

Opens the folder one level above the active folder.

Shows the Favorites folder in the **Look in** box. The Favorites folder contains shortcuts to files and folders you use often.

Creates a shortcut to the selected file or folder, and then adds the shortcut to the Favorites folder. The original file or folder doesn't move.

Shows the names of the files in large icon format.

Shows additional information about the documents, such as the file size and the date last saved.

Shows properties for the selected document, such as the title and author.

Shows a preview of the selected document without opening it.

Lists the commands you can use to open a document as read-only or as a copy, print a document, show or edit document properties, sort documents within folders, search subfolders, group files by folder, connect to a network drive, add or modify FTP connections, and select an existing saved search.



Create a folder.

Opens the Search page of your Internet browser.



Click the color you want, or enter the values for the color in the **Hue, Sat, Lum, Red, Green, and Blue** boxes.  
You can drag the slider to adjust the luminosity of the currently selected color.

Hue is the color itself. Enter a number from **0** to **255** in the **Hue** box, or drag the cross-hair horizontally in the **Color** box.

Saturation is the intensity of the color. The higher the number, the more intense the color. Enter a number from **0** to **255** in the **Sat** box, or drag the cross-hair vertically in the **Color** box.

Luminance is the brightness of the color, or the amount of black or white added to the color. The larger the number, the lighter the color. Enter a number from **0** to **255** in the **Lum** box, or drag the slider on the vertical color bar.

Enter a number from **0** to **255** to adjust the amount of red in the color. The larger the number, the more red the color contains.



Enter a number from **0** to **255** to adjust the amount of green in the color. The larger the number, the more green the color contains.

Enter a number from **0** to **255** to adjust the amount of blue in the color. The larger the number, the more blue the color contains.

Click the color you want, or click the **Custom** tab and mix your own color.

Makes the selected color partially transparent. Clear this check box to make the selected color completely opaque. This effect of this option is not displayed in the **New** and **Current** sample box.

The **New** color is the one you selected in this dialog box — click **OK** to apply the new color to the selected object.  
The **Current** color is the existing color of the object — click **Cancel** to retain the current color.



Shows the active directory.

Type a name for the new folder.





Displays the search criteria you specify.

Searches for variations of a word. For example, a search defined as "Contents includes write" finds all files that contain the text write, writes, wrote, or written. This applies to all text property criteria, but not to the **File name** property.

Searches for the exact combination of uppercase and lowercase letters as in your search criteria. This applies to all text property criteria, but not to the **File name** property.

Removes the selected search criteria in the **Find files that match these criteria** box.

Restores the default search criteria.

Defines the search so that files found must meet all the criteria listed. For example, a search defined as "Comments includes Microsoft AND Comments includes Office" finds all the files that contain both the word Microsoft and the word Office in the **Comments** property.

Enter the file property you want to search for.



Click the condition you want to set for the property selected in the **Property** box.

Type a value for the property and condition you've specified. For example, to find all the files that contain the word Microsoft in the Comments field, click **Comments** in the **Property** box, click **Includes** in the **Condition** box, and type **Microsoft** in the **Value** box.

Adds the search criteria you've specified to the list of search criteria in the **Find files that match these criteria** box.

Click the drive or folder you want to search.

Searches all subfolders of the selected folder.

Displays all files that match the criteria you've specified.

Saves the list of search criteria you've specified in the **Open** and **Advanced Find** dialog boxes. Save the search criteria you use regularly to search for files quickly.

Displays saved searches that you can open, rename, or delete.



Displays the search criteria you specify.

Defines additional criteria you can use.

Defines the search so that files found must meet either criteria listed. For example, a search defined as "Comments includes Microsoft OR Comments includes Office" finds all the files that contain either the word Microsoft or the word Office in the **Comments** property.



Type the address of an FTP site, or click an address in the **FTP sites** box.

Select whether to log on with your user name or as an anonymous user.

Enter your user name.

Log on to an FTP site that allows log on by anonymous users.



Log on to an FTP site that your password gives you user privileges for.

Removes the selected FTP address from the **FTP sites** box.

Associates the FTP address with the logon and password information you specify for this address, and then shows this information as the FTP address in the **FTP sites** box.

Shows the FTP sites you added. The logon and password information you specified when you added the address to the **FTP sites** box is associated with the FTP address.

Type your user password for the FTP site.

To change an FTP address or the logon and password information associated with it, click the address in the **FTP sites** box, and then click **Modify**.



Name of the FTP site.





**Sites list map to 67165**

FileName: DLGFTPS.DES

Caption:

Control: LIST\_BOX

Number: 1162433 ( 0x11BCC1 )

**Add button map to 67164**

FileName: DLGFTPS.DES

Caption: Add...

Control: PUSH\_BUTTON

Number: 1227969 ( 0x12BCC1 )

**Remove button map to 67163**

FileName: DLGFTPS.DES

Caption: Remove

Control: PUSH\_BUTTON

Number: 1293505 ( 0x13BCC1 )



Shows the active directory.

Type a name for the folder.





Click the drive or folder that contains the file you want. The contents of the drive or folder you select appear below in the folder list.

Displays the files and folders in the drive or folder selected in the **Look in** box.

Opens the selected file or folder.

Displays additional properties you can add to your search criteria, and saves, renames, or deletes searches.

Select an option below to select criteria for finding files.

Enter the name of the file you want to find. For more information, click [»](#).

To display the type of file you want to open, click the file type you want.

Enter the text you want to find. To find phrases, enclose text in quotation marks (" "). For example, to find only files that contain the phrase modern dance, type **"modern dance"**.



Click the time period when the files you want to find were last changed.

Displays the files that match the search criteria you specified to the left. During the search, the button name changes to Stop. To cancel the search, click **Stop**.

Clears the specified search criteria.

Status of search.

Creates a link to the selected file rather than embedding it.

Saves the picture with the document. To decrease the size of your file, clear this check box.

Places the object in the drawing layer, where you can position it in front of or behind text and other objects by using commands on the **Draw** menu. Clear this check box to place the object inline, in the current paragraph, where it behaves like regular text.

Inserts the file as text in the body of the item. Use this option for messages you send to the Internet.



Specifies options for inserting files into the body of items.

Type the bookmark name or range of Microsoft Excel cells you want to insert, for example, B6:D18. You can also enter a named range.

Inserts file as an attachment into the body of items.

Inserts a short cut to the file into the body of items. Use this option if the file you want to insert is large.

Properties of the file.



Names of the searches you've saved.

Opens the selected search.



Click to enter a new name for the selected saved search.

Removes the selected search.



Type the password for this file. You can open a password-protected file only if you supply the correct password.



Click the drive or folder that you want to save the file in. The contents of the drive or folder you select appear below in the folder list.

Properties of the selected file.

Displays the files and folders in the drive or folder selected in the **Save in** box.



Saves the file.

Saves a version of the document with the comments you specify.

Type a name for the file.

To save the active document in another file format, click the file format you want.

Stores the TrueType fonts used to create this file along with the file. Others who open the file will be able to view and print it with the fonts used to create it, even if those fonts aren't installed on their computer.

Click the file attribute you want to sort the files by.

Sorts files starting from the beginning of the alphabet, the lowest number, or the earliest date.

Sorts files starting from the end of the alphabet, the highest number, or the latest date.





Type a name for the search.



### adjustment handle

A diamond-shaped handle used to adjust the appearance (not the size) of most AutoShapes. For example – you can adjust a rounded rectangle to be more or less rounded, or you can adjust the arms of a cross to be thicker or thinner.



**attribute**

An object or text feature you can manipulate by using drawing tools and menu commands. Object attributes include line style, fill, shadow, color, and shape. Text attributes include font, style, color, size, and so on.

**grid**

An invisible matrix used to align objects automatically. If the grid is on as you draw or move objects, their corners align on the nearest intersection of the grid.

**group**

Two or more objects you treat as a single object. Groups can be composed of multiple sets of groups.

**multiple selection**

When two or more objects are selected. To select multiple objects, hold down SHIFT and click each object, or drag a selection rectangle around the objects. When you flip, rotate, and resize a multiple selection, all objects in the selection react independently.



**picture**

There are two kinds of pictures in this program: those you can ungroup and convert to objects (such as metafiles), and those you can't (such as bitmaps). After you ungroup a picture, you can manipulate it with the drawing tools. When you select a picture, the **Picture** toolbar appears with tools you can use to change the attributes of a picture – for example, you can crop it or adjust its brightness.

**sizing handle**

A square handle that appears at each corner and along the sides of the rectangle that surrounds a selected object. You drag a sizing handle to resize an object.

**vertex**

The highest point of a curve, the point where a curve ends, or the point where two line segments meet in a polygon or freeform.

## **AutoShape**

A group of ready-made shapes that include such basic shapes as rectangles and circles, plus a variety of lines and connectors, block arrows, flowchart symbols, stars and banners, and callouts.

To insert an AutoShape, click **AutoShape** on the **Drawing** toolbar. To attach text to an AutoShape – except to a line, connector, or freeform – click the shape and start typing. The text becomes part of the AutoShape.

**bitmap**

A picture made from a series of small dots that form shapes and lines. Bitmaps are created with paint programs such as Microsoft Paint, or by scanning an image. Bitmaps can't be converted to drawing objects, although they can be scaled, cropped, and recolored by using the tools on the **Picture** toolbar.

## **freeform**

Any shape you draw by using the **Curve**, **Freeform**, and **Scribble** buttons (**AutoShapes** menu, **Lines** category) – a puffy cloud, mountains, a lightning bolt, your name in cursive, and so on. Freeforms can include straight lines and freehand curves. They can be drawn opened or closed and can be edited by using the drawing tools.

**crop**

To trim vertical or horizontal edges of a picture by using the cropping tool on the **Picture** toolbar. After you crop a picture, you can always uncrop it. Photos are often cropped to focus attention on a particular area of a picture.

**selection rectangle**

The box formed by sizing handles after you select an object.





Shows Help topics from the Office Assistant based on your actions before you ask for Help. Clear this check box if you do not want Help topics to appear unless you ask for Help.

Moves the Office Assistant out of the way of elements on screen, such as dialog boxes. Automatically shrinks the Assistant if it is not used within 5 minutes.

Turns on sounds for the Office Assistant. To turn off the sounds made by the Assistant, clear the **Make sounds** check box.

Searches for both programming and product Help topics while you work with Visual Basic for Applications in your program.

Shows tips for features you may not know and suggestions on how to better use features you know.

Shows tips about how to use the mouse to get your work done quickly.

Shows the shortcut keys you can use to get your work done quickly.



Shows only tips that are important, such as those that alert you to time-saving features.

Shows a Tip of the Day when an Office program starts as an easy way to get familiar with features.

Resets the tips so that tips you have already seen can appear again.

Shows messages from the Office Assistant.

Shows the Office Assistant when you press F1 in any Office program. Clear the **Respond to F1 key** check box if you want Help to appear instead of the Assistant when you press F1. This option does not affect areas where the Assistant is not used, such as some of the properties sheets in Microsoft Access.

Provides Help from the Office Assistant for most wizards in Microsoft Office.

Details about the Office Assistant.

Each Office Assistant has a unique name.



[View another Office Assistant.](#)

Preview the Office Assistant.

Example of an Office Assistant message.

Click the Next or Back button to view another Office Assistant.

Select the options you want. For help on a specific option, click the help button and click directly on the option.



## Search criteria you can use in the File name box

In the **File name** box in the **Open** dialog box (**File** menu), you can do any of the following to locate your file:

<b>Type</b>	<b>Example</b>
Partial file names	Type <b>region</b> to find all files with names that include "region."
File name extensions	Type <b>*.txt</b> to find text files.
Wildcard characters	To find only file names that end with "region", type <b>*region</b> ; or type <b>gr?y</b> to find instances of both "gray" and "grey" in file names. Use an asterisk (*) to match any number of characters, or use a question mark (?) to match any single character.
The full path	Type <b>c:\House finances\Property taxes in 1995</b> . When you include a drive letter, share, or folder, the program automatically updates the location in the <b>Look in</b> box, displays only the name of the file in the <b>File name</b> box, and then opens the file.
Multiple paths	Type <b>c:\House finances;c:\My work documents</b> . Separate each path with a semicolon.
<u>Internet</u> location	To log on to a server on the Internet or on your company's <u>intranet</u> , type the <u>URL</u> (FTP and HTTP only), for example, <b>ftp://ftp.microsoft.com</b> or <b>http://www.microsoft.com</b> .

**Tip** To reuse a recent entry, you can click its file name in the **File name** box.


Click **Select Picture** to use a picture as the fill for the selected object. The picture stretches to completely fill the object.



Displays the name of the selected picture.

Click the way you want the picture to fill the selected chart elements. **Stretch** resizes a single instance of the picture so it completely fills the selected chart elements. **Stack** fills the selected chart elements with horizontally and vertically tiled repetitions of the original-sized picture. **Stack and Scale to** resizes the picture, so the number of repetitions you enter in the **Units/Picture** box fills the selected chart elements vertically. A smaller number in the **Units/Picture** box means more repetitions of the picture, which may increase the amount of memory used and the time it takes to draw the fill on the screen.

Select which faces of the selected chart elements you want to fill with the picture. If you clear a check box (or later click **Clear Formats** on the **Edit** menu), the face retains the last-applied color formatting. The name of each face is assigned when you initially insert the picture and does not change if you later rotate the object — for example, the **Front** face is called **Front** even if you rotate it to the side.

Click the color settings you want for the gradient fill. For more information about each color setting, click  and then click the option.

Fills the selected object with a single color that fades gradually to black or white. Click the color you want in the **Color 1** box, and then drag the **Dark/Light** slider to adjust the intensity of the color.

Fills the selected object with one color that fades gradually to another color. Click the colors you want in the **Color 1** and **Color 2** boxes.

Fills the selected object from a set of specially created gradient fills. Click the name of the color set you want in the **Preset colors** box.

Click the color you want. If you clicked **One Color**, this color will fade gradually to black or white. If you clicked **Two colors**, this color will fade into the color you click in the **Color 2** box.



Click the name of the built-in color set you want to use for a gradient (shaded) fill.

Click the color you want for the second color of a two-color gradient (shaded) fill.

Drag the slider toward **Dark** to make the color fade gradually to black. Drag the slider toward **Light** to make the color fade gradually to white.

Click the gradient (shaded) fill style you want, and then click a variation of the style under **Variants**.

First, click the fill style you want under **Shading Styles**, then click a variation of the style under **Variants**.

Click the special texture you want to use as the fill for the selected object. The name of the texture you click appears in the description box below. To add a texture to the list, click **Other Texture**.

Opens a different file that you can use as a textured fill. You can use a Windows Bitmap (a .bmp or .dib file) or Windows Metafile ( a .wmf or .emf file) as a textured fill. You can also use any graphics file for which you have an import filter installed; for example, you can use a JPEG file (.jpg) if the JPEG import filter is installed on your computer.

Click the fill pattern you want. To change the pattern colors, click new colors in the **Foreground** and **Background** boxes.



Describes the pattern, texture, or picture you clicked above.

Click the foreground color you want for the pattern.

Click the background color you want for the pattern.

Shows what the selected options will look like if you click **OK**.



Click the line color you want for the selected AutoShape. Click **Patterned Lines** if you want to add a pattern to the line.

Click the line style you want. If you want a thicker or thinner line, click a line style, and then change the **Weight** setting.

Displays the weight of the currently selected **Style**. To make that line thinner or thicker, enter a new value in the **Weight** box.



Click a dashed-line style, or click the solid line if you don't want a dashed line.

Click the connector style you want for the selected object. Connectors are lines that connect objects and remain attached even if you rearrange the objects. This option is available only when the selected object is a connector line.

Click the arrow style you want for the beginning of the selected line. If you don't want an arrow on this end of the selected line, click the straight line.

Click the arrow style you want for the end of the selected line. If you don't want an arrow on this end of the selected line, click the straight line.

Click the arrow size you want for the beginning of the selected line. To remove the arrow, click the straight line in the **Begin style** box.

Click the arrow size you want for the end of the selected line. To remove the arrow, click the straight line in the **End style** box.

Click the fill color you want for the selected AutoShape. Click **Fill Effects** if you want to use a pattern, gradient, texture, or picture fill.

Uses the currently selected options as the default settings for all new AutoShapes you insert in your presentations.



Makes the selected solid-color fill partially transparent. Clear this check box to make the selected fill completely opaque. This check box is unavailable if the selected object contains a gradient, texture, pattern, or picture fill effect.

Moves the selected object up or down on the page if you move the paragraph the object is anchored to. When you select this check box, Word changes **Horizontal from** to **Column** and changes **Vertical from** to **Paragraph**. Word clears this check box if you change the **Vertical from** or **Horizontal from** settings.

Keeps the selected object on the same page as the text it is anchored to. The object can move with its anchor, but it always stays on the same page as the anchor.

Enter the height you want for the selected object. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the height as a percentage of the original size by entering a percentage in the **Height** box under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the width you want for the selected object. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the width as a percentage of the original size by entering a percentage in the **Width** box under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the height you want for the selected object as a percentage of the original size. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the height by entering an exact measurement in the **Height** box under **Size and rotate**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the width you want for the selected object as a percentage of the original size. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the width by entering an exact measurement in the **Width** box under **Size and rotate**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the amount, in degrees (from **0** [zero] to **359**), by which you want to rotate the selected AutoShape in the clockwise direction. The **Height** and **Width** settings are always the dimensions of an unrotated object.



