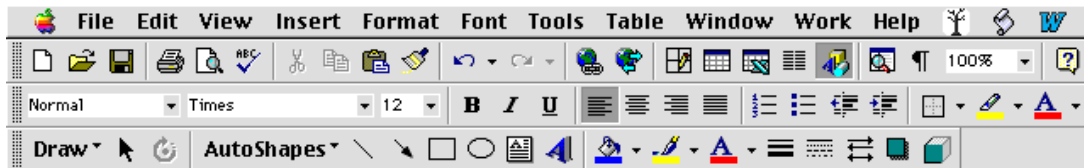


## Microsoft Word97 Toolbars



Microsoft Word has many toolbars that may either remain visible or not. To change the look of your toolbars, Choose TOOLBARS from under the VIEW menu. If a checkmark is visible next to a toolbar, this means that the toolbar is visible. To remove a particular toolbar from view, choose the specific toolbar again from within the TOOLBARS option.

### Draw Toolbar...



Objects selected from this toolbar “float” on top of your text. Each object is equipped with handles which are located on each corner of the object. The handles are used to resize an object. To resize an object proportionately, hold down the SHIFT key while dragging the handle. Double-clicking the object will provide the user with other options to adjust the object. To move the object simply click, hold & drag the object to any location on the page.

There are many options found on the Draw Toolbar:

- Draw pull-down menu = Group/Ungroup; Order objects; align objects, etc.
- Rotate Tool = Freely rotates an object in any direction
- Autoshapes = A variety of pre-designed shapes and objects
- Lines & Arrows = Create a variety of lines and arrows
- Rectangles/Circle Objects = Create boxes and circles with these options
- Text Boxes = Create boxes of text that “float” above the page
- WordArt = Word shapes that come in a variety of colors/patterns
- Fill, Line & Text Color
- Line Thickness, Arrow options, Shadows & 3-D objects