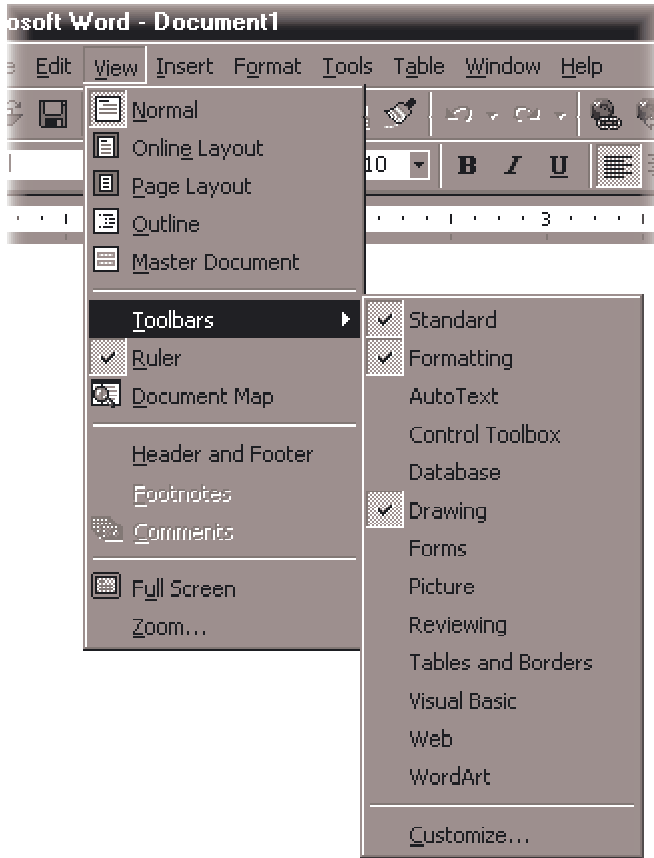


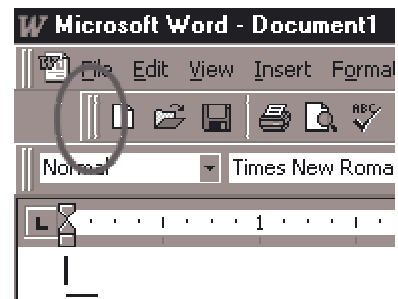
Did you know you can select the toolbars that you want to display on your screen?



Move those toolbars!

Here's another fact people usually find out by mistake - you can move Microsoft toolbars around on the application window.

To the right you see an image of the Word toolbar rack...the red ellipse is pointing out the toolbar **Handle**. Use your mouse to click and drag the toolbars by their handles to any order you like - you can even drag a toolbar completely off the rack and leave it floating in space.



**Hey! Where'd the toolbar go?.** copyright 1999Keith Welch

[<http://www.indiana.edu/~libcirc/dcscweb/duh/tbars.html>]

## Title Bar

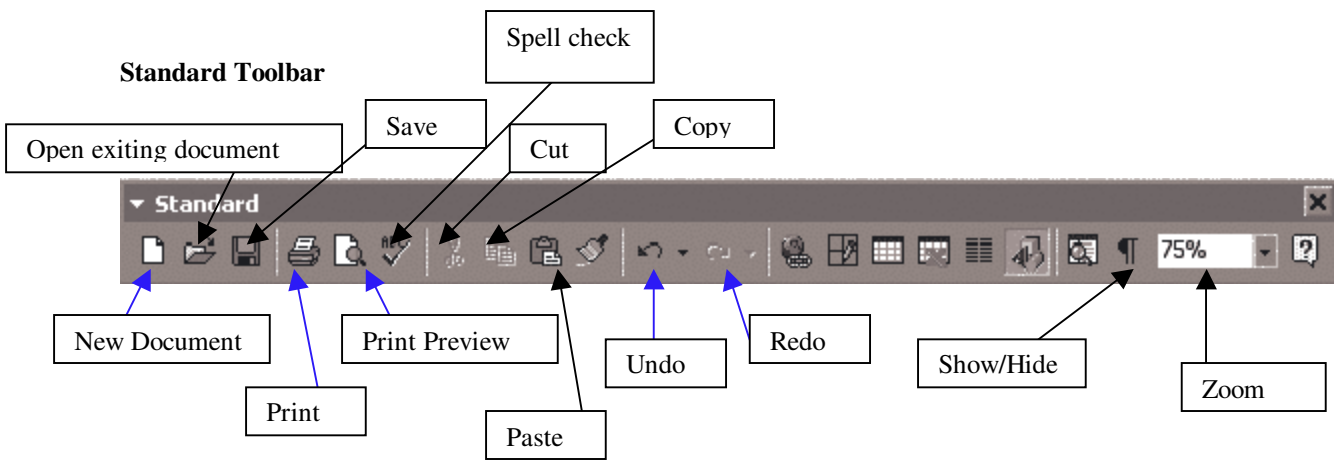


## Menu Bar

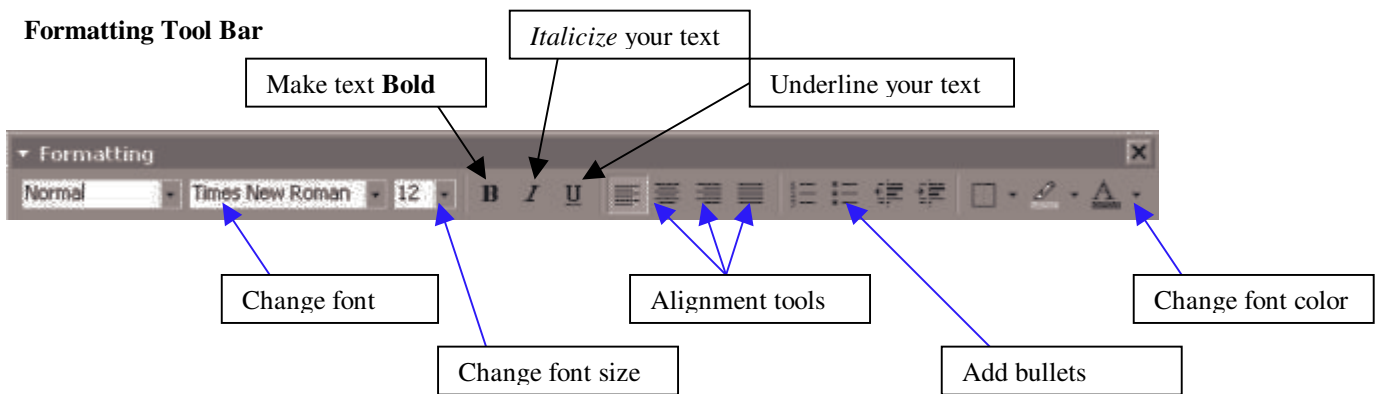
The **menu bar** displays the Word menu names. As you click on any of the **menu bar** items, you should see a window showing what you can do under that particular menu (To close any menu window, click anywhere on your document).



## Standard Toolbar



## Formatting Tool Bar



Text wrapping