Constrains the height and width of the selected object so they stay in their original proportion to one another. If you change the height of the object, the width changes in relation to the original aspect ratio, and vice versa.

Calculates the height and width percentages under **Scale**, based on the original size of the picture. This option is available only when the selected object is a picture.

In PowerPoint, if you select this check box, click the resolution of your slide show monitor in the **Resolution** box.

Automatically adjusts the size of the selected picture to the ideal size for viewing in a slide show. If you select this check box, click the resolution of your slide show monitor in the **Resolution** box. This check box is available only when the selected object is a picture.

Click the resolution of your slide show monitor. PowerPoint automatically calculates the best picture size for the monitor you will use for the slide show. This option is available only when the **Best scale for slide show** check box is selected.

This is the original size of the selected picture. The settings under **Original size** are available only when the current selection is a picture.

Returns the selected picture to its original size. This button is available only when the current selection is a picture.

Enter the amount you want to trim off the left side of the selected picture. Enter a negative number to add white space to the left side. All the settings under **Crop from** are relative to an unscaled picture.

Enter the amount you want to trim off the top of the selected picture. Enter a negative number to add white space to the top of the picture. All the settings under **Crop from** are relative to an unscaled picture.



Enter the amount you want to trim off the right side of the selected picture. Enter a negative number to add white space to the right side. All the settings under **Crop from** are relative to an unscaled picture.

Enter the amount you want to trim off the bottom of the selected picture. Enter a negative number to add white space to the bottom of the picture. All the settings under **Crop from** are relative to an unscaled picture.

Click **Automatic** to use the picture's original colors. Click **Grayscale** to convert a color picture to black and white. Each color converts to an equivalent grayscale level. Click **Black & White** to convert the picture to pure black and white (also known as line art). Click **Watermark** to format the picture with preset brightness and contrast settings that work well for watermarks.

Drag the slider to set the contrast (saturation or intensity) of the color or enter a percentage in the % box. The higher the percentage, the more intense the color. The lower the percentage, the more gray the color.

Opens the **Recolor** dialog box, where you can change the colors of the selected picture.

Removes cropping from the selected picture, and returns the color, brightness, and contrast to the original settings.

In Word or Microsoft Excel, enter the amount of space you want between the left edge of the object and the left edge of the page, margin, or column.

In PowerPoint, enter the amount of space you want between the left edge of the object and the left edge of the slide.

Position settings are always relative to an unrotated object.

Click the point from which you want to position the left edge of the selected AutoShape.



In Word or Microsoft Excel, enter the amount of space you want between the top edge of the object and the top of the page, margin, or column.

In PowerPoint, enter the amount of space you want between the top edge of the object and the top of the slide.

Position settings are always relative to an unrotated object.

Click the point from which you want to position the top edge of the selected object.

Click the point to which you want to anchor the text in the selected text box. This setting is relative to the text box.

Enter the amount of space you want between the left edge of the selected text box and the text inside it.

Enter the amount of space you want between the right edge of the selected text box and the text inside it.

Enter the amount of space you want between the top edge of the selected text box and the text inside it.

Enter the amount of space you want between the bottom edge of the selected text box and the text inside it.

Adjusts text to fit horizontally in the selected AutoShape.



Turns the text inside the AutoShape a quarter turn (90 degrees) to the right.

Adjusts the size of the AutoShape so it encompasses the text inside it.

Turns the text inside the AutoShape a quarter turn (90 degrees) to the right.

Shows how your document will look if you click **OK**.

Click the options you want for the fill color of the selected object.


Click the line color and line style options you want for the selected object.

Click the style and size you want for each end of your arrow. If you don't want arrows, click the straight line in the **Begin style** and **End style** boxes. The options under **Arrows** are available only if the selected object is a line.

There are two ways to change the size of the selected object: by entering exact height and width measurements under **Size and rotate**, or by entering height and width measurements as a percentage of the original size under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.



There are two ways to change the size of the selected object: by entering exact height and width measurements under **Size and rotate**, or by entering height and width measurements as a percentage of the original size under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Cuts off (crops) the parts of the picture you enter. Enter negative numbers to add white space around the selected picture. To crop a picture by using the mouse, click **Crop**  on the **Picture** toolbar, and then drag a sizing handle on the picture.

Changes the color, brightness, and contrast of the selected picture object.

In Word or Microsoft Excel, sets the horizontal and vertical position of the selected object relative to the edge of the page, margin, or column.

In PowerPoint, sets the horizontal and vertical position of the selected object relative to the center and top left corner of the slide.

Enter the amount of space you want between the edges of the selected text box and the text inside it.

Drag the slider to set the brightness (the amount of black or white added to the color), or enter a percentage in the % box. The higher the percentage, the lighter — more white — the color. The lower the percentage, the darker — more black — the color.

Applies and saves any changes you have made and then closes this dialog box.

The **Cancel** button closes this dialog box without saving any changes you have made. The **Close** button closes this dialog box and retains the changes you made.





**data marker**

A bar, area, dot, slice, or other symbol in a chart that represents a single data point or value that originates from a datasheet cell. Related data markers in a chart constitute a data series.

**data label**

A label that provides additional information about a data marker, which represents a single data point or value that originates from a datasheet cell. Data labels can be applied to a single data marker, an entire data series, or all data markers in a chart. Depending on the chart type, data labels can show values, names of data series or categories, percentages, or a combination of these.

**data series**

A group of related data points plotted in a chart that originate from rows or columns on a single datasheet. Each data series in a chart has a unique color or pattern. You can plot one or more data series in a chart. Pie charts have only one data series.

### **3-D walls and floor**

The areas surrounding many 3-D chart types that give dimension and boundaries to the chart. Two walls and one floor are displayed within the plot area.

**error bars**

Graphic bars that express potential error (or degree of uncertainty) relative to each data marker in a series. You can add y error bars to data series in 2-D area, bar, column, line, xy (scatter), and bubble charts. XY and bubble charts can also display x error bars. Error bars can be selected and formatted as a group.

**legend**

A box that identifies the patterns or colors assigned to the data series or categories in a chart.

**gridlines in charts**

Lines you can add to a chart that make it easier to view and evaluate data. Gridlines extend from the tick marks on an axis across the plot area.



**tick marks and tick-mark labels**

Tick marks are small lines of measurement that intersect an axis, similar to divisions on a ruler. Tick-mark labels identify the categories, values, or series in the chart. Tick-mark labels come from cells on the datasheet used to create the chart.

**axis**

A line that borders one side of the plot area, providing a frame of reference for measurement or comparison in a chart. For most charts, data values are plotted along the value (y) axis, which is usually vertical, and categories are plotted along the category (x) axis, which is usually horizontal.

**titles in charts**

Descriptive text that is automatically aligned to an axis or centered at the top of a chart.

**plot area**

In a 2-D chart, the area bounded by the axes and including all data series. In a 3-D chart, the area bounded by the axes and including data series, category names, tick-mark labels, and axis titles.

**chart area**

The entire chart and all its elements.



Enter the path or Internet address to the file you want to create a link to.

Shows lists of files you can create a hyperlink to.



You can create a hyperlink to a part of a file by using a named location, such as a bookmark in Word, a named cell in Microsoft Excel, or a named object in Microsoft Access. Type the named location you want to create a hyperlink to.

Shows named locations you can create a hyperlink to.

Shows the path for the selected hyperlink.

This icon represents a hyperlink to a file.

This icon represents a hyperlink to a named location in a file.

Removes the selected hyperlink.

Bases the hyperlink on the location of the current file that contains the hyperlink and not the absolute path. Use this option to create hyperlinks to files you may want to move later. Clear this check box to use the absolute path for the hyperlink, for example, "c:\Mydocs\Microsoft.doc".

Shows the base address for all relative hyperlinks from this document. To change the base, click **Properties** on the **File** menu, click the **Summary** tab in the **Properties** Dialog, and type a path in the **Hyperlink base** box.





Click the down arrow to select from the most recently used addresses, or type the Internet address you want to go to – for example, <http://www.microsoft.com/>

Opens the file in a separate window.

Lists files you can select from.

This icon represents Internet file types.



Makes the active page the World Wide Web search page, so when you click **Open Search Page** on the **Web** toolbar, it automatically goes to this page.

Closes the dialog box.



Shows the path to the active search page.

Search page graphic.



Makes the active page the World Wide Web start page, so when you click the **Home Page** button, it automatically goes to this page.


Closes the dialog box.

Shows the path of the active start page or home page.

Start page graphic.





Click the design you want for your text effect. To change the shape later, select the text effect, and click **WordArt Shape**  on the **WordArt** toolbar.

Click the new design you want for your text effect.



**Custom**

Runs an add-in program or a custom macro.

**Spelling (Tools menu)**

Checks spelling in the active document, file, workbook, or item.

**Save (File menu)**

Saves the active file with its current file name, location, and file format.

**Print (File menu)**

Prints the active file or selected items. To select print options, on the **File** menu, click **Print**.

**One Page**

Scales the editing view so you can see the entire page in page layout view.



**Zoom to Page Width**

Reduces or enlarges how the document appears so it fits within the left and right margins.

**Zoom 100%**

Controls how large or small a document appears on the screen. When you change the size, it does not affect how it prints.

**Insert Table**

Inserts a table at the insertion point. To create a table, drag the mouse until Word shows the number of rows and columns you want.

**Columns**

Changes the number of columns in a document or a section of a document.

**Insert Frame**

Creates a box (or frame) around a specific area of a document so you can precisely position an item in that area.

**Numbering**

Adds numbers to or removes numbers from selected paragraphs.

**Bullets**

Adds bullets to or removes bullets from selected paragraphs.

**Portrait / Landscape**

To print the document so the short edge of the paper is horizontal, click **Portrait**.

To print the document so the long edge of the paper is horizontal, click **Landscape**.



**Decrease Indent**

Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.

**Increase Indent**

Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.

## **Drawing**

Shows or hides the **Drawing** toolbar.

**Chart**

Creates a chart by inserting a Microsoft Graph object.

**New (File menu)**

Creates a new, blank file.

**Copy (Edit menu)**

Copies the selection to the Clipboard.

**Undo**

Reverses your last action. Each click reverses one more action. The command name changes to **Can't Undo** if you cannot undo the previous action.

**Cut (Edit menu)**

Removes the selection from the active document and places it on the Clipboard.



**Paste (Edit menu)**

Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.

**Open (File menu)**

Opens or finds a file.

**Envelope**

Creates an envelope.

**Zoom**

Controls how large or small a document appears on the screen.

**Equation Editor**

Shows the Microsoft Equation Editor toolbar so you can create equations.

**Pen Comment**

Comments you can insert directly in the document window if your system is equipped with a pen. Word treats pen comments like any other drawing object. Pen comments don't appear in the comments pane, and Word doesn't insert comment marks in the document window.

**Repeat**

Repeats your last command or action, if possible. The **Repeat** command changes to **Can't Repeat** if you cannot repeat the last action. When you use the **Undo** command to reverse an action, the **Repeat** command changes to **Redo**. The **Redo** command reverses the action of the **Undo** command.

**Microsoft Word**

Starts or switches to Microsoft Word.



**Find (Edit menu)**

Searches selected cells or sheets for the characters you specify, and selects the first cell that contains those characters.

**Clear (Edit menu)**

Deletes the selected object or text without putting it on the Clipboard. This command is available only if an object or text is selected.

**Toggle Breakpoint**

Sets or removes a breakpoint at the line of code that contains the insertion point. Visual Basic enters break mode when it encounters a breakpoint.

**Single Spacing**

Sets paragraph line spacing to single spacing.

### **1.5 Spacing**

Sets paragraph line spacing to 1.5-line spacing.

**Double Spacing**

Sets paragraph line spacing to double spacing.

**Superscript**

Changes the format of the selected text to superscript.

**Subscript**

Changes the format of the selected text to subscript.



## Double Underline

Formats the selected text with a double underline. If the selection is already double-underlined, clicking



removes the double-underlining.

**Word Underline**

Underlines the selected words, but doesn't underline the spaces between the words.

**Grow Font**

Increases the font size of selected text by 10 percent of the active setting.

**ShrinkFont**

Decreases the font size of selected text by 10 percent of the active setting.



**Close (File menu)**


Closes the active file without exiting the application. If the file contains any unsaved changes, you will be prompted to save the file before closing. To close all open files, hold down SHIFT and click **Close All** on the **File** menu.

**AutoFormat (Table menu)**

In Microsoft Word, automatically applies formats, including predefined borders and shading, to a table. Automatically resizes a table to fit the contents of the table cells.

In Microsoft Excel, applies a built-in combination of formats to a cell range or a PivotTable. If a single cell is selected, Microsoft Excel automatically selects the range surrounded by blank cells and applies the autoformat to that range. If the selection is part of a PivotTable, the entire table, except for the page fields, is selected and formatted. This command is not available if the sheet is protected.

### **Format Painter (Standard toolbar)**

Copies the format from a selected object or text and applies it to the object or text you click. To copy the formatting to more than one item, double-click , and then click each item you want to format. When you are finished, press ESC or click




again to turn off the **Format Painter**.



**Print Preview (File menu)**

Shows how a file will look when you print it.

## Pick Up Object Style


Copies object attributes such as font, color, and size so they can be applied to other objects by clicking  **Apply Object Style**. This command is not available in slide sorter view or if no text is selected. You can apply these attributes by clicking




until you pick up a different style.

## Apply Object Style


Applies the attributes you picked up by using the  **Pick Up Object Style** command. You can apply these attributes by clicking

 until you pick up a different style.


## **Bold (Formatting toolbar)**

Makes selected text and numbers **bold**. If the selection is already bold, clicking  removes bold formatting.

### Italic (Formatting toolbar)

Makes selected text and numbers *italic*. If the selection is already italic, clicking  removes italic formatting.

**Underline (Formatting toolbar)**

Underlines selected text and numbers. If the selection is already underlined, clicking  removes underlining.

**Borders**

Adds a border to the selected cell or range. To format a cell or range with the last selected border, click the button. To specify another type of border, click the arrow next to the button, and then select a border style from the palette.

**Bottom Border**

Adds or removes a border along the lower edge of the selection.



**Dark Shading**

Applies a dark shading pattern to selected cells and graphic objects, but not to their borders.

**Show All**

Displays nonprinting characters such as tab characters, paragraph marks, and hidden text.

**Align Left (Formatting toolbar)**

Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.

**Align Right (Formatting toolbar)**

Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.

**Center (Formatting toolbar)**

Centers the selected text, numbers, or inline objects.

**Justify (Formatting toolbar)**

In Microsoft Word, aligns the selected paragraphs to both the left and right margins or indents.

In Microsoft Excel, breaks the cell contents into multiple lines within the cell and adjusts the spacing between words so that all lines are as wide as the cell.

**Date (Header and Footer toolbar)**

Inserts a date field that automatically updates so that the current date is displayed when you open or print the file.

**Time (Header and Footer toolbar)**


Inserts a time field that automatically updates so that the current time is displayed when you open or print the file.




**Page Numbers (Header and Footer toolbar)**

Inserts page numbers that automatically update when you add or delete pages.

**Undo (Edit menu)**

Reverses the last command or deletes the last entry you typed. To reverse more than one action at a time, click the arrow next to , and then click the actions you want to undo. The command name changes to **Can't Undo** if you cannot reverse the last action.

## Redo

Reverses the action of the **Undo** command. To redo more than one action at a time, click the arrow next to , and then click the actions you want to redo.

**Line (Drawing toolbar)**

Draws a straight line where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

**Rectangle (Drawing toolbar)**

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT while you drag.

**Promote (Outlining toolbar)**

Moves the selected paragraph to the next-higher heading level (up one level, to the left).

**Demote (Outlining toolbar)**

Moves the selected paragraph to the next-lower heading level (down one level, to the right).

**Move Up (Outlining toolbar)**

Moves a selected paragraph and its collapsed (temporarily hidden) subordinate text up, above the preceding displayed paragraph.



**Move Down (Outlining toolbar)**

Moves a selected paragraph and its collapsed (temporarily hidden) subordinate text down, below the following displayed paragraph.

**Demote to Body Text (Outlining toolbar)**

Changes a selected heading to body text and applies the Normal style.

**Expand (Outlining toolbar)**

In Word, displays collapsed subheadings and body text of a selected heading, one level at a time. In PowerPoint, displays the titles and all collapsed text of selected slides.

**Collapse (Outlining toolbar)**

In Word, hides body text and subheadings of a selected heading, one level at a time. In PowerPoint, hides all but the title of selected slides. Collapsed text is represented by a gray line.

**Text Box**

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

**Find File**

Finds files based on the search criteria you enter.

**Find (Edit menu)**

Searches for specified text, formatting, symbols, comments, footnotes, or endnotes in the active document.

**Insert Microsoft Excel Spreadsheet**

Inserts a new Microsoft Excel worksheet at the insertion point. Drag to select the number of rows and columns.




**Page Break (Insert menu)**

Inserts a page break at the insertion point.

### **AutoFormat (Format menu)**

Analyzes the content of the active file and then automatically formats the file. If you want to change the automatic formatting options before autoformatting begins, use the **AutoFormat** command (**Format** menu) instead of

clicking .

