  objects to the right, with a jagged edge. |
| **Justify** |  | Aligns the selected paragraphs to both the left  and right margins or indents. |
| **Numbering** |  | Adds numbers to or removes numbers numbers from  selected paragraphs. |
| **Bullets** |  | Adds bullets to or removes bullets from the  selected paragraphs. |
| **Outside Border** |  | Adds or removes a border around the selected  text, paragraphs, cells, pictures or other objects. |
| **Highlight** |  | Marks text so that it is highlighted and stands  out from the surrounding text. |
| **Font Color** |  | Formats the selected text with the color you  click |

**Drawing Toolbar -** The Drawing toolbar is located at the bottom of the window, between the Horizontal Scroll bar and the Status bar. Like every other toolbar, this also contains smart icons representing shortcuts to Main menu commands in Word.

It holds buttons/tools used in creating drawings, such as rectangles, ovals, lines, arrows, WordArt text, etc. It also offers tools for inserting organizational charts and ready-made pictures and Clip Arts from their different locations.

Also included in this toolbar are tools for formatting inserted objects and for adding special effects such as shadow or 3-D to lines, rectangles, ovals, etc. Like every other toolbar also, the Drawing toolbar can be displayed or hidden.

The following table shows a list of tools offered on the Drawing toolbar, and their functions:

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| **NAME** | **ICON** | **USE** |
| **Draw** |  | Offers a number of options for defining the  relative positions, arrangements, rotation, etc, of drawings in a document.  It also offers tools for changing the shape of AutoShapes. |
| **Select Objects** |  | Changes the pointer to a selection arrow so you  can click to select objects in the active window. |
| **AutoShapes** |  | Offers a group of ready-made shapes that include  basic shapes, such as rectangles and circles, including a variety of lines  and connectors, block arrows, flowchart symbols, stars and banners, and  callouts. |
| **Line** |  | Allows you to draw a straight line where you  click or drag in the active window. |
| **Arrow** |  | Draws or inserts a line with an arrow head where  you click or drag in the active window. |
| **Rectangle** |  | Draws a rectangle where you click and drag on  the active window. You can also draw a square using this tool by holding  SHIFT while you drag. |
| **Oval** |  | Draws an oval where you click and drag in the  active document. To draw a (perfect) circle, hold down SHIFT while you drag. |
| **Text Box** |  | Draws a text box with horizontal direction where  you click and drag in the active document. |
| **Insert WordArt** |  | Creates decorative text by inserting a Microsoft  Office drawing objects. |
| **Insert Diagram** |  | Creates an organizational chart or a circle,  radial, pyramid, or Venn or target diagram in your document. |
| **Clip Art** |  | Opens the Clip Gallery where you can select the  clip art image you want to insert in your document or update your clip art  collection. |
| **Insert Picture** |  | Inserts an existing picture in your active  document at the insertion point. |
| **Fill Color** |  | Adds, modifies, or removes the fill color or  effects from the selected object. |
| **Line Color** |  | Adds, modifies, or removes the line color from  the selected object. |
| **Font Color** |  | Allows you to add, modify, or remove the text  color of the selected text. |
| **Line Style** |  | Used to select a thickness for the selected  line. |
| **Dash Style** |  | Allows you to control the appearance of the  selected line. |
| **Arrow Style** |  | Allows you to select the style of arrowhead. |
| **Shadow Style** |  | Allows you to select the shadow appearance of  the selected drawing object. |
| **3-D Style** |  | Allows you to add depth to drawing objects such  as lines, AutoShapes, and freeform objects. |

**SOME OTHER IMPORTANT TOOLS ARE -**

**AUTO CORRECT -** Spell Checker is a key feature of Word, and everyone knows how to use it. But a subsidiary of Spellchecker is Auto Correct, and it can speed your writing by correcting your “usual” misspellings without forcing you to run Spellchecker. More importantly, you can program it to overcome your standard mistakes, and others can be switched on by checking the appropriate rule boxes on the Auto Correct tab! These "built in" rules include automatically correcting any word that starts with two capital letters, capitalizing the first letter of a sentence, and automatically changing any accidental use of the caps lock key.

**HOW TO USE** - Click the Tools Menu. Choose Autocorrect. Choose the Autocorrect tab (if not already selected.) Check any boxes for rules you want to automatically include. To add your commonly misspelled words, be certain the "Replace Text as you Type" rule is checked, and then type the misspelled word in the open record under "Replace." Add the correct spelling in the open record under "with." Then click "Add." Be certain the box for "automatically use suggestions from spell checker" is checked. Repeat as many times as you need to get all your frequently misspelled words into the Autocorrect dictionary.

**THE THESAURUS -**  A thesaurus is a [software](https://www.computerhope.com/jargon/s/software.htm) tool included with some [word processors](https://www.computerhope.com/jargon/w/word-processor.htm) that provides [synonyms](https://www.computerhope.com/jargon/s/synonym.htm) for selected words on command. Users using Microsoft Word can open a thesaurus by highlighting the word they want to look up and pressing the [shortcut key](https://www.computerhope.com/jargon/k/keyboard-shortcut.htm) [Shift](https://www.computerhope.com/jargon/s/shiftkey.htm)+F7.

**HOW TO USE -** The process is very simple: place your insertion point in the word in question, and do a Shift+F7 (that's the function key F7, not the F key and the 7 key) The Thesaurus window will open, and you can choose your replacement word.