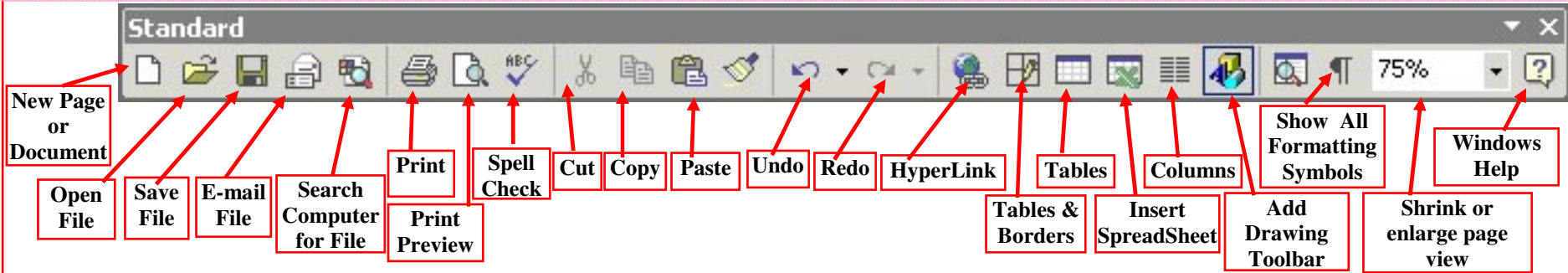


Toolbars 2002

TopTips© John Bullington 2002

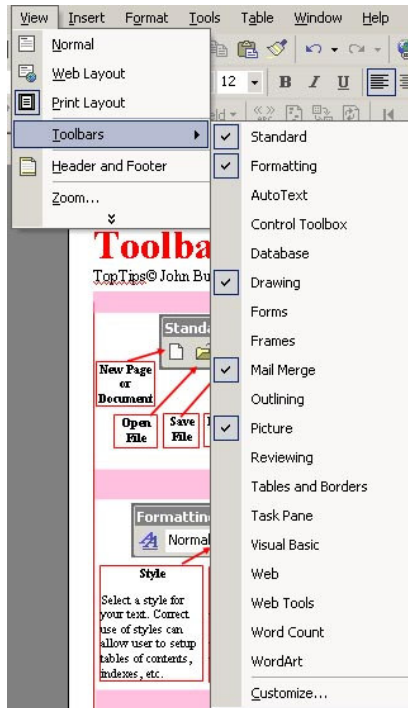


Standard Toolbar



Toolbar Options

To add a toolbar



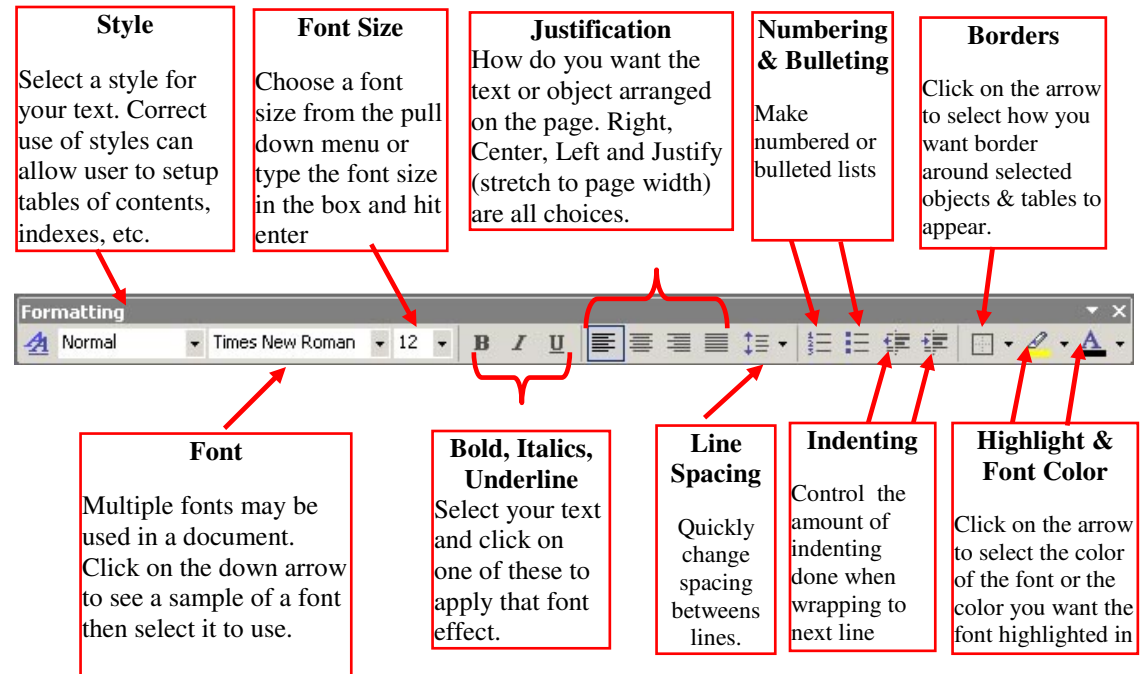
To customize a toolbar

Right click on any toolbar and choose customize from bottom of the list. In the commands menu find the icon for the shortcut you would like to add to a toolbar. Click and drag that icon to the appropriate spot on the toolbar and let go. You can also turn on the menu function so it shows full menu all the time not only after extended delay.