**Top Border**

Adds or removes a border from the top edge of selected text, paragraphs, cells, pictures, or other object.

**Bottom Border**

Adds or removes a border from the bottom edge of selected text, paragraphs, cells, pictures, or other object.

**Left Border**

Adds or removes a border from the left edge of selected text, paragraphs, cells, pictures, or other object.

**Right Border**

Adds or removes a border from the right edge of selected text, paragraphs, cells, pictures, or other object.

**Apply Inside Borders / Inside Borders**

Adds or removes a border between selected paragraphs or cells. This command has no effect on selected text or if the selection is a single paragraph.

**Clear Border / No Border**

Removes borders from selected text, paragraphs, cells, pictures, or other object.




**Oval**

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT while you drag.


**Arc**

Draws an arc where you click or drag in the active window. To define the shape within a perfect square, hold down SHIFT while you drag.


### **First Record**

Displays the main document merged with information from the first data record selected for merging. Word displays merged data only if **View Merged Data**  is pressed in.


### **Previous Record**

Displays the main document merged with information from the previous data record. Word displays merged data only if **View Merged Data**  is pressed in.

**Next Record**


Displays the main document merged with information from the next data record selected for merging. Word displays merged data only if **View Merged Data**  is pressed in.

### **Last Record**

Displays the main document merged with information from the last data record selected for merging. Word displays merged data only if **View Merged Data**  is pressed in.

### **Insert Merge Field**

Inserts instructions that identify the information Word will insert from the selected data source.

For more information, click .

**Merge to New Document**

Runs the mail merge and places the results in a single, new document.



**Merge to Printer**

Runs the mail merge and prints the results.

**Check for Errors**

Reports errors in the main document or the data source that prevent merging. You can fix the errors before you run the mail merge.

**Data Form**

Opens the **Data Form** dialog box, where you can view and edit your mail merge data, one record at a time.

### View Merged Data

Displays the main document merged with information from the selected data records. To view a specific record, enter the record number in the **Go to record** box, or click one of these buttons to find the data record: **First**

Record , **Previous Record**

, **Next Record**

, or **Last Record**

.

**Group**

Assembles two or more selected objects into a single object so they can be moved or changed as a group.

**Ungroup**

Disassembles a grouped object into individual objects so each can be moved or changed individually.

**Order Bring to Front (Draw menu)**

Places the selected object in front of other overlapping objects.

**Order Send to Back (Draw menu)**

Places the selected object behind other overlapping objects.



**Order Bring in Front of Text (Draw menu)**

Places the selected drawing object in front of text.

**Order Send Behind Text (Draw menu)**

Places the selected drawing object behind text.


**Order Bring Forward (Draw menu)**

Moves the selected object or group one step closer to the top of a stack of objects.

**Order Send Backward (Draw menu)**

Moves the selected object or group one step closer to the bottom of a stack of objects.


## **Magnifier**

Magnifies a document in print preview for easier reading. Click  and then, when the mouse pointer changes to a magnifying glass, click the document to zoom in or out. Magnifying a page does not affect printing size.


**Shrink to Fit**

Reduce the number of pages in a document by one so that you can prevent a small portion of a document from spilling onto another page.

## Many Pages

Displays two or more pages on the screen in print preview or page layout view. Click , and then drag to select the number of pages you want to display. In Microsoft Outlook this displays the pages that will be printed.

### **Full Screen (View menu)**

Hides most screen elements so that you can view more of your document. To switch back to your previous view, click  or press ESC.




**Ruler (View menu)**

Displays or hides the horizontal ruler, which you can use to position objects, change paragraph indents, page margins, and other spacing settings.

**Rounded Rectangle**

Draws a rectangle with rounded corners where you click or drag in the active window. To draw a square, hold down SHIFT while you drag.

## Voice Comment

Records a voice comment at the insertion point. Click , and then record the comment. To record voice comments, you must have a microphone. To listen to voice comments, you must have a sound board installed in your computer.

**Select Objects**

Changes the pointer to a selection arrow so you can select objects in the active window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.

**Find Record**

Searches for specific data records within a selected field.


**Macros Record New Macro (Tools menu)**

Records a series of actions as a macro that you can later "play back."

**Pause / Resume Recording**

Suspends or resumes recording a macro. The macro recorder doesn't record actions you take while recording is suspended.

## Macro Macros (Tools menu)

Opens the **Macros** dialog box, where you can run, edit, or delete a macro. Use **Record New Macro**  to record a series of actions as a macro, or click **Visual Basic Editor**



to write a macro.



**Trace**

For Visual Basic procedures, clicking this button puts Visual Basic into break mode and opens the Debug window. For Microsoft Excel version 4.0 macros, clicking this button allows you to step through the currently selected macro one cell at a time, starting at the active cell.

**Step In**

Runs the next executable line of code in the active Visual Basic procedure (the line with a rectangle around it), stepping into other Visual Basic procedures when they're called. If the called procedure is in a hidden module, the **Step Into** button acts like the **Step Over** button.

**Resume Macro**

Continues running the active macro from the current instruction. This button is available only when it appears pressed in — that is, when Visual Basic is in break mode, or when a Microsoft Excel version 4.0 macro is paused.

**Dialog Editor**

Runs or switches to Microsoft Dialog Editor.

**REM**

Adds or removes REM (Remark) statements at the beginning of the selected lines in a macro-editing window. When a macro runs, Word ignores lines that begin with a REM statement.

**Record Next Command**

Records the next command you choose. Word inserts the corresponding WordBasic instruction at the insertion point in the active macro-editing window.

**Step Over**

Runs the next executable line of code in the active Visual Basic procedure (the line with a rectangle around it), running other Visual Basic procedures when they're called without stepping into them. This button is available only in break mode.

**Flip Horizontal**

Flips the selected drawing object horizontally 180 degrees. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.



**Flip Vertical**

Flips the selected drawing object or group vertically 180 degrees, that is, from top to bottom. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.

**Rotate Right**

Rotates the selected drawing object 90 degrees to the right. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.

**Rotate Left**

Rotates the selected object 90 degrees to the left. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.



**Freeform**

Draws an object with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines. To end a shape and leave it open, double-click it at any point. To close a shape, click near its starting point.

**Callout**


Draws a callout where you click or drag in the active window.

**Magnified f**

A custom button image that you can assign a command, macro, or AutoText entry to.

## **Borders**

Adds a border to the selected cell or range.

To format a cell or range with the last selected border, click . To specify another type of border, click the arrow next to the button, and select a border style from the palette.



## **Drawing**

Displays or hides the **Drawing** toolbar.

**AutoText (Insert menu)**

Creates or inserts an AutoText entry.

**Edit Points (Draw menu)**

Displays the vertices so you can change the shape of the selected freeform drawing object or curve. To reshape the freeform, drag one of the vertices that form its outline. To add a vertex to the freeform, click where you want to add it, and then drag. To delete a vertex, press CTRL and click the vertex you want to delete.

**Callout Options**

Formats the selected callout.

**Sort Ascending**

Sorts the selected items in order from the beginning of the alphabet, the lowest number, or the earliest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect.

**Sort Descending**

Sorts the selected items in order from the end of the alphabet, the highest number, or the latest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect.

## **Design Mode**

Switches to forms design mode, where you can edit or create a form by using the ActiveX tools on the **Control Toolbox**. This button changes to **Exit Design Mode** while you are in forms design mode.

**Add Record**

Inserts a blank form for a new record at the bottom of the table.



**Delete Record**

Deletes the record that contains the insertion point.

**Update Fields**

Updates the records in the selected database field. This button is available only if you've selected the **Insert data as field** check box in the **Insert Data** dialog box.

**Database**

Inserts information from a database or other data source as a table in your document.

**Grid (Draw menu)**

Sets the snap-to-grid options that you can use to easily align drawing objects.

**Create Picture**

Opens a separate window in which you can create a picture. Also displays the **Edit Picture** toolbar. When you finish editing the picture, click **Close Picture** to return to your Word document.

**Text Form Field (Forms toolbar)**

Inserts a text form field where you click or drag in the active file.

**Check Box (Forms toolbar)**

Inserts a check box form field where you click or drag in the active file.

**Combo Box (Forms toolbar)**

Creates a combination drop-down list box and edit box where you click or drag in the active file.



**Properties**

Changes the properties of the ActiveX controls in the file, or changes the options for the selected form field.

**Form Field Shading**

Displays or hides the gray shading on form fields.

**Normal (View menu)**

Switches to normal view, which is the default document view for most word-processing tasks, such as typing, editing, and formatting.

**Lock Cell (Microsoft Excel)**

Prevents selected cells from being changed, moved, resized, or deleted. Locking cells has no effect unless the sheet is protected.

**Protect Form (Microsoft Word)**

Protects the current document from changes except in form fields or unprotected sections. To apply or remove protection from individual sections, click **Protect Document** on the **Tools** menu, click **Forms**, and then click **Sections**.

**AutoSum**

In Microsoft Excel, adds numbers automatically with the SUM function. Microsoft Excel suggests the range of cells to be added. If the suggested range is incorrect, drag through the range you want, and then press ENTER.

In Word, inserts an = (Formula) field that calculates and displays the sum of the values in table cells above or to the left of the cell containing the insertion point.

**Stop Recording**

Stops running or recording a macro.

**Watch**

Displays the value of the selected Visual Basic expression in the **Instant Watch** dialog box. You can add this expression to the list of watch expressions in the **Instant Watch** dialog box.

**Master Document (View menu)**

Switches back and forth between outline view and master document view, and also displays the **Master Document** and **Outlining** toolbars.



**Create Subdocument**

Converts the selected text in a master document into subdocuments, based on the first selected heading style.

**Remove Subdocument**

Converts a subdocument to text within a master document, breaking the link between the master document and the file that contained the subdocument.

**Insert Subdocument**

Inserts an existing document into a master document as a subdocument.


**Split Subdocument**

Splits an existing subdocument into two subdocuments. The document is split at the insertion point.

**Merge Subdocument**

Converts two adjacent, selected subdocuments into a single subdocument. When you save the master document, the merged subdocuments are saved in the file that contained the first subdocument.

## Lock Document

Locks a subdocument so that no changes can be made. To unlock the document, click  again.

**Switch Between Header and Footer**

Moves the insertion point between the areas in which you create or change headers and footers.

**Previous Header**

Moves the insertion point to the previous header or footer.



**Next Header**

Moves the insertion point to the next header or footer.

**New Header**

Inserts a header.

**Delete Header**

Deletes the header in the active file.

**Align**

Aligns selected drawing objects with one another or with the page.

**Arrow**

Inserts a line with an arrowhead where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

**Main Document**

Switches to the main document that is associated with this mail merge data source.

**Merge Options**

Opens the **Mail Merge** dialog box, where you can set options for the current mail merge.

**Mail Merge (Tools menu)**

Produces form letters, mailing labels, envelopes, catalogs, and other types of merged documents.



**Page Setup (File menu)**

Sets margins, paper source, paper size, page orientation, and other layout options for the active file.

**Show/Hide Document Text**

Displays or hides the document text while you work in the header or footer area.

**Same as Previous**

Inserts the header or footer from the previous section in the current section, or creates a different header or footer by breaking the header or footer connection between the two sections.

**Show First Line Only**

Hides all but the first line in each paragraph of body text in your outline. An ellipsis (...) indicates that additional lines are hidden.

**Show Formatting**

Shows or hides character formatting (such as bold and italic) in outline view. In slide sorter view, switches between showing all text and graphics on each slide and displaying titles only.

**Font (Format menu)**

Changes the font and character spacing formats of the selected text.

**Style (Format menu)**

Defines or applies to the selection a combination of formats, called a style.

## **Font Size**

Changes the size of the selected text and numbers. In the **Font Size** box, enter a size. The sizes in the **Font Size** box depend on the selected font and active printer.



## **Borders**

Opens the **Borders and Shading** dialog box (**Format** menu), where you can add or modify borders and shading on selected paragraphs, text, cells, pictures, and other objects.

## **Shading**

Opens the **Borders and Shading** dialog box (**Format** menu), where you can add or modify borders and shading on selected paragraphs, text, cells, pictures, and other objects.

**Send**

Sends the active file as an attachment to an electronic mail message.

### **Add Routing Slip**

Sends the active file to reviewers to change and add comments. To use routing, you and those you are sending the document to must have installed both the application in which the document was created and Microsoft Exchange or a compatible mail package.

When you have an existing routing slip or a message has been sent to you with a routing slip, the command name changes to **Edit Routing Slip**.

**Footnote (Insert menu)**

Inserts a footnote or endnote at the insertion point. You can also specify the type of note reference mark and how Word numbers, formats, and positions notes.

**WordArt Gallery**

Creates text effects by inserting a Microsoft WordArt object.

**Microsoft Mail**

Starts Microsoft Mail or switches to it if it is already running.

**Microsoft Excel**

Starts Microsoft Excel or switches to it if it is already running.



**Microsoft Access**

Starts Microsoft Access or switches to it if it is already running.

**Microsoft Schedule+**

Starts Microsoft Schedule+ or switches to it if it is already running.

**Microsoft Visual FoxPro**

Starts Microsoft Visual FoxPro or switches to it if it is already running.

**Microsoft PowerPoint**

Starts Microsoft PowerPoint or switches to it if it is already running.

**Microsoft Publisher**

Starts Microsoft Publisher or switches to it if it is already running.

**Microsoft Project**

Starts Microsoft Project or switches to it if it is already running.

**From Disk**

A custom button image that you can assign a command, macro, or AutoText entry to.

**To Disk**

A custom button image that you can assign a command, macro, or AutoText entry to.



**Musical Note**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Bell**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Speech Balloon**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Telephone**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Sad Face**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Key**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Big Notebook**


A custom button image that you can assign a command, macro, or AutoText entry to.

**Pushpin**

A custom button image that you can assign a command, macro, or AutoText entry to.



## Camera

Takes a picture of the current selection and pastes it in a new location. Click  to take the picture, and then click where you want to paste the upper-left corner of the selection.

**Video Camera**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Button**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Calculator**

Opens Calculator, an accessory program you can use to perform simple calculations in standard or scientific notation. You can also assign a command, macro, or AutoText entry to the **Calculator** button.

**Microsoft Bookshelf**

Starts Microsoft Bookshelf or switches to it if it is already running.

**Solitaire**

Opens Solitaire, an accessory program. You can also assign a command, macro, or AutoText entry to the **Solitaire** button.

**Page Layout/Page Break Preview (View menu)**

Switches the active document to page layout or page break preview, which is an editing view that displays your document as it will print. Page layout view uses more system memory, so scrolling may be slower, especially if your document contains many pictures or complex formatting.

**View Field Codes**

Displays or hides field codes.



**Drop Cap**

Formats a letter, word, or selected text with a large initial – or "dropped" – capital letter. A "drop cap" is traditionally the first letter in a paragraph, and it can appear either in the left margin or dropped from the base line of the first line in the paragraph.

## Strikethrough


Draws a line through the selected text. If the selection already contains ~~strikethrough~~ formatting, clicking



removes the formatting.

### **Small Caps**

Formats selected lowercase text as capital letters and reduces their size. Small caps formatting does not affect numbers, punctuation, nonalphabetic characters, or uppercase letters. If the selection already contains SMALL

CAPS formatting, clicking  removes the formatting.

**Delete Cells**

Deletes the selected cells or the cell that contains the insertion point. If you select an entire row or column, the command changes to **Delete Rows** or **Delete Columns**, respectively.

**Delete Rows**

Deletes the selected cells or the cell that contains the insertion point. If you select an entire row or column, the command changes to **Delete Rows** or **Delete Columns**, respectively.

**Delete Columns**

Deletes the selected cells or the cell that contains the insertion point. If you select an entire row or column, the command changes to **Delete Rows** or **Delete Columns**, respectively.

**Insert Cells**

Inserts the number of cells, rows, or columns you select. In Word, this command is available only when you've selected one or more end-of-cell marks.

**Insert Rows**

Inserts the number of cells, rows, or columns you select. In Word, this command is available only when you've selected one or more end-of-cell marks.



**Insert Columns (Table command)**

Inserts the number of cells, rows, or columns you select. In Word, this command is available only when you've selected one or more end-of-cell marks.

**Arrange (Window menu)**

Displays all open files in separate windows on the screen. The **Arrange** command makes it easier to drag between files.



**Gridlines (Table menu)**

Displays or hides dotted gridlines to help you see which cell you're working in. Table gridlines don't print; if you want to add printable gridlines to your table, use the **Borders and Shading** command (**Format** menu).

**Open Subdocument**

Opens a subdocument of a master document.

**Split (Window menu)**

Splits the active window into panes, or removes the split from the active window.

**New Window (Window menu)**

Opens a new window with the same contents as the active window so you can view different parts of a file at the same time.

**Track Changes Compare Documents (Tools menu)**


Compares an open, edited document with the original document, and marks any differences in the edited document.



**Track Changes Accept or Reject Changes (Tools menu)**

Finds and selects each tracked change in a document so that you can review, accept, or reject the change.

## All Caps

Formats selected lowercase text as all capital letters. Formatting text as all capital letters does not affect numbers, punctuation, nonalphabetic characters, or uppercase letters. If the selection is already formatted as all capital letters, click  to remove the formatting.

