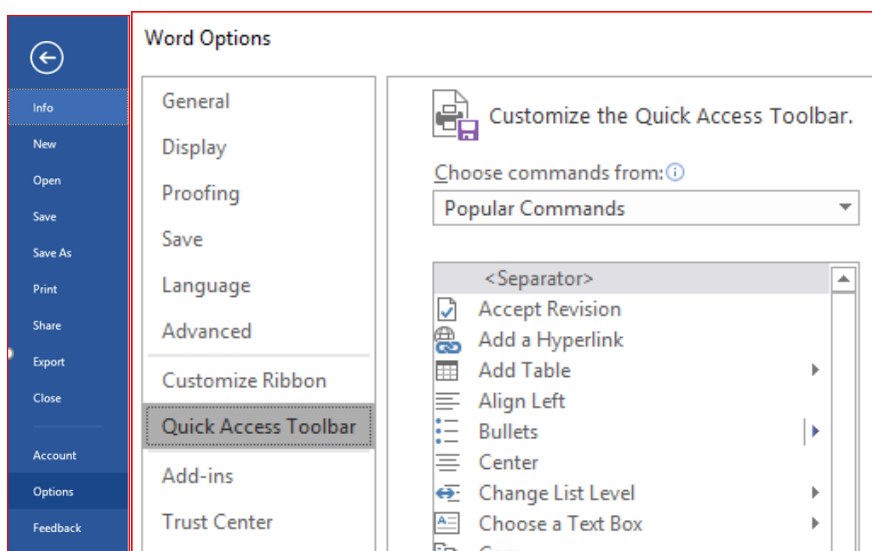


DO YOU KNOW?

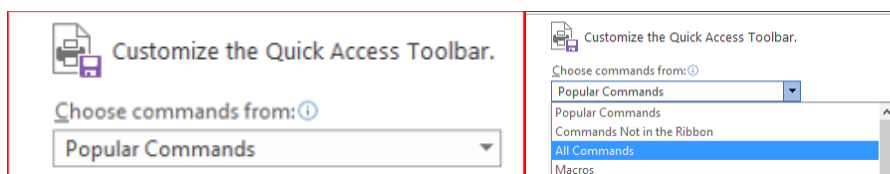
How to Add a Calculator in MS Word.

When you're writing a document in Word, you might need to do a few quick calculations. You could open a separate calculator app, but wouldn't be easier if you could just get a quick answer right within the document that you're working on? Well, by adding a calculator to Word, it's possible.

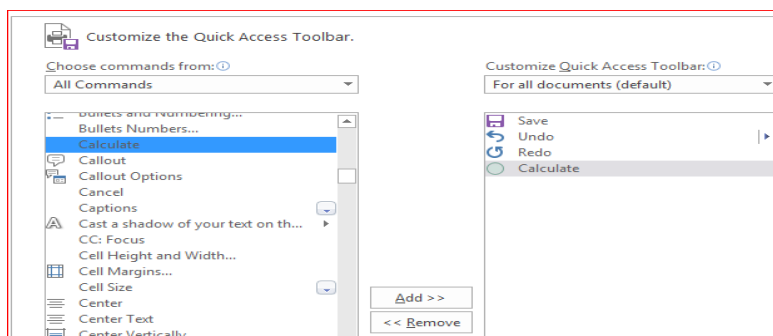
- In Word, click on the **File** options. **Quick access Toolbar.**



- Next, head over to the **Customize the Quick Access Toolbar.** Drop down to All Commands.



- Select Calculate and select Add button.



- You'll see a New "O" Calculate icon in the Quick Access Toolbar.



- Sample calculation. Enter the value, select value and click on