Standard & Formatting toolbars

The standard and formatting toolbars have different icons on the end depending on the program you are using. The Illustrations used here are the word versions of those toolbars. To find out what an icon on a toolbar does simple let mouse rest over button for a description of it's function.

Formatting Toolbar



Drawing Toolbar



Select objects Hold Ctrl to select more than one object	Draw Line Hold shift while stretching to draw straight line/circle/rectangle	Draw Arrow Hold shift while stretching to draw straight	Draw Rectangle & Circle - Use the fill tool to change color of rectangle after creation	Textbox Textboxes are a great way to arrange text anyway you want on a page, they ignore margins and object to varying degrees.	WordArt Create stylized text pieces of artwork that can be moved around page	Insert Chart, Clipart, or Picture Each of these allows you to instantly add that type of object	Fill Tool Use this to fill an object with color and/or transparency. Click arrow to right for colors	Color Line Use this to color line with color. Click arrow to right for colors	Font Color Use this to change font color. Click arrow to right for colors	Line, Dash, Arrow Style Change style of each object	Shadow Add or change shadowing on some object	3-D Make some object three dimensional and rotate
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Allows a number of selected objects to be grouped together to act as one object.

Allows you to place objects behind or in front of other objects/text, use the ordering tool to layer objects.

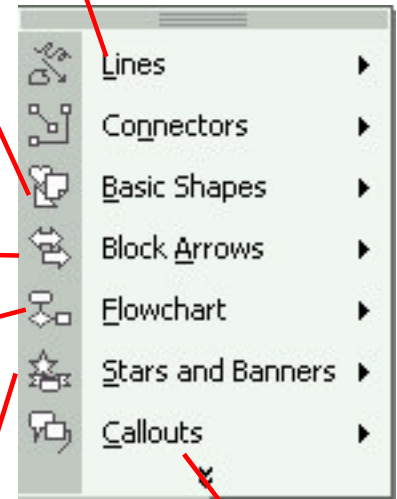
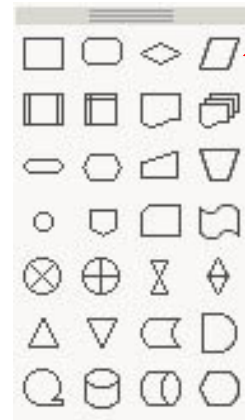
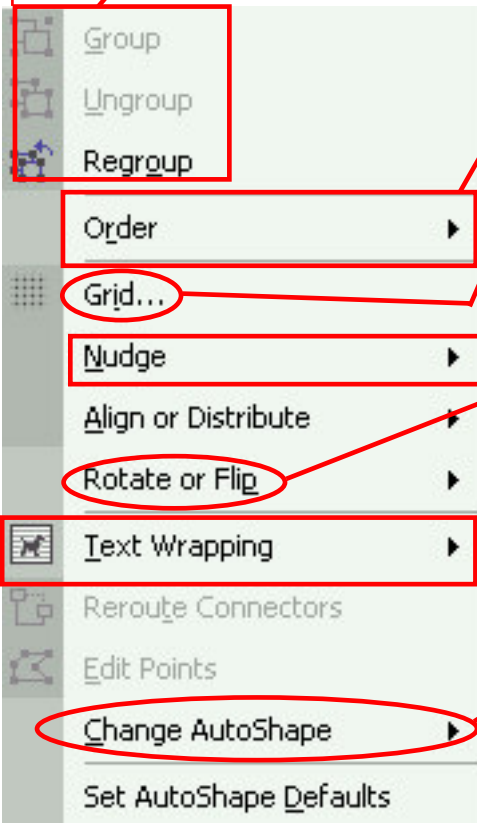
Displays a grid on screen that can be used to line up objects and text.

Can be used for minute movement of objects. Can also be done using arrow keys on keyboard

Allows you to free rotate or 90° rotate an object. You can also flip the object for T-shirt printing, etc.

Determines how text wraps around an object. You can even create a custom wrap for an object by editing points.

Allows you to change a selected AutoShape into a different AutoShape. AutoShapes are useful for flow charts and in PowerPoint.



Scribble tool allows free form drawing in word