**Disassemble Picture**

Separates the selected metafile picture into distinct drawing objects.

**Symbol (Insert menu)**

Inserts symbols and special characters from the fonts that are installed on your computer.

**Change Case (Format menu)**

Changes the capitalization of selected text.

**Shrink Font 1 Pt**

Decreases the font size of selected text by one point.

**Grow Font 1 Pt**

Increases the font size of selected text by one point.

**Repaginate**

Repaginates the active document. Word repaginates documents automatically if the **Background repagination** check box is selected (**Tools** menu, **Options** command, **General** tab).



**Replace**

Searches for and replaces specified text, formatting, footnotes, endnotes, or comment marks in the active document.

**Start of Line**

Moves the insertion point to the beginning of the current line.

**End of Line**

Moves the insertion point to the end of the current line.

**Page Up**

Moves the insertion point and document display to the previous screen of text.

**Page Down**

Moves the insertion point and document display to the next screen of text.

**Vertical Textbox**

Draw a text box where you click or drag so you can add text to a graphic.

**Start of Document**

Moves the insertion point to the beginning of the first line of the document.

**End of Document**

Moves the insertion point to the end of the last line of the document.



**Send Mail**

Sends the message or file.

**Reply**

Returns a message or file to the sender.

**Reply to All**

Returns the message or file to the sender and everyone who is on the **To** or **Cc** line.

**Forward**

Sends the message or file to the recipient you specify.

**Not Applicable**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Close, Close All (File menu)**

Closes the active file without exiting the application, prompting you to save if the file contains unsaved changes. To close all open files, hold down SHIFT and click **Close All** on the **File** menu.

**Convert Text to Table, Convert Table to Text (Table menu)**

Converts selected text to a table, or converts the selected table to delimited text. Text you convert to a table must include separator characters, such as tab characters or commas.

### **Insert Table (Table menu)**

Inserts a table with the number of rows and columns you specify. This command changes to **Insert Columns**



**Insert Cells**



, or **Insert Rows**



when the insertion point is in a table, depending on what is currently selected.



**Delete Cells/Rows/Columns (Table menu)**

Deletes the selected cells or the cell that contains the insertion point. If you select an entire row or column, the command changes to **Delete Rows** or **Delete Columns**, respectively.

**Repeat (Edit menu)**

Repeats your last command or action, if possible. The **Repeat** command changes to **Can't Repeat** if you cannot repeat the last action.

When you use the **Undo** command to reverse an action, the **Repeat** command changes to **Redo**. The **Redo** command reverses the action of the **Undo** command.

**Protect Document, Unprotect Document (Tools menu)**

Prevents changes to all or part of an online form or document except as specified. You can also assign a password so that other users can annotate a document, mark revisions, or fill in parts of an online form. When a document is protected, this command changes to **Unprotect Document**.

**Frame (Insert menu)**

Creates a box, or frame, around a specific area of a document so that you can precisely position an item in that area. To change a frame, click **Frame** on the **Format** menu.


**Regroup**

Reassembles a group of objects that have been disassembled using the **Ungroup** command.

**3-D**

Adds a three-dimensional effect to the selected object.

## Highlight

Marks text so it is highlighted and stands out from the surrounding text. Click , and then select the text or object you want to highlight. When you are done highlighting, click



again. To change the highlight color, click the arrow next to



, and then click the color you want.

**Address Book (Tools menu)**

Displays a list of e-mail addresses.



**Reply (Compose menu)**

Returns a message or file to the sender.

**Reply to All (Compose menu)**

Returns the message or file to the sender and everyone who is on the **To** or **Cc** line.

**Forward**

Sends the message or file to the recipient you specify.

**Move Mail**

Moves the selected messages to the folder you specify.

**Delete Mail**

Delete the selected message.

**Previous**

Shows the previous item.

**Next**

Shows the next item.

**Check Names (Tools menu)**

Checks the names in the **To**, **Cc**, or **Bcc** boxes against names in the Address Book.



**Select Names**

Shows lists of e-mail names.

**Send**

Sends the message or file to the recipients on the **To** or **Cc** line.

**Set Print Area**

Defines the selected range as the print area, which is the only portion of the worksheet that will be printed.

**New Macro**

Inserts a new macro sheet.

**New Worksheet (Insert menu)**

Inserts a new worksheet to the left of the selected sheet.

**New Chart**

Creates a new chart with the default format settings.

**Clear Formatting**

Removes only the cell formats from selected cells; cell contents and notes are unchanged. If a chart is active, the **Clear Formats** button removes the formatting from the selected chart item.

**Paste Formatting**


Pastes only the formats of the cells you have copied into the current selection.




**Paste Values**

Pastes only the values from the cells that you have copied into the current selection.

## Right

Copies the contents and formats of the leftmost cell or cells of a selected range into the cells to the right. To fill the selection to the left instead of the right, hold down SHIFT and click , or click **Right** on the **Fill** submenu of the **Edit** menu.

## Down

Copies the contents and formats of the topmost cells of a selected range into the cells below. To fill a selected range up instead of down, hold down SHIFT and click , or click **Down** on the **Fill** submenu of the **Edit** menu.

**Equal Sign**

Inserts an equals sign (=) in the formula bar.

**Plus Sign**

Inserts a plus sign (+) in the formula bar.

**Minus Sign**

Inserts a minus sign (-) in the formula bar.

**Multiplication Sign**

Inserts an asterisk (\*) in the formula bar.

**Division Sign**

Inserts a forward slash (/) in the formula bar.



**Exponentiation Sign**

Inserts a caret (^), or exponent sign, in the formula bar.

**Left Parenthesis**

Inserts a left parenthesis [ ( ] in the formula bar.

**Right Parenthesis**

Inserts a right parenthesis [ ) ] in the formula bar.

**Colon**

Inserts a colon (:) in the formula bar.

**Comma**

Inserts a comma (,) in the formula bar.

**Percent Sign**

Inserts a percent sign (%) in the formula bar.

**Dollar Sign**

Inserts a dollar sign (\$) in the formula bar.

**Paste Function**

Displays a list of functions and their formats and allows you to set values for arguments.



**Paste Names**

Inserts a named cell or range of cells.

**Constrain Numeric**

Limits pen recognition to digits and punctuation. This reduces recognition errors between numbers and letters.

**Apply Outline Borders / Outside Border**

Adds or removes a border around the selected text, paragraphs, cells, pictures, or other object.

**Left Border**

Adds a border along the left edge of the selection. If you click the button again, the border is removed.

**Right Border**

Adds a border along the right edge of the selection. If you click the button again, the border is removed.

**Top Border**

Adds a border along the upper edge of the selection. If you click the button again, the border is removed.

**Bottom Double Border**

Adds a double border along the bottom edge of the selected cells. If you click the button again, the border is removed.

**Light Shading**

Applies a light shading pattern to selected cells and graphic objects, but not to their borders.



**Shadow**

Adds a shadow to the right and bottom of the selected object.

## **Currency Style**

Applies the Currency style to the selected cells. To change the Currency style, use the **Style** command on the **Format** menu. Depending on the country selected in the **Windows Regional Settings** dialog box, the **International Currency Style** button might appear instead of the **Currency Style** button.

**Percent Style**

Applies the Percent style to the selected cells. To change the Percent style, use the **Style** command on the **Format** menu.

**Comma Style**

Applies the Comma style to the selected cells. To change the Comma style, use the **Style** command on the **Format** menu.

**Increase Decimal**


Increases the number of digits displayed after the decimal point in the selected cells.

**Decrease Decimal**

Decreases the number of digits displayed after the decimal point in the selected cells.



## Strikethrough

Draws a line through the selected text. If the selection already contains ~~strikethrough~~ formatting, clicking  removes the formatting.



**Font Color**

Formats the selected text with the color you click.

**Merge and Center**

Combines two or more selected adjacent cells to create a single cell. The resulting merged cell contains only the upper left-most data in the selection, which is centered within the cell. The cell reference for a merged cell is the upper-left cell in the original selected range.

**Increase Font Size**

Increases the font size of the selected text to the next larger size in the **Font Size** box.

**Decrease Font Size**

Decreases the font size of the selected text to the next smaller size in the **Font Size** box.

**Vertical Text**

Aligns selected text vertically, with each character below the previous one, so that you read it from top to bottom.

**Rotate Text Up**

Turns the selected text on its left side so that you read it from bottom to top.

**Rotate Text Down**

Turns the selected text on its right side so that you read it from top to bottom.

**Distribute Horizontally**

Distributes the selected objects horizontally, relative to one another. Horizontal distribution moves the selected objects so there is equal horizontal distance between the edges of all the objects.

To distribute the selected objects relative to the page or slide (in Word and PowerPoint only), click **Align or Distribute** on the **Draw** menu, and then click **Relative to Page/Slide**.



**Scribble**

Draws freehand where you drag in the active window. To end a shape and leave it open, release the mouse button. To close a shape, release the mouse button near its starting point.

**Select Graphics**

Changes the pointer to a cross hair so you can drag a selection rectangle around multiple objects to select them.

**Polygon**

Lets you create freeform drawings, which can be a combination of freehand shapes and straight lines.

**Filled Rectangle**

Draws filled rectangles or squares.

**Filled Ellipse**

Draws filled ellipses or circles.

**Filled Arc**

Draws filled arcs or circle segments.

## **Filled Polygon**

Draws filled polygon shapes.

**Filled Freeform**

Draws filled freehand polygon shapes.



**Color**

Changes the color of the selected text each time you click the button. If you hold down SHIFT while clicking the button, the previous color is displayed.

**Area Chart**

Formats the graph, active chart, or selected embedded chart as an area chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting area chart is an embedded chart.

**Bar Chart**

Formats the graph, active chart, or selected embedded chart as a bar chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting bar chart is an embedded chart.

**Column Chart**

Formats the graph, active chart, or selected embedded chart as a column chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting column chart is an embedded chart.

**Stacked Column Chart**

Formats the graph, active chart, or selected embedded chart as a stacked column chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting stacked column chart is an embedded chart.

**Line Chart**

Formats the graph, active chart, or selected embedded chart as a line chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting line chart is an embedded chart.

**Pie Chart**

Formats the graph, active chart, or selected embedded chart as a pie chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting pie chart is an embedded chart.

**3-D Area Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D area chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D area chart is an embedded chart.



**3-D Bar Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D bar chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D bar chart is an embedded chart.

### **3-D Clustered Column Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D clustered column chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D clustered column chart is an embedded chart.

### **3-D Column Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D column chart, replacing any formatting already in the chart. If worksheet data is selected, the resulting 3-D column chart is an embedded chart.

**3-D Line Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D line chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D line chart is an embedded chart.

### **3-D Pie Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D pie chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D pie chart is an embedded chart.

**Scatter (XY) Chart**

Formats the graph, active chart, or selected embedded chart as an xy (scatter) chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting xy (scatter) chart is an embedded chart.

**3-D Surface Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D surface chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D surface chart is an embedded chart.

**Radar Chart**

Formats the graph, active chart, or selected embedded chart as a radar chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting radar chart is an embedded chart.



**Line/Column Chart**

Formats the graph, active chart, or selected embedded chart as a line/column chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting line/column chart is an embedded chart.

**Volume High-Low-Close Chart**

Formats the graph, active chart, or selected embedded chart as a volume/high-low-close chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting volume/high-low-close chart is an embedded chart.

**Default Chart Format**

Changes the graph, active chart, or selected embedded chart to the default chart format.

**Chart Wizard**

Starts the Chart Wizard, which guides you through the steps for creating an embedded chart on a worksheet or modifying an existing chart.

**Value Axis Gridlines**

Shows or hides value axis gridlines in charts.

**Category Axis Gridlines**

Shows or hides category axis gridlines in charts.

## **Legend**

Adds a legend to the right of the plot area, and resizes the plot area to accommodate the legend. If the chart already has a legend, clicking the **Legend** button removes it.

### **Show Outline Symbols**

Creates an outline and displays the outline symbols on the worksheet. If the symbols are already displayed in an existing outline, clicking the **Show Outline Symbols** button hides them.



**Select Visible Cells**

Selects only the cells that are visible within the selected range; hidden cells are not selected. Hidden cells are not affected by changes you make to the selection.

**Select Region**

Selects a rectangular range of filled-in cells that includes the active cell. The selected range is the block of data bounded by blank rows and columns.

## **Freeze Panes**

Freezes the top pane, the left pane, or both on the active worksheet. Use the **Freeze Panes** button to keep column or row titles in view while you're scrolling through a worksheet. Freezing titles on a worksheet does not affect printing.

**Zoom In**

Enlarges the display of the worksheet, chart sheet, or graph to the next higher magnification. Changing the magnification of sheets does not affect printing.

**Zoom Out**

Reduces the display of the worksheet, chart sheet, or graph to the next lower magnification. Changing the magnification of sheets does not affect printing.

**Option Button (Forms toolbar)**

Creates an option button on a worksheet or dialog sheet or in a chart.

**Scroll Bar (Forms toolbar)**

Creates a scroll bar on a worksheet or in a chart.

**List Box (Forms toolbar)**

Creates a list box on a worksheet or in a chart.



**Doughnut Chart**

Formats the graph, active chart, or selected embedded chart as a doughnut chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting doughnut chart is an embedded chart.

### **Remove Dependent Arrows**

Removes tracer arrows from one level of precedents on the active worksheet. To remove the next level of arrows, click the **Remove Dependent Arrows** button again.

### **Trace Dependents**

Draws a tracer arrow to the active cell from formulas that depend on the value in the active cell. To add additional levels of indirect dependents, click the **Trace Dependents** button again.

**Remove Precedent Arrows**

Removes tracer arrows from one level of dependents on the active worksheet.

**Remove All Arrows**

Removes all tracer arrows from the worksheet.

**Attach Note**

Attaches text or audio comments to a cell.

**Update Read-Only File / Update File**

Updates a read-only file to the most recently saved version. Also updates changes made to a shared workbook (not read-only) by other users before you save your changes.

**Toggle Read-Only**

Switches a file between read-only and read-write status.



**PivotTable Wizard**

Starts the PivotTable Wizard, which guides you through creating or modifying a PivotTable.

**AutoFilter**

Displays only those rows that match the value in the active cell, and inserts AutoFilter arrows to the right of each column label.

**Refresh Data**

Updates the data in a PivotTable if the source data has changed.

**PivotTable Field**

Depending on which cell is active in your PivotTable, changes subtotal and item calculations for a field, or modifies properties of the data area.

**Show Pages**

Displays each page of a PivotTable page field on a new worksheet in the same workbook.

**Show Detail**

In a PivotTable, displays the detail data of a hidden row field or column field.

On an outlined worksheet, displays the hidden detail rows or columns of a selected summary row or column.

**Trace Error**

If the active cell contains an error value such as #VALUE or #DIV/0, draws tracer arrows to the active cell from the cells that cause the error value.

**Hide Detail**

In a PivotTable, hides the detail data of an outer item in a row field or column field.

On an outlined worksheet, hides the detail rows or columns of a selected summary row or column.



**Distribute Vertically**

Distributes the selected objects vertically, relative to one another. Vertical distribution moves the selected objects so there is equal vertical distance between the edges of all the objects.

To distribute the selected objects relative to the page or slide (in Word and PowerPoint only), click **Align or Distribute** on the **Draw** menu, and then click **Relative to Page/Slide**.

**Select All Drawing Objects**

Selects all the drawing objects in the active file.

**Group Box (Forms toolbar)**

Creates a group box on a worksheet or in a chart.

**Spinner (Forms toolbar)**

Creates a spin box control on a worksheet or in a chart.

**Tab Order**

Assigns the tab order to the controls on the form.

**Run Dialog (Forms toolbar)**

Runs the custom dialog box currently being edited on the dialog sheet.

**Combination List-Edit (Forms toolbar)**

Creates a combination list box and edit box on a dialog sheet.

**Insert Module**

Inserts a new Visual Basic module to the left of the selected sheet. If no workbook is open, clicking this button creates a new workbook that contains a single module sheet.



**Object Browser**

Displays the procedures, objects, methods, properties, and constants that are available for use in the active workbook or that are currently loaded in Microsoft Excel.

**Menu Editor**

Edits workbook menu bars, menus, menu items, and submenu items.

**Combination Drop-Down Edit (Forms toolbar)**

Creates a combination drop-down list box and edit box on a dialog sheet.

**Label (Forms toolbar)**

Creates a text label on a worksheet or dialog sheet or in a chart.

**Delete**

Removes the selected object. In Outlook, removes the selected item from the view and moves it to the **Deleted Items** folder.

**Fish**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Coffee Mug**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Heart**

A custom button image that you can assign a command, macro, or AutoText entry to.



**Diamond**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Spade**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Club**

A custom button image that you can assign a command, macro, or AutoText entry to.

**Toggle Grid (Forms toolbar)**

Hides or displays gridlines used to align objects on a form on a worksheet or dialog sheet.

### **Trace Precedents**

Draws tracer arrows from the cells that supply values directly to the formula in the active cell (precedents). To trace the cells that supply values indirectly to the formula in the active cell, click the **Trace Precedents** button again.

**Show Info Window**

Displays details about the selected cell.

