

Word 2002



Menu, Quick Reference

Menu Reference

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Basic Topics

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A

Buttons

Buttons and drop-down lists for performing common tasks, such as saving a file (F), opening a document (O), and inserting a hyperlink (H). The drop-down list is visible, right-click any button and choose the name of the desired function. To add or delete commands from a toolbar, right-click it and choose Customization.

B

Buttons

Buttons and drop-down lists for performing common tasks, such as saving a file (F), opening a document (O), and inserting a hyperlink (H). The drop-down list is visible, right-click any button and choose the name of the desired function. To add or delete commands from a toolbar, right-click it and choose Customization.

C

Task pane

Provides shortcuts and links for performing common tasks. To switch to a different task pane, such as New Document, Search, Mail Merge, or Styles and Formatting, click the appropriate icon in the upper-right corner. Buttons in the pane provide navigation buttons for moving forward and back, and for returning to the default pane.



D

View buttons

Located to the left of the horizontal scroll bar, these buttons are used to change the view of the current document to Normal, Web Layout, Print Layout, or Outlines.

E

Status bar

Provides information about the active document, including the current page number and the total page count. This bar also shows the position of the insertion point in three ways: the distance from the top of the page, the number of lines below the insertion point, and the distance from the left margin. Use these buttons to activate other features, such as the macro recorder and Track Changes.

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