**Edit Code (Forms toolbar)**

Edits or creates code for the selected object.

**Insert Dialog**

Inserts a new dialog sheet to the left of the selected sheet.



**View Datasheet**

Displays the datasheet window, where you can edit or format the data. If your chart is displayed in a window, the datasheet window remains visible. However, if you are working in your chart directly in the application document, the datasheet window is displayed only when you first create the chart and is closed when you click the chart to activate it.



**Page Break**

Inserts a page break above a selected cell. This command changes to **Remove Page Break** if you have a cell selected that is adjacent to a manually inserted page break.

**Tool Lock**

Keeps one control tool active until you select another. Click **Tool Lock** after you click a control tool and before you place the control on a form or report. In this way, you can create the same type of control each time you select the form or report.

**Run Macro**

Runs an existing macro. You can also use this command to run any built-in Word command as a macro.

**Options (Tools menu)**

Modifies settings for Microsoft Office programs such as screen appearance, printing, editing, spelling, and other options.

**Parameters**

Specify options for a special kind of query that prompts for criteria when you run it. In a parameter query, the criteria you enter is used to retrieve data from the tables in your query.

**Height**

Changes the height of the selected rows. You need to select only one cell in a row to change the height for the entire row. In Microsoft Excel, this command is not available if the worksheet is protected.



**Width**

Changes the width of the selected columns. You need to select only one cell in a column to change the width for the entire column. In Microsoft Excel, this command is not available if the worksheet is protected.

**Gridlines**

Shows or hides gridlines, which are the network of horizontal and vertical lines that help you align objects.

**Object (Insert menu)**

Inserts an object – such as a drawing, WordArt text effect, or an equation – at the insertion point.

**Control Toolbox (Form menu)**

Shows the toolbox to add controls to your forms.

**Snap To Grid**

When **Snap To Grid** is turned on as you drag or draw an object or AutoShape, the object is pulled into alignment with the nearest intersection of gridlines on the invisible drawing grid. (In Microsoft Excel, the object aligns with the cell boundaries.)

**Size to Grid**

Resizes the selected object to the boundaries of the invisible drawing grid.

**AutoDial**

Automatically dials a telephone number when you use a modem with your computer.

**Find Next (Edit menu)**

Searches for the next occurrence of the text you want to find.



**Duplicate (Edit menu)**

Makes a quick copy of a selected object. To make additional copies of the same object, click **Duplicate Again (Edit menu)**.

**Size to Fit (Layout menu)**

Resizes the controls relative to the size of the page. If the user of the form resizes the page, the controls arrange themselves relative to the new size. Scroll bars appear when a control is no longer in view.



**Reminder**

Adds or removes a reminder to the selected appointment.

**Large Icons**

Shows files and items as large icons.

**Small Icons**

Shows files and items as small icons.

**List**

Shows files and items in a list.

**Align or Distribute Align Left (Draw menu)**

Vertically aligns the left edges of the selected objects.



**Align or Distribute Align Right (Draw menu)**

Vertically aligns the right edges of the selected objects.

**Align or Distribute Align Top (Draw menu)**

Horizontally aligns the top edges of selected objects.

**Align or Distribute Align Bottom (Draw menu)**

Horizontally aligns the bottom edges of selected objects.

**Align or Distribute Align Center (Draw menu)**

Centers selected objects vertically.

**Align or Distribute Align Middle (Draw menu)**

Horizontally aligns the middles of selected objects.

**Animate Title**

Makes the slide title drop in from the top of the slide during a slide show.

**Animate Slide Text**

Makes the body text appear one step at a time during a slide show.

**Laser Text**

Makes the selected object or text fly in from the top-right corner of the slide, accompanied by the sound of a laser, during a slide show. If you apply the laser effect to text, it appears one letter at a time.



**Drive-in Build**

Makes the selected object or text fly in from the right of the slide, accompanied by the sound of a car, during a slide show.

**Reverse Order**

Makes selected text appear from the bottom up during a slide show. For example, if you apply the effect to a bullet list, the last item in a bullet list appears first.

**Flying Build**

Sets the selected object to fly in from the left of the slide with a whoosh sound.

**Camera Build**

Makes the selected text or object appear as though a camera shutter is opening during a slide show, accompanied by the sound of a camera click.

**Typewriter Build**

Makes selected text appear one character at a time during a slide show, accompanied by the sound of a typewriter.

**Drop-in Build**

Makes the selected text or object drop in from the top of the slide during a slide show. Text appears one word at a time.

**Flash Once**

Makes the selected text or object appear briefly on the slide, then disappear.

**New Slide (Insert menu)**

Prompts you to click a slide layout, and then inserts a new slide after the active slide.



**Insert Word Table**

Inserts a new Microsoft Word table on the active slide. This command is available only in slide and notes views.

**Insert Clip Art**

Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.

**AutoContent Wizard**

Prompts you for information about content, purpose, style, handouts, and output to create a presentation. The new presentation contains sample text that you can replace with your own information.

**Microsoft Word**

Sends your notes, handouts, or outline to Microsoft Word, where you can edit it by using Word commands. When you work on an outline in Word, you can import it back into PowerPoint.

**Black and White (View menu)**

Shows the active presentation in black and white. The appearance of the slide depends on the option you select on the **Black And White** shortcut menu (click the right mouse button while in black and white view to show this menu).


**Shadow**

Adds or removes a shadow from selected text.

**Text Color**

Changes the color of selected text.

## Free Rotate

Rotates a selected object to any degree. Select the object, click **Free Rotate** , and then drag a corner of the object in the direction you want to rotate it.



**AutoShapes**

Inserts a shape where you click or drag in the active file. To draw a shape circumscribed within a perfect square, press SHIFT as you drag the shape.

**Line Style**

Click the style and thickness you want for the selected line.

**Dash Style**

Click the dashed line or dashed-dot line style you want for the selected shape or border. Click the solid line if you don't want a dashed line.

**Arrow Style**

Click the arrowhead style you want for the selected line.

**Copy to Personal Contacts**

Copies the contact from a public folder to your Contacts folder.

**Duplicate (Edit menu)**

Makes a quick copy of a selected object. To make additional copies of the same object, click **Duplicate Again**.

**Increase Paragraph Spacing**

Adds more space between selected paragraphs.

**Decrease Paragraph Spacing**

Reduces space between selected paragraphs.





**Slide Layout (Format menu)**

Changes the layout of the selected slide or reapplies the current master styles to the placeholders if you've modified their attributes. This command does not affect objects and text outside the placeholders.

**Apply Design (Format menu)**

Applies one of the PowerPoint design templates to your presentation or uses one of your own presentations as a template. Design templates contain color schemes, slide and title masters with custom formatting, and fonts designed for a particular "look."

**Picture Organization Chart (Insert menu)**

Inserts a Microsoft Organization Chart object into your presentation, document, or worksheet.

**Embed Presentation**

Creates a new presentation that is then embedded on the active slide. During a slide show, you can show the embedded presentation by double-clicking its icon on the slide.

**Embed Slide**

Creates a slide that is then embedded on the active slide. For example, you can create an embedded slide and then hide it so it appears during a slide show only when you want to display it.

**Collapse All**

Displays only the title of each slide. Text other than the title is represented by a gray line below the title.

**Expand All**

Displays the titles and all the body text for each slide.



**Double Strikethrough**

Draws a double line through the selected text.

**Character Map**

Starts or switches to Microsoft Character Map.

**Close All Items (File menu)**

Closes all the open items.

**Hide Slide (Slide Show menu)**

If you are in slide sorter view, hides the selected slide. If you are in slide view, hides the current slide so that it is not automatically displayed during an electronic slide show.

**Custom Animation (Slide Show menu)**

Adds or changes animation effects on the current slide. Animation effects include sounds, text and object movements, and movies that occur during a slide show.

**Slide Transition (Slide Show menu)**

Adds or changes the special effect that introduces a slide during a slide show. For example, you can play a sound when the slide appears, or you can make the slide fade from black.

## Crop

Trims or restores portions of a picture. Click , and then drag a sizing handle on the picture.

**AutoContent Wizard (Tools menu)**

Runs the AutoContent Wizard, which asks you several questions about your presentation and then creates a new sample presentation you can modify with your own words and pictures.



**Rehearse Timing (Slide Show menu)**

Runs your slide show in rehearsal mode, in which you can set or change the timing of your electronic slide show.

**Guides (View menu)**

Displays or hides the vertical and horizontal alignment guides on your slides. Use the guides to help you position and align objects on your slides.

**Slide (View menu)**

Switches to slide view, where you can work on one slide at a time.

**Outline (View menu)**

Switches to outline view, where you can examine and work with the structure of your file in classic outline form. Work in outline view when you need to organize and develop the content of your file.

**Slide Sorter (View menu)**

Displays miniature versions of all slides in a presentation, complete with text and graphics. In slide sorter view, you can reorder slides, add transitions and animation effects, and set the timings for electronic slide shows.

**Notes Page (View menu)**

Displays the notes page for the selected slide, where you can create speaker notes for the slide.

**Slide Show (View menu) or View Show (Slide Show menu)**


Runs your slide show, beginning with the current slide if you're in slide view or the selected slide if you're in slide sorter view.


**Master Slide Master (View menu)**

Displays the slide master, where you can set the default layout and formatting for all the slides except title slides (which are controlled by the title master). For example, switch to slide master view to set the default font or to add an illustration (such as your company logo) that you want to appear on each slide. Don't add text in slide master view; switch back to slide or outline view to add text.



### **Insert Number of Pages**

Prints the total number of pages in the active document by inserting a NUMPAGES field at the insertion point. To print page numbers in the style "Page 3 of 12," click  where you want to insert the current page number, and then click

 where you want to insert the total number of pages.

**TrueType Font**

This is a TrueType font.

**Printer Font**

This font resides in the printer itself.

**No Help Available**

There is no help available for this command.

**Close All (SHIFT+File menu)**

Closes all open files in this application, prompting you to save any that have not yet been saved.

**Save As (File menu)**

Saves the active file with a different file name, location, or file format. In Microsoft Access, Microsoft Excel, and Word, you can also use this command to save a file with a password or to protect a file so that others cannot change its contents.

**Save All (SHIFT+File menu)**

Saves all open files in this application.

**Properties (File menu)**

Displays the property sheet for the active file.



**Templates and Add-Ins (Tools menu)**

Attaches a different template to the active document, loads add-in programs, or updates a document's styles. Also loads additional templates as global templates so you can use their macros, AutoText entries, and custom command settings.

**Exit (File menu)**

Closes this program after prompting you to save any unsaved files.

**Copy As Picture**

Copies a picture of the selected cell, cell range, or embedded chart.

**Paste Special (Edit menu)**

Pastes, links, or embeds the Clipboard contents in the current file in the format you specify.

**Select All**

Selects all text and graphics in the active window, or selects all text in the selected object.

**Go To (Edit menu)**

In Microsoft Excel, scrolls through the worksheet and selects the cell, range, or cells with special characteristics you specify.

In Microsoft Word, moves the insertion point to the item you want to go to. You can move to a page number, comment, footnote, bookmark, or other location.

**Bookmark (Insert menu)**

Creates bookmarks, which you can use to mark selected text, graphics, tables, or other items.

**Links (Edit menu)**

Displays or changes information for each link in the current file, including the name and location of the source file, the item, the type, and whether the link is updated automatically or manually. This command is unavailable if the current file contains no links to other files.



**Online Layout (View menu)**

Switches to online layout view, which is best for displaying and reading documents on the screen. When you switch to online layout view, Word also turns on the document map, which makes it easy to move from one location to another in your document.

**Toolbars (View menu)**

Displays or hides toolbars. To display a toolbar, select the check box next to the toolbar name. To hide a toolbar, clear the check box.

**Header and Footer (View menu)**

Adds or changes the text that appears at the top and bottom of every page or slide.

**Footer**

Displays a footer at the bottom of your document.

**Footnotes (View menu)**

Displays footnotes and endnotes so that you can view and edit them.

**Automatic Pattern**

Applies the default pattern to the selected object.

**Break (Insert menu)**

Inserts a page break, column break, or section break at the insertion point.

**Date and Time (Insert menu)**

Adds the date and time to an individual slide using the format you choose. If you want to add the date and time to every slide, use the **Header and Footer** command (**View** menu).



**Slide Number (Insert menu)**

Adds the slide number to an individual slide. If you want to add the slide number to every slide, use the **Header and Footer** command (**View** menu).

**Field (Insert menu)**

Inserts a field at the insertion point. Use fields to insert a variety of information automatically and to keep the information up-to-date.

**Form Field (Insert menu)**

Inserts Word form fields that can be used to gather user information in a specific place. You can insert text boxes, check boxes, and drop-down lists in an online form or document.

**Caption (Insert menu)**

Inserts captions for tables, figures, equations, and other items.

**Cross-reference (Insert menu)**

Inserts a cross-reference to an item in a document.

**Index and Tables (Insert menu)**

Creates indexes, tables of contents, tables of figures, tables of authorities, and other similar tables.

**File (Insert menu)**

Inserts all or part of the file you select, into the active file at the insertion point.

**Paragraph (Format menu)**

Changes paragraph indents, text alignment, line spacing, pagination, and other paragraph formats in the selected paragraph.



**Tabs (Format menu)**

Sets the position and alignment of tab stops and determines the type of leader character for each tab stop.

**Borders and Shading (Format menu)**

Adds borders and shading to selected text, paragraphs, pages, table cells, or pictures.

**Text Direction (Format menu)**

Rotates selected text in table cells so you can read it from bottom to top or from top to bottom.

**Bullets and Numbering (Format menu)**

In Word, adds bullets or numbers to selected paragraphs and modifies the bullets and numbering format.

**Bullet (Format menu)**

In PowerPoint, adds bullets to or removes bullets from selected paragraphs.

**Heading Numbering (Format menu)**

Adds numbers, bullets, or a combination of numbers and bullets to headings that are formatted with the built-in heading styles Heading 1 through Heading 9.

**Protect Document (Tools menu)**

Prevents changes to all or part of an online form or document except as specified. You can also assign a password so that other users can add comments to a document, highlight changes, or fill in parts of an online form.

**AutoFormat (Format menu)**

Applies a built-in combination of formats, called an autoforamt, to a cell range or a PivotTable. If a single cell is selected, Microsoft Excel automatically selects the range surrounded by blank cells and applies the autoforamt to that range. If the selection is part of a PivotTable, the entire table, except for the page fields, is selected and formatted. This command is not available if the sheet is protected.

**Style Gallery (Format menu)**

Customizes the look of your document by using styles from other templates.



**Frame (Format menu)**

Formats the selected frame.

**Language (Tools menu)**

Designates the language of selected text in a file that contains more than one language. The spelling checker automatically uses the dictionary for the designated language.

**Object (Format menu)**

Formats the line, color, fill and pattern, size, position, and other properties of the selected object.

**Word Count (Tools menu)**

Counts the number of pages, words, characters, paragraphs, and lines in the active document. Punctuation marks and special symbols are also included in the word count.

**AutoCorrect (Tools menu)**

Sets the options used to correct text automatically as you type, or to store and reuse text and other items you use frequently.

**Envelopes and Labels (Tools menu)**

Creates an envelope or a single mailing label, or inserts the same name and address on an entire sheet of mailing labels.

**Letter Wizard (Tools menu)**

Runs the Letter Wizard, which helps you quickly create letters.

**Toolbars Customize (View menu)**

Customizes toolbar buttons, menu commands, and shortcut key assignments.



**Merge Cells**

In Microsoft Word, combines the contents of selected adjacent cells into a single cell.

In Microsoft Excel, combines two or more selected cells into a single cell. The cell reference for a merged cell is the upper-left cell in the original selection. Merging multiple cells into one cell will keep the contents of the upper-left cell only.

**Autosignature (Insert menu)**

Inserts the AutoSignature text in the message body at the location of the cursor.

**Split Cells / Unmerge Cells**

In Microsoft Word, splits the selected cells into the number of rows and columns you enter.

In Microsoft Excel, separates a merged cell into the cells that were originally combined.

**Select Row (Table menu)**

Selects the row that contains the insertion point.

**Select Column (Table menu)**

Selects the column that contains the insertion point.

**Select Table (Table menu)**

Selects the table that contains the insertion point.

**Cell Height and Width (Table menu)**

Adjusts the height, width, alignment, indents, and other formatting of rows and columns in a table.

**Headings (Table menu)**

Designates the selected rows to be a table heading that is repeated on subsequent pages if the table spans more than one page. This command is available only if the selected rows include the top row of a table.



### **Convert Text to Columns (Data Menu)**

Separates text in one cell on a worksheet into columns by using the **Convert Text to Columns Wizard**. The **Convert Text to Columns Wizard** helps you specify how you want the text divided into columns using a separator or delimiter, such as tabs or commas.

**Formula (Table menu)**

Performs mathematical calculations on numbers.

**Split Table (Table menu)**

Divides a table into two separate tables and inserts a paragraph mark above the row that contains the insertion point.

**Show Clipboard**

Displays the contents of the Windows Clipboard.

**Index (Help menu)**

Displays the Help index for this Microsoft program.

**Quick Preview (Help menu)**

Runs a short online introduction to this Microsoft program.

**Examples and Demos (Help menu)**

Displays a list of examples and demonstrations of how this Microsoft program works.

**WordPerfect Help (Help menu)**

Helps you learn the Word equivalents for WordPerfect for DOS commands and key combinations. You can also display **Help for WordPerfect Users** by double-clicking **WPH** on the status bar.



**Tip of the Day (Help menu)**

Displays tips about using this Microsoft program and sets **Tip of the Day** options.

**Technical Support (Help menu)**

Displays information about technical support resources for this Microsoft program.

**Skip Numbering**

Removes numbering or bullets from the selected paragraphs, and continues the bulleted or numbered list for subsequent items.

**Stop Numbering**

Removes numbering or bullets from the selected paragraphs, and ends the bulleted or numbered list. Any list items following the selected paragraph become a new list – for example, numbering restarts at 1.

**Customize Keyboard (Help menu)**

Opens the **Customize Keyboard** dialog box, where you can change shortcut key assignments for commands and macros.

**Reset**

Restores the selected button or menu command to its original name and button image.

**Name:**

Displays the name of the selected toolbar button or menu command. To rename the button or command, type a new name.

**Delete**

Deletes the selected toolbar button or menu command.



**Change Button Image**

Opens a button palette so that you can change the button image of the selected toolbar button.

**Assign Macro**

Assigns a macro to the selected object. This command is available only when a graphic object or a control is selected, or when the **Customize** dialog box is open and a tool is selected.

**Show All Headings**

Displays all heading levels and body text.

**Window List (Window menu)**

Lists the currently open files in this program. Click the file you want to switch to.

**Recently Used File List (File menu)**

Lists the files you've most recently opened in this program. To quickly reopen one of these files, click it.

### **Copy Button Image**

Copies the button face of the selected button to the Windows Clipboard. Right-click the button on which you want to paste the button face, and then click **Paste Button Image**.

**Paste Button Image**

Pastes the button face you copied using the **Copy Button Image** command onto the selected button.

**Reset Button Image**

Restores the selected button face to its original button image.



**Edit Button Image**

Opens the selected button face in the Button Editor, where you can change the button image.

**Choose Button Image**

Opens the toolbar button well, where you can assign a custom button image to the selected toolbar button.

**Create Task**

Creates a Microsoft Outlook task.

**Minimize (Control menu)**

Reduces a program or window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar.

**Restore (Control menu)**

Restores a window to its previous size and location.

**Close (Control menu)**

Closes the active program or file. If an open file contains unsaved changes, you will be prompted to save the file before closing.

**Move (Control menu)**


Activates the arrow keys on the keyboard so you can change the location of the program or window by pressing the UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW key.

**Size (Control menu)**

Activates the arrow keys on the keyboard so you can change the size of the program or window by pressing the UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW key.



**Maximize (Control menu)**

Enlarges a program or window to fill the screen. To restore the window to its previous size and location, double-click the title bar, or click **Restore** .

**Next Window**

Activates the next open window in the program. A list of open windows is displayed at the bottom of the **Window** menu; the active window is checked.

**Print Report**

Prints a sequence of sheets, views, and scenarios.

**Save Workspace**

Saves a list of the open workbooks, their sizes, and their positions on the screen to a workspace file so that the screen will look the same the next time you open the workspace file.

**Delete Sheet**

Deletes the selected sheets from the workbook. You cannot undo this command.

**Move or Copy Sheet**

Moves or copies the selected sheets to another workbook or to a different location within the same workbook.

**Formula Bar**

Displays or hides the formula bar.

**Status Bar**

Shows or hides the status bar.



**Worksheet**

Inserts a new worksheet to the left of the selected sheet.

**AutoFormat**

Applies built-in or custom (user-defined) autoformats to an active chart. The command also adds a new custom autoformat to, or deletes an existing custom autoformat from, the list in the **Formats** box.

**Cells**

Applies formats to the selected cells. This command might not available if the sheet is protected.

**Goal Seek**

Adjusts the value in a specified cell until a formula that is dependent on that cell reaches a target value.

**Scenarios**

Creates and saves scenarios, which are sets of data you can use to view the results of what-if analyses.

**Solver**

Using the Solver add-in program, calculates solutions to what-if scenarios based on adjustable cells and constraint cells.

**Assign Macro**

Assigns a macro to the selected object. This command is available only when a graphic object or a control is selected, or when the **Customize** dialog box is open and a tool is selected.

**Form**

Displays a data form in a dialog box. You can use the data form to see, change, add, delete, and find records in a list or database.



**Subtotals**

Calculates subtotal and grand total values for the labeled columns you select. Microsoft Excel automatically inserts and labels the total rows and outlines the list.

**Table**

Creates a data table based on input values and formulas you define. Data tables can be used to show the results of changing values in your formulas.

**Consolidate**

Summarizes the data from one or more source areas and displays it in a table.

**Hide**

Hides the active workbook window. A hidden window remains open.

**Unhide**

Displays hidden workbook windows.

**Up**

Copies the contents and formats of the bottom cell or cells of a selected range into the upper cells of the range. Copied contents and formats replace existing contents and formats.

**Left**

Copies the contents and formats of the rightmost cell or cells of a selected range into the cells to the left. Copied contents and formats replace existing contents and formats.

**Across Worksheets**

Copies the contents of the range of cells selected on the active worksheet to the same range of cells on all the other selected sheets in a group. This command is available only if multiple sheets are selected.



**Series**

Fills the selected range of cells with one or more series of numbers or dates. The contents of the first cell or cells in each row or column of the selection are used as the starting values for the series.

**Justify**

Redistributes the text contents of cells to fill the selected range. Numbers or formulas cannot be filled and justified. Except for the left column, cells in the range should be blank.

**Formats**

Removes only the cell formats from selected cells; cell contents and comments are unchanged.

**Contents**

Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.

**Comments**

Removes only the comments attached to selected cells; cell contents and formats are unchanged.

**Define**

Creates a name for a cell, range, or constant or computed value that you can use to refer to the cell, range, or value.

**Paste**

Inserts the selected name into the formula bar. If the formula bar is active and you begin a formula by typing an equal sign (=), clicking **Paste** pastes the selected name at the insertion point. If the formula bar is not active, double-clicking a name in the **Paste Name** box pastes an equal sign (=) followed by the selected name into the formula bar.

**Create**

Creates names by using labels in a selected range.



**Apply**

Searches formulas in the selected cells and replaces references with names defined for them, if they exist.

**AutoFit**

Adjusts the row height to the minimum necessary to display the height of the tallest cell in the selection. If you change the cell contents later, you must fit the selection again. This command may not be available if the sheet is protected.

**Hide**

Hides the selected rows or columns. Hiding rows or columns does not delete them from the worksheet.

**Unhide**

Displays rows or columns in the current selection that were previously hidden.

**AutoFit Selection**

Adjusts the column width to the minimum necessary to display the contents of the selected cells. If you change the cell contents later, you must fit the selection again. This command might not be available if the sheet is protected.

**Standard Width**

Changes the standard width of columns on a worksheet. This command is not available if the sheet is protected.

**Rename**

Renames the active sheet.

**Hide**

Hides the active sheet. The sheet remains open and accessible to other sheets, but it is not visible. You can't hide the only visible sheet in a workbook.



**Unhide**

Displays any hidden sheets.

**Show Auditing Toolbar**

Displays the **Auditing** toolbar. Finds cells that have a relationship to a formula, displays formulas affected by changes in a cell, and tracks down the sources of error values.

**Protect Sheet**

Prevents changes to cells on worksheets, items in a chart, graphic objects on a worksheet or chart sheet, or code in a Visual Basic Editor form.

### **Protect Workbook**

Protects a workbook's structure and windows. You can prevent changes to the structure of a workbook so that sheets can't be deleted, moved, hidden, unhidden, or renamed, and new sheets can't be inserted. You can also protect windows from being moved or resized.

When the active document is protected, the command name changes to **Unprotect Workbook**.

**AutoFilter**

The quickest way to select only those items you want to display in a list.



**Show All**

Displays all of the rows in a filtered list.

**Advanced Filter**

Filters data in a list so that only the rows that meet a condition you specify by using a criteria range are displayed.



**Auto Outline**

Automatically outlines a selected range of cells or the entire worksheet, based on formulas and the direction of references.

**Clear Outline**

Removes the outline from the selected group of data. If the selection is not a specific group within the outline, the outline is removed from the worksheet.

**Settings**

Specifies the options used to outline and summarize data in a worksheet or a selected range of cells.

**Series (Edit menu)**

Removes the selected data series (or points), trendline, or error bars.

**Sized with Window (View menu)**

Controls whether the size of a chart sheet is dependent on or independent of the window size. By default, a newly created chart sheet is independent of the window size.

**Titles (Insert menu)**

Adds titles to your chart.

**Data Labels (Insert menu)**

Adds data labels to a data series, to a data point, or to all of the data points in a chart.

**Legend (Insert menu)**

Adds a legend to the right of the plot area, and resizes the plot area to accommodate the legend.



**Axes (Insert menu)**

Controls whether primary and secondary axes are visible on the active chart.

**Gridlines (Insert menu)**

Controls whether major and minor gridlines are displayed in the active chart.

**Trendline (Insert menu)**

Adds trendlines to, or changes the trendline type for, data series in area, bar, column, line, and xy (scatter) charts.

**Error Bars (Insert menu)**

Adds error bars to and modifies existing error bars for data series in area, bar, column, line, and xy (scatter) charts. You cannot add error bars to 3-D, radar, pie, or doughnut charts.

## **Tables and Borders**

Displays the **Tables and Borders** toolbar, which contains tools for creating, editing, and sorting a table and for adding or changing borders to selected text, paragraphs, cells, or objects.

**Selected**

Formats the selected chart item. The name of the command and the available formatting options vary depending on the chart item you've selected. For example, if you've selected a legend, the command is called **Legend** or **Format Legend**.

**Chart Type**

Changes the chart type for an individual data series, a chart type group, or an entire chart.

**3-D View**

Controls the angle at which you view 3-D charts. A sample chart displayed in the dialog box shows the current settings.



**OK**

Applies and saves any changes you have made and then closes this dialog box.

**Close**

Closes this pane.

**Close Picture**

Closes the picture editor and returns to the previous editing mode.

**Close**

Exits preview or closes the toolbar and returns to your previous view.

**Close**

Closes the header and footer editing pane.

**Zoom (View menu)**

Controls how large or small the current file appears on the screen.

**About Microsoft *Program* (Help menu)**

Displays the version number of this Microsoft program; copyright, legal, and licensing notices; the user and organization name; the software serial number; and information about your computer and your operating system.

**Sort**

Arranges the information in selected rows or lists alphabetically, numerically, or by date.



**Convert Table to Text/Text to Columns**

Converts a selected table or selected table rows to text, separating the contents of the cells in each row with the separator character you specify. This command is available only when you select an entire table or entire rows in a table.

**Macro Macros (Tools menu)**

Opens the **Macros** dialog box, in which you can run, edit, or delete a macro. To create a new macro, click **Visual Basic Editor** (**Tools** menu, **Macro** command).

**Picture (Insert menu)**

Displays the **Insert Picture** menu, on which you can click the type of picture or other object you want to insert.

**Label**

Creates names for formulas by using text labels from the rows or columns of a selected range.

**Lotus 1-2-3**

Helps you learn the Microsoft Excel equivalents for Lotus 1-2-3 menu and command items. You can display the instructions for the equivalent item on your worksheet, or you can view a demonstration that shows the Microsoft Excel steps.

**Exchange Folder**

Sends an active file to the Exchange Folder you specify.

**Add-Ins**

Specifies which add-ins are available automatically when you start Microsoft Excel. You can load or unload add-ins that come with Microsoft Excel as well as add-in programs that you create.

**Insert**

Inserts a new worksheet, chart sheet, or template to the left of the selected sheet.



**Select All Sheets**

Selects all sheets in the active workbook. You can perform editing and formatting tasks simultaneously on all of the selected sheets. For example, you can delete several sheets at once or enter identical data onto several worksheets.

**Character Style**

Appears next to character styles.

**Paragraph Style**

Appears next to paragraph styles.

**Custom Views**

Creates different views of a worksheet. A view provides an easy way to see your data with different display options. You can display, print, and store different views without saving them as separate sheets.

**Background**

Inserts a tiled graphic image in the worksheet background, based on the bitmap you select.

**Source Data**

Adds or modifies selected data series or data points to a chart.

**Placement**

Arranges placement of selected objects on the worksheet.

**Chart Options**

Modifies standard options of the chart type you select. You can change default settings for gridlines and axes, change axes and chart titles, and modify the display of data labels.



**Sheet List**

Displays a list of all the sheets in the workbook.

**More Sheets**

Displays the **Activate** dialog box, which lists all the sheets in the workbook.

**More Windows (Window menu)**

Opens the complete list of currently open windows so that you can click the one you want to activate.

**Calculate Now**

Calculates all open worksheets, including data tables, and updates all open chart documents.

**Show/Hide Left Pane**

Displays the list of sections in a binder.

**Add**

Adds an program as a new section in a binder.

**Add from File**

Adds a specific file as a section in a binder.

**Delete**

Removes the selected section from the binder.



**Duplicate**

Copies the selected section and inserts it into the binder pane.

**Rename**

Changes the name of a binder section.

**Rearrange**

Changes the order of the sections in a binder.

**Hide**

Hides a section in a binder.

**Unhide**

Displays a hidden section in a binder.

**Save as File**

Saves the binder section as a file rather than as a binder.

**View Outside**

Opens the section in its original program.

**Section Properties**

Displays the file properties of the selected section.



**Microsoft Network**

Connects to the Microsoft Network, which provides a variety of information services.

**Contents and Index (Help menu)**

Opens the online Help index and table of contents for this Microsoft program.

**Office Assistant (Help menu)**

The Office Assistant provides Help topics and tips to help you accomplish your tasks.

**Page Setup**

Specifies page layout options for the selected file in a binder.

**Print**

Specifies print options for the selected file in a binder.

**Data Table**

Displays the values for each data series in a grid below the chart.

### **Series in Columns**

Plots chart data series from data down columns.

### **Series in Rows**


Plots chart data series from data across rows.



**Checkmark**

Indicates that the menu item is selected. To deselect the menu item, click it again.

## Enable Selection

Turns PivotTable structured selection on or off. When  is pressed in, you can select elements of the PivotTable for formatting or for refining calculated item formulas.

**Formula Window**

Displays a list of PivotTable formulas in a separate sheet.

**Select Data**

In a PivotTable, selects only the associated data when you click a PivotTable field or item label. The field or item labels are not selected.

**Select Label and Data**

In a PivotTable, selects the associated data along with the labels when you click a PivotTable field or item label.

**Select Label**

In a PivotTable, selects only the labels when you click a PivotTable field or item label. The associated data is not selected.

**New**

Creates a new AutoText entry for the selected text.

**Paste As Picture**

Pastes a picture of a copied cell, cell range, or embedded chart into a Microsoft Excel worksheet.



**Paste Picture Link**

Pastes a linked picture of a cell, cell range, or embedded chart into a Microsoft Excel worksheet. When you change the source data, the linked picture also changes.



**See Tips**

Shows tips about more efficient ways to accomplish tasks, and suggests related and new features.

**Options**

Allows you to change the way the Office Assistant works.

**Choose Assistant**

Allows you to change your Office Assistant.

**Animate**

Click to watch the movements and other animations of the Office Assistant.

**Hide Assistant**

Removes the Office Assistant from view.

**More Colors**

Opens the **Colors** dialog box, where you can pick a different color or mix your own custom color.



**Fill Effects**

Opens the **Fill Effects** dialog box, where you can pick a picture, gradient, textured, or patterned fill.

**Pattern Fill**

Opens the list of patterns you can use to fill the selected object.

**More**

If you don't see the item you want on the menu, click **More** to see the complete list of options.

**Default Style**

Displays the selected toolbar button or menu command in the default style. For toolbar buttons, displays only the button image. For menu commands, displays the command name and any button image next to it.

**Text Only**

Displays only the text name – with no button image – for the selected toolbar button or menu command.

**Icon and Text**

Displays both the text name and the button image for the selected toolbar button or menu command.

**Angle Text Upward**

Rotates selected text up at a 45-degree angle so that you read it from lower left to upper right.

**Angle Text Downward**

Rotates selected text down at a 45-degree angle so that you read it from upper left to lower right.



**Open**

Opens the selected Hypertext link.

## **Start Page**

You can specify the start page by using the **Set Start Page** command on the **Go** menu of the **Web** toolbar.

**Back**

Opens the previous file or item in the list of the last 10 files or items you jumped to.

**Forward**

Opens the next file or item in the list of the last 10 files or items you jumped to.

**Stop Current Jump**

Halts the jump in progress.

**Refresh Current Page**

Updates the currently selected page by reloading it.

**Open Favorites**

Displays the **Favorites** folder in the **Look in** box. The **Favorites** folder contains shortcuts to files, folders, and hyperlinks you use often.

**Add to Favorites**


Creates a shortcut to the selected file, folder, or link, and then adds the shortcut to the **Favorites** folder. The original file or folder doesn't move.



### Show Only Web Toolbar


Hides all the currently visible toolbars except the **Web** toolbar. Click  again to show the hidden toolbars.

## Previous

Displays the previous item that is currently selected on the **Select Browse Object**  menu. If you haven't selected anything on that menu, displays the previous window of the active file (equivalent to pressing PAGE UP).


In PowerPoint, displays the previous slide.

## Next

Displays the next item that is currently selected on the **Select Browse Object**  menu. If you haven't selected anything on that menu, displays the next window of the active file (equivalent to pressing PAGE DOWN).


In PowerPoint, displays the next slide.

## Previous

Displays the previous item that is currently selected on the **Select Browse Object**  menu. If you haven't selected anything on that menu, displays the previous window of the active file (equivalent to pressing PAGE UP).


In PowerPoint, displays the previous slide.

## Next

Displays the next item that is currently selected on the **Select Browse Object**  menu. If you haven't selected anything on that menu, displays the next window of the active file (equivalent to pressing PAGE DOWN).

In PowerPoint, displays the next slide.

### Select Browse Object

Opens the **Select Browse Object** menu, where you can click the item you want to use to browse through the active file. To continue browsing through this type of item, click **Previous**  or **Next**



**Insert Graphic**

Inserts a graphical object at the insertion point.

**Insert Draw Server Object**

Inserts a drawing server object at the insertion point.



**WordArt**

Creates text effects by inserting a Microsoft Office drawing object.

**Reroute Connections**

Updates the selected connections so the connector line attaches to the best connection site and takes the shortest route between the two shapes it connects (without crossing either shape).

**Save to Clip Gallery**

Saves the selected object in the Clip Gallery.

**Nudge Up (Draw menu)**

Moves the selected objects up in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

**Nudge Down (Draw menu)**

Moves the selected objects down in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

**Nudge Left (Draw menu)**

Moves the selected objects left in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

### **Nudge Right (Draw menu)**

Moves the selected objects right in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

**Align or Distribute Relative to Page (Draw menu)**

Aligns or distributes the selected objects relative to the page. Turn this option off (so no check mark appears next to the command) if you want to align or distribute the selected objects relative to one another.



**Curve**

Inserts a line that curves smoothly through the points you click in the active window. Click where you want the shape to start, and then move the mouse, clicking wherever you want to add a curve. To end the shape and leave it open, double-click or press ESC. To close the shape, click near its starting point.

**Straight Connector**

Draws a straight connector line between the blue connection sites you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Elbow Connector**

Draws a 90-degree angled connector line between the blue connection sites you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Curved Connector**

Draws a curved connector line between the blue connection sites you click on two AutoShapes. Click a connection site on the first object, drag the connector to the second object, and then click a connection site.

## **Callouts**

Changes the currently selected AutoShape to the AutoShape you click on the **Callouts** menu.

## **Flowchart**

Changes the currently selected AutoShape to the AutoShape you click on the **Flowchart** menu.

## **Block Arrows**

Changes the currently selected AutoShape to the AutoShape you click on the **Block Arrows** menu.

## **Stars and Banners**

Changes the currently selected AutoShape to the AutoShape you click on the **Stars and Banners** menu.



**More Fill Colors**

Displays additional fill colors.

**More Line Colors**

Displays additional line colors.

**Pattern Fill**

Displays patterns you can apply to the line of the selected object.

**More Lines**

Displays additional line styles and options.

**More Arrows**

Displays additional arrow shapes and options.

**More Shadows**

Displays the **Shadow Settings** toolbar, where you can apply additional shadow formatting.

### **3-D Settings**

Displays the **3-D Settings** toolbar, where you can apply additional 3-D formatting.

**Text Shape**

Changes the shape of the selected WordArt object.



## **WordArt Alignment**

Displays the **WordArt Alignment** menu, where you can click the type of alignment you want for the selected WordArt object.

### **WordArt Character Spacing**

Displays the **WordArt Character Spacing** menu, where you can apply kerning and increase or decrease the character spacing in the selected WordArt object.

**WordArt Vertical Text**

Stacks the text in the selected WordArt object vertically — one letter on top of the other — so you can read it from top to bottom.

**Stretch to Fill**

Scales the text in the selected object so it fills the entire object both horizontally and vertically.

**WordArt Same Letter Heights**

Makes all the letters in the current WordArt object the same height.

**More Contrast**

Increases the saturation, or intensity, of the colors in the selected picture. The higher the contrast, the less gray the color.

**Less Contrast**

Decreases the saturation, or intensity, of the colors in the selected picture. The lower the contrast, the more gray the color.

**More Brightness**

Adds white to lighten the colors in the selected picture. Brighter colors contain more white.



**Less Brightness**

Adds black to darken the colors in the selected picture. The lower the brightness, the darker (more black) the color.

**Nudge Shadow Up**

Moves the shadow of the selected object up by small increments.

**Nudge Shadow Down**

Moves the shadow of the selected object down by small increments.

**Nudge Shadow Left**

Moves the shadow of the selected object to the left by small increments.

**Nudge Shadow Right**

Moves the shadow of the selected object to the right by small increments.

**More Shadow Colors**

Displays additional colors for the shadow of the selected object.

**More Colors**

Displays additional colors for the 3-D effects on the selected object.

**Importance: High**

Sets the importance of the message to high.



**Importance: Low**

Sets the importance of the message to low.

**Move**

Moves the selected item.

**Folder List (View menu)**

Shows or hides the list of all your Outlook folders.

**AutoSignature (Tools menu)**

Creates a custom signature at the end of every message you send.

**File (Insert menu)**

Inserts a file in the item.

**Plan a Meeting**

Invites attendees to a meeting, and shows invitees' schedules.

**Invite Attendees (Appointment menu)**

Adds a To box so you can send the item to people you specify.

**Accept**

Accepts the meeting or task request, and places it on your Calendar or Task list.



**Decline**

Declines the meeting or task request.

**Tentative**

Tentatively accepts the meeting, and places it on your Calendar.

**Always on Top**

The selected window remains on top of all other windows.

**Out of Office**

Sets options for an automatic message that responds to people who send you messages when you're out of the office.

**Day (View menu)**

Shows one day at a time.

**Week (View menu)**

Shows one week at a time.

**Month (View menu)**

Shows one month at a time.

**Go To Today (Go menu)**

Returns to the current date.



**New Contact (File menu)**

Creates a new contact.



**Create a New Outlook Task (Review toolbar or File menu)**

Creates an Outlook task.

**Remote Mail Remote Tools (Tools menu)**

Shows the **Remote** toolbar.

**Remote Mail Connect (Tools menu)**

Connects to a Remote Mail service.

**Remote Mail Disconnect (Tools menu)**

Disconnects from a Remote Mail service.

**Remote Mail Mark to Retrieve (Tools menu)**

Moves the selected message from the server to your hard disk.

**Remote Mail Unmark All (Tools menu)**

Unmarks all the messages so they are not moved or copied to your computer.



**New Appointment (File menu)**

Creates an appointment.

**Left Align**

Aligns the text to the left for the selected WordArt object.

**Centered**

Centers the text for the selected WordArt object.

**Line Callout 4 (Border and Accent bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This line callout has four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Rectangle**

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT and drag.

**Parallelogram**

Draws a parallelogram where you click or drag in the active window. To draw a parallelogram that retains its default height-to-width ratio, hold down SHIFT and drag.

**Trapezoid**

Draws a trapezoid where you click or drag in the active window. To draw a trapezoid that retains its default height-to-width ratio, hold down SHIFT and drag.

**Diamond**

Draws a diamond where you click or drag in the active window. To draw a diamond that retains its default height-to-width ratio, hold down SHIFT and drag.



**Rounded Rectangle**

Draws a rounded rectangle where you click or drag in the active window. To draw a rounded square, hold down SHIFT and drag.

**Octagon**

Draws an octagon where you click or drag in the active window. To draw an octagon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Isosceles Triangle**

Draws an isosceles triangle where you click or drag in the active window. To draw an isosceles triangle that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Triangle**

Draws a right triangle where you click or drag in the active window. To draw a right triangle that retains its default height-to-width ratio, hold down SHIFT and drag.

**Oval**

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT and drag.

**Hexagon**

Draws a hexagon where you click or drag in the active window. To draw a hexagon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Cross**

Draws a cross where you click or drag in the active window. To draw a cross that retains its default height-to-width ratio, hold down SHIFT and drag.

**Cube**

Draws a cube where you click or drag in the active window. To draw a cube that retains its default height-to-width ratio, hold down SHIFT and drag.



**Plaque**

Draws a plaque where you click or drag in the active window. To draw a square plaque, hold down SHIFT and drag.

**Regular Pentagon**

Draws a pentagon where you click or drag in the active window. To draw a pentagon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Wave**

Draws a wave where you click or drag in the active window. To draw a wave that retains its default height-to-width ratio, hold down SHIFT and drag.

**Can**

Draws a can where you click or drag in the active window. To draw a can that retains its default height-to-width ratio, hold down SHIFT and drag.

**Vertical Scroll**

Draws a vertical scroll where you click or drag in the active window. To draw a vertical scroll that retains its default height-to-width ratio, hold down SHIFT and drag.

**Horizontal Scroll**

Draws a horizontal scroll where you click or drag in the active window. To draw a horizontal scroll that retains its default height-to-width ratio, hold down SHIFT and drag.

**Folded Corner**

Draws a rectangle with a folded corner where you click or drag in the active window. To draw a square with a folded corner, hold down SHIFT and drag.

**Bevel**

Draws a beveled rectangle where you click or drag in the active window. To draw a beveled square, hold down SHIFT and drag.



**Smiley Face**

Draws a smiley face where you click or drag in the active window. To draw a smiley face that's a perfect circle, hold down SHIFT and drag.

**Donut**

Draws a donut where you click or drag in the active window. To draw a donut that's a perfect circle, hold down SHIFT and drag.

**"No" Symbol**

Draws a "No" symbol where you click or drag in the active window. To draw a "No" symbol that's a perfect circle, hold down SHIFT and drag.

**Block Arc**

Draws a block arc where you click or drag in the active window. To draw a block arc that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left Bracket**

Draws a left (open) bracket where you click or drag in the active window. To draw a left bracket that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Bracket**

Draws a right (closed) bracket where you click or drag in the active window. To draw a right bracket that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left Brace**

Draws a left brace where you click or drag in the active window. To draw a left brace that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Brace**

Draws a right brace where you click or drag in the active window. To draw a right brace that retains its default height-to-width ratio, hold down SHIFT and drag.



**Arc**

Draws an arc where you click or drag in the active window. To draw an arc that retains its default height-to-width ratio, hold down SHIFT and drag.

**Lightning Bolt**

Draws a lightning bolt where you click or drag in the active window. To draw a lightning bolt that retains its default height-to-width ratio, hold down SHIFT and drag.

**Heart**

Draws a heart where you click or drag in the active window. To draw a heart that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Arrow**

Draws a right arrow where you click or drag in the active window. To draw a right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left Arrow**

Draws a left arrow where you click or drag in the active window. To draw a left arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Up Arrow**

Draws an up arrow where you click or drag in the active window. To draw an up arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Down Arrow**

Draws a down arrow where you click or drag in the active window. To draw a down arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left-Right Arrow**

Draws a left-right arrow where you click or drag in the active window. To draw a left-right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.



**Up-Down Arrow**

Draws an up-down arrow where you click or drag in the active window. To draw an up-down arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Quad Arrow**

Draws a four-headed arrow where you click or drag in the active window. To draw a four-headed arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left-Right-Up Arrow**

Draws a three-headed arrow where you click or drag in the active window. To draw a three-headed arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left-Up Arrow**

Draws a two-headed arrow where you click or drag in the active window. To draw a two-headed arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Bent-Up Arrow**

Draws a bent-up arrow where you click or drag in the active window. To draw a bent-up arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Bent Arrow**

Draws a bent arrow where you click or drag in the active window. To draw a bent arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**U-Turn Arrow**

Draws a U-Turn arrow where you click or drag in the active window. To draw a U-Turn arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Striped Right Arrow**

Draws a striped right arrow where you click or drag in the active window. To draw a striped right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.



**Notched Right Arrow**

Draws a notched right arrow where you click or drag in the active window. To draw a notched right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Pentagon**

Draws a right pentagon arrow where you click or drag in the active window. To draw a right pentagon arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Chevron**

Draws a right-pointing chevron where you click or drag in the active window. To draw a right-pointing chevron that retains its default height-to-width ratio, hold down SHIFT and drag.

**Circular Arrow**

Draws a circular arrow where you click or drag in the active window. To draw a circular arrow that's a perfect circle, hold down SHIFT and drag.

**Notched Circular Arrow**

Draws a notched circular arrow where you click or drag in the active window. To draw a notched circular arrow that's a perfect circle, hold down SHIFT and drag.

**Curved Right Arrow**

Draws a curved right arrow where you click or drag in the active window. To draw a curved right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Left Arrow**

Draws a curved left arrow where you click or drag in the active window. To draw a curved left arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Up Arrow**

Draws a curved up arrow where you click or drag in the active window. To draw a curved up arrow that retains its default height-to-width ratio, hold down SHIFT and drag.



**Curved Down Arrow**

Draws a curved down arrow where you click or drag in the active window. To draw a curved down arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Arrow Callout**

Draws a right arrow callout where you click or drag in the active window. To draw a right arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Left Arrow Callout**

Draws a left arrow callout where you click or drag in the active window. To draw a left arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Up Arrow Callout**

Draws an up arrow callout where you click or drag in the active window. To draw an up arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Down Arrow Callout**

Draws a down arrow callout where you click or drag in the active window. To draw a down arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Left-Right Arrow Callout**

Draws a left-right arrow callout where you click or drag in the active window. To draw a left-right arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Up-Down Arrow Callout**

Draws an up-down arrow callout where you click or drag in the active window. To draw an up-down arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Quad Arrow Callout**

Draws a four-headed arrow callout where you click or drag in the active window. To draw a four-headed arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.



**Balloon**

Draws a balloon callout where you click or drag in the active window. To draw a balloon callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Rectangular Callout**

Draws a rectangular callout where you click or drag in the active window. To draw a rectangular callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Rounded Rectangular Callout**

Draws a rounded rectangular callout where you click or drag in the active window. To draw a rounded rectangular callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Oval Callout**

Draws an oval callout where you click or drag in the active window. To draw an oval callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Cloud Callout**

Draws a cloud callout where you click or drag in the active window. To draw a cloud callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Line Callout 2**

Draws a line callout with a border but no accent bar. This line callout has two yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 3**

Draws a line callout with a border but no accent bar. This line callout has three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 4**

Draws a line callout with a border but no accent bar. This line callout has four yellow adjustment handles. To add text to a callout, click the callout, and then type.



**Down Ribbon**

Draws a down ribbon where you click or drag in the active window. To draw a down ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Up Ribbon**

Draws an up ribbon where you click or drag in the active window. To draw an up ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Down Ribbon**

Draws a curved down ribbon where you click or drag in the active window. To draw a curved down ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Up Ribbon**

Draws a curved up ribbon where you click or drag in the active window. To draw a curved up ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**5-Point Star**

Draws a 5-point star where you click or drag in the active window. To draw a 5-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**8-Point Star**

Draws an 8-point star where you click or drag in the active window. To draw an 8-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**16-Point Star**

Draws a 16-point star where you click or drag in the active window. To draw a 16-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**24-Point Star**

Draws a 24-point star where you click or drag in the active window. To draw a 24-point star that retains its default height-to-width ratio, hold down SHIFT and drag.



**32-Point Star**

Draws a 32-point star where you click or drag in the active window. To draw a 32-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**Explosion 1**

Draws an explosion where you click or drag in the active window. To draw an explosion that retains its default height-to-width ratio, hold down SHIFT and drag.

**Explosion 2**

Draws an explosion where you click or drag in the active window. To draw an explosion that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Process**

Draws a process flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Alternate Process**

Draws an alternate process flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Decision**

Draws a decision flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Data**

Draws a data flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Predefined Process**

Draws a predefined process flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.



**Flowchart: Internal Storage**

Draws an internal storage flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Document**

Draws a document flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Multidocument**

Draws a multidocument flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Terminator**

Draws a terminator flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Preparation**

Draws a preparation flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.



**Flowchart: Manual Input**

Draws a manual input flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Manual Operation**

Draws a manual operation flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Flowchart: Connector**

Draws a connector flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Off-Page Connector**

Draws an off-page connector flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Card**

Draws a card flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Punched Tape**

Draws a punched tape flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Summing Junction**

Draws a summing junction flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: OR**

Draws an OR flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Collate**

Draws a collate flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Sort**

Draws a sort flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Flowchart: Extract**

Draws an extract flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Merge**

Draws a merge flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Offline**

Draws an offline flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Stored Data**

Draws a stored data flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Sequential Access Storage**

Draws a sequential access storage flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Magnetic Disk**

Draws a magnetic disk access flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Direct Access Storage**

Draws a direct access storage flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Display**

Draws a display flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Flowchart: Delay**

Draws a delay flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Line Callout 1**

Draws a line callout with a border but no accent bar. This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 1 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 2 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has one segment and two yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 3 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has two segments and three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 4 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has three segments and four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 1 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 2 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has one segment and two yellow adjustment handles. To add text to a callout, click the callout, and then type.



**Line Callout 3 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has two segments and three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 4 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has three segments and four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 1 (Border and Accent Bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 2 (Border and Accent Bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This callout line has one segment and two yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 3 (Border and Accent Bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This callout line has two segments and three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 4. To add text to a callout, click the callout, and then type.

**Change AutoShape to Rectangle**

Changes the selected AutoShape to a rectangle.

**Change AutoShape to Parallelogram**

Changes the selected AutoShape to a parallelogram.



**Change AutoShape to Trapezoid**

Changes the selected AutoShape to a trapezoid.

**Change AutoShape to Diamond**

Changes the selected AutoShape to a diamond.

**Change AutoShape to Rounded Rectangle**

Changes the selected AutoShape to a rounded rectangle.

**Change AutoShape to Octagon**

Changes the selected AutoShape to an octagon.

**Change AutoShape to Isosceles Triangle**

Changes the selected AutoShape to an isosceles triangle.

**Change AutoShape to Right Triangle**

Changes the selected AutoShape to a right triangle.

**Change AutoShape to Oval**

Changes the selected AutoShape to an oval.

**Change AutoShape to Hexagon**

Changes the selected AutoShape to a hexagon.



**Change AutoShape to Cross**

Changes the selected AutoShape to a cross.

**Change AutoShape to Cube**

Changes the selected AutoShape to a cube.

**Change AutoShape to Plaque**

Changes the selected AutoShape to a plaque.

**Change AutoShape to Regular Pentagon**

Changes the selected AutoShape to a regular pentagon

**Change AutoShape to Wave**

Changes the selected AutoShape to a wave.

**Change AutoShape to Can**

Changes the selected AutoShape to a can.

**Change AutoShape to Vertical Scroll**

Changes the selected AutoShape to a vertical scroll.

**Change AutoShape to Horizontal Scroll**

Changes the selected AutoShape to a horizontal scroll.



**Change AutoShape to Folded Corner**

Changes the selected AutoShape to a rectangle with a folded corner.

**Change AutoShape to Bevel**

Changes the selected AutoShape to a beveled rectangle.

**Change AutoShape to Smiley Face**

Changes the selected AutoShape to a smiley face.

**Change AutoShape to Donut**

Changes the selected AutoShape to a donut.

**Change AutoShape to "No" Symbol**

Changes the selected AutoShape to a "No" symbol.

**Change AutoShape to Block Arc**

Changes the selected AutoShape to a block arc.

**Change AutoShape to Left Bracket**

Changes the selected AutoShape to a left bracket.

**Change AutoShape to Right Bracket**

Changes the selected AutoShape to a right bracket.



**Change AutoShape to Left Brace**

Changes the selected AutoShape to a left brace.

**Change AutoShape to Right Brace**

Changes the selected AutoShape to a right brace.

**Change AutoShape to Arc**

Changes the selected AutoShape to an arc.

**Change AutoShape to Lightning Bolt**

Changes the selected AutoShape to a lightning bolt.

**Change AutoShape to Heart**

Changes the selected AutoShape to a heart.

**Change AutoShape to Right Arrow**

Changes the selected AutoShape to a right arrow.

**Change AutoShape to Left Arrow**

Changes the selected AutoShape to a left arrow.

**Change AutoShape to Up Arrow**

Changes the selected AutoShape to an up arrow.



**Change AutoShape to Down Arrow**

Changes the selected AutoShape to a down arrow.

**Change AutoShape to Left-Right Arrow**

Changes the selected AutoShape to a left-right arrow.

**Change AutoShape to Up-Down Arrow**

Changes the selected AutoShape to an up-down arrow.

**Change AutoShape to Quad Arrow**

Changes the selected AutoShape to a four-headed arrow.

**Change AutoShape to Left-Right-Up Arrow**

Changes the selected AutoShape to a three-headed arrow.

**Change AutoShape to Left-Up Arrow**

Changes the selected AutoShape to a left-up arrow.

**Change AutoShape to Bent-Up Arrow**

Changes the selected AutoShape to a bent-up arrow.

**Change AutoShape to Bent Arrow**

Changes the selected AutoShape to a bent arrow.



**Change AutoShape to U-Turn Arrow**

Changes the selected AutoShape to a U-Turn arrow.

**Change AutoShape to Striped Right Arrow**

Changes the selected AutoShape to a striped right arrow.

**Change AutoShape to Notched Right Arrow**

Changes the selected AutoShape to a notched right arrow.

**Change AutoShape to Pentagon**

Changes the selected AutoShape to a right pentagon arrow.

**Change AutoShape to Chevron**

Changes the selected AutoShape to a right chevron arrow.

**Change AutoShape to Circular Arrow**

Changes the selected AutoShape to a circular arrow.

**Change AutoShape to Notched Circular Arrow**

Changes the selected AutoShape to a notched circular arrow.

**Change AutoShape to Curved Right Arrow**

Changes the selected AutoShape to a curved right arrow.



**Change AutoShape to Curved Left Arrow**

Changes the selected AutoShape to a curved left arrow.

**Change AutoShape to Curved Up Arrow**

Changes the selected AutoShape to a curved up arrow

**Change AutoShape to Curved Down Arrow**

Changes the selected AutoShape to a curved down arrow.

**Change AutoShape to Right Arrow Callout**

Changes the selected AutoShape to a right arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Left Arrow Callout**

Changes the selected AutoShape to a left arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Up Arrow Callout**

Changes the selected AutoShape to an up arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Down Arrow Callout**

Changes the selected AutoShape to a down arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Left-Right Arrow Callout**

Changes the selected AutoShape to a left-right arrow callout. To add text to a callout, click the callout, and then type.



**Change AutoShape to Up-Down Arrow Callout**

Changes the selected AutoShape to an up-down arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Quad Arrow Callout**

Changes the selected AutoShape to a four-headed arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Balloon**

Changes the selected AutoShape to a balloon.

**Change AutoShape to Rectangular Callout**

Changes the selected AutoShape to a rectangular callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Rounded Rectangular Callout**

Changes the selected AutoShape to a rounded rectangular callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Oval Callout**

Changes the selected AutoShape to an oval callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Cloud Callout**

Changes the selected AutoShape to a cloud callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2**

Changes the selected AutoShape to a line callout 2. To add text to a callout, click the callout, and then type.



**Change AutoShape to Line Callout 3**

Changes the selected AutoShape to a line callout 3. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4**

Changes the selected AutoShape to a line callout 4. To add text to a callout, click the callout, and then type.



**Change AutoShape to Down Ribbon**

Changes the selected AutoShape to a down ribbon.

**Change AutoShape to Up Ribbon**

Changes the selected AutoShape to an up ribbon.

**Change AutoShape to Curved Down Ribbon**

Changes the selected AutoShape to a curved down ribbon.

**Change AutoShape to Curved Up Ribbon**

Changes the selected AutoShape to a curved up ribbon.

**Change AutoShape to 5-Point Star**

Changes the selected AutoShape to a 5-point star.



**Change AutoShape to 8-Point Star**

Changes the selected AutoShape to an 8-point star.

**Change AutoShape to 16-Point Star**

Changes the selected AutoShape to a 16-point star.

**Change AutoShape to 24-Point Star**

Changes the selected AutoShape to a 24-point star.

**Change AutoShape to 32-Point Star**

Changes the selected AutoShape to a 32-point star.

**Change AutoShape to Explosion 1**

Changes the selected AutoShape to an explosion shape.

**Change AutoShape to Explosion 2**

Changes the selected AutoShape to an explosion shape.

**Change AutoShape to Flowchart: Process**

Changes the selected AutoShape to a process flowchart symbol.

**Change AutoShape to Flowchart: Alternate Process**

Changes the selected AutoShape to an alternate process flowchart symbol.



**Change AutoShape to Flowchart: Decision**

Changes the selected AutoShape to a decision flowchart symbol.

**Change AutoShape to Flowchart: Data**

Changes the selected AutoShape to a data flowchart symbol.

**Change AutoShape to Flowchart: Predefined Process**

Changes the selected AutoShape to a predefined process flowchart symbol.

**Change AutoShape to Flowchart: Internal Storage**

Changes the selected AutoShape to an internal storage flowchart symbol.

**Change AutoShape to Flowchart: Document**

Changes the selected AutoShape to a document flowchart symbol.

**Change AutoShape to Flowchart: Multidocument**

Changes the selected AutoShape to a multidocument flowchart symbol.

**Change AutoShape to Flowchart: Terminator**

Changes the selected AutoShape to a terminator flowchart symbol.

**Change AutoShape to Flowchart: Preparation**

Changes the selected AutoShape to a preparation flowchart symbol.



**Change AutoShape to Flowchart: Manual Input**

Changes the selected AutoShape to a manual input flowchart symbol.

**Change AutoShape to Flowchart: Manual Operation**

Changes the selected AutoShape to a manual operation flowchart symbol.

**Change AutoShape to Flowchart: Connector**

Changes the selected AutoShape to a connector flowchart symbol.

**Change AutoShape to Flowchart: Off-Page Connector**

Changes the selected AutoShape to an off-page connector flowchart symbol.

**Change AutoShape to Flowchart: Card**

Changes the selected AutoShape to a card flowchart symbol.

**Change AutoShape to Flowchart: Punched Tape**

Changes the selected AutoShape to a punched tape flowchart symbol.

**Change AutoShape to Flowchart: Summing Junction**

Changes the selected AutoShape to a summing junction flowchart symbol.

**Change AutoShape to Flowchart: OR**

Changes the selected AutoShape to an OR flowchart symbol.



**Change AutoShape to Flowchart: Collate**

Changes the selected AutoShape to a collate flowchart symbol.

**Change AutoShape to Flowchart: Sort**

Changes the selected AutoShape to a sort flowchart symbol.

**Change AutoShape to Flowchart: Extract**

Changes the selected AutoShape to an extract flowchart symbol.

**Change AutoShape to Flowchart: Merge**

Changes the selected AutoShape to a merge flowchart symbol.

**Change AutoShape to Flowchart: Offline Storage**

Changes the selected AutoShape to an offline storage flowchart symbol.

**Change AutoShape to Flowchart: Stored Data**

Changes the selected AutoShape to a stored data flowchart symbol.

**Change AutoShape to Flowchart: Sequential Access Storage**

Changes the selected AutoShape to a sequential access storage flowchart symbol.

**Change AutoShape to Flowchart: Magnetic Disk**

Changes the selected AutoShape to a magnetic disk flowchart symbol.



**Change AutoShape to Flowchart: Direct Access Storage**

Changes the selected AutoShape to a direct access storage flowchart symbol.

**Change AutoShape to Flowchart: Display**

Changes the selected AutoShape to a display flowchart symbol.

**Change AutoShape to Flowchart: Delay**

Changes the selected AutoShape to a delay flowchart symbol.

**Change AutoShape to Line Callout 1**

Changes the selected AutoShape to a line callout 1. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 1 (Accent Bar)**

Changes the selected AutoShape to a line callout 1 with an accent bar but no border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2 (Accent Bar)**

Changes the selected AutoShape to a line callout 2 with an accent bar but no border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3 (Accent Bar)**

Changes the selected AutoShape to a line callout 3 with an accent bar but no border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4 (Accent Bar)**

Changes the selected AutoShape to a line callout 4 with an accent bar but no border. To add text to a callout, click the callout, and then type.



**Change AutoShape to Line Callout 1 (No Border)**

Changes the selected AutoShape to a line callout 1 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2 (No Border)**

Changes the selected AutoShape to a line callout 2 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3 (No Border)**

Changes the selected AutoShape to a line callout 3 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4 (No Border)**

Changes the selected AutoShape to a line callout 4 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 1 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 1 with a border and an accent bar. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 2 with a border and an accent bar. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 3 with a border and an accent bar. To add text to a callout, click the callout, and then type.

**Right Align**

Aligns the selected text effect to the right with a ragged left edge.



**Letter Justify**

Aligns or justifies the selected text effect at both the left and right edges by distributing space between individual letters as well as words.

**Word Justify**

Aligns or justifies the selected text effect at both the left and right edges by distributing space between each word but not between individual letters in each word. If your text effect has only one letter, letter justification is applied.

**Stretch Justify**

Aligns or justifies the selected text effect at both the left and right edges by scaling the text horizontally. No space is added between individual letters or words.

**Very Tight**

Places the characters in your text effect very close together. This is the most compact character-spacing setting.

## **Tight**

Places the characters in your text effect close together. Click **Very Tight** to place the characters closer together, or click **Normal** to place them farther apart.

**Normal**

Applies normal character spacing to your text effect.

## **Loose**

Adds extra space between the characters in your text effect. Click **Normal** to place the characters closer together, or click **Very Loose** to place them farther apart.

**Very Loose**

Adds the maximum amount of space between the characters in your text effect. This is the least compact character-spacing setting.



**Kern Character Pairs**

Automatically adjusts kerning, or the amount of space between certain combinations of characters, so that the entire word looks more evenly spaced. Kerning works only with TrueType or Adobe Type Manager fonts.

**Reset Picture**

Removes cropping from the selected picture and returns the color, brightness, and contrast to the original settings.

**Inline Picture**

Places the selected picture inline, in the current paragraph, where it behaves like regular text.

**Recolor Picture/Chart/Organization Chart**

Opens the **Recolor** dialog box, in which you can change the colors of the selected picture, chart, or organization chart.

**Automatic**

When you insert a picture, it automatically assumes the most appropriate format. To change the image type, click one of the other formats.

**Grayscale**

Converts the selected picture to a grayscale image, which means each color is changed to an equivalent shade of gray.

**Black and White**

Converts the selected picture to a black and white image, also known as line art.

**Watermark**

Converts the selected picture to a bright, low-contrast picture that you can place behind everything else on the page using the **Order** commands (**Drawing** toolbar, **Draw** menu).



**Square Wrapping**

Wraps text around all sides of the square bounding box for the selected object.

## Tight Wrapping


Wraps text around the perimeter of the selected object. To change the perimeter, click **Edit Wrap Points** on the **Picture** toolbar.




### **No Wrapping**

Removes all text-wrapping formatting so that text does not wrap around the selected object. If you want the object to appear behind or in front of text, click **Order** on the **Draw** menu, and then click the order you want.

### **Edit Wrap Points**


Displays the vertexes so you can change the text-wrapping perimeter around the selected object. To reshape the perimeter, drag one of the vertexes. Text wraps to this perimeter when you apply **Tight**  or **Through**

 text wrapping.


**3-D On/Off**

Turns on 3-D formatting for the selected object using the default 3-D settings, or turns off 3-D formatting. 3-D and shadow formatting are mutually exclusive — if you turn on 3-D formatting, any shadow settings are automatically turned off, and vice versa.


**Tilt Down**

Rotates the 3-D effect 6 degrees around a horizontal axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .

**Tilt Up**


Rotates the 3-D effect 6 degrees around a horizontal axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .

**Tilt Left**

Rotates the 3-D effect 6 degrees to the left around a vertical axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .



**Tilt Right**

Rotates the 3-D effect 6 degrees to the right around a vertical axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .

**Depth Menu**

Sets how deep the 3-D effect extends on the selected object.

**Direction Menu**

Sets the direction the 3-D effect extends on the selected object.

**Lighting Menu**

Sets the direction from which light shines on the selected 3-D object.

**Surface Menu**

Sets the shininess and reflective properties of the surface of the selected object.

**0 pt.**

Sets the depth of the 3-D effect on the selected object to zero.

**36 pt.**

Sets the depth of the 3-D effect on the selected object to 36 point (or .5 inches).

**72 pt.**

Sets the depth of the 3-D effect on the selected object to 72 points (or 1 inch).



**144 pt.**

Sets the depth of the 3-D effect on the selected object to 144 point (or 2 inches).

**288 pt.**

Sets the depth of the 3-D effect on the selected object to 288 point (or 4 inches).

**Infinity**

Makes the 3-D effect look like it extends indefinitely.

**Perspective**

Makes the 3-D effect extend toward a single point, so it looks like you are viewing the objects from a single location. **Perspective** projection looks more "real," but it may make similar 3-D effects look different on adjacent objects.

**Parallel**

Extends all sides of the 3-D effect parallel to one another instead of toward a single "viewing" point. **Parallel** projection makes the 3-D effect look consistent across multiple objects. This effect (also known as isometric or cabinet projection) is often used for technical drawings.

**Bright**

Bright lighting adds the most white to the color or shade of the 3-D effect on the selected object.

**Normal**

Normal lighting adds a moderate amount of white to the color or shade of the 3-D effect on the selected object.

**Dim**

Dim lighting adds the least amount of white to the color or shade of the 3-D effect on the selected object.



**Matte**

Makes the surface of the selected object look unreflective or dull.

**Plastic**

Makes the surface of the selected object look like plastic.

**Dull Metal**

Makes the surface of the selected object look like unpolished metal.

**Metal**

Makes the surface of the selected object look like polished metal.

**Wire Frame**

Removes all the surfaces from the selected object and displays only the underlying structure.



**Add Text**

Switches to text-editing mode so you can add text to the selected AutoShape.

**Edit Text**

Switches to text-editing mode so you can edit the text in the selected AutoShape.



**To Shape**

Automatically aligns objects with gridlines that go through the vertical and horizontal edges of other shapes in the active file.

**Image Control**

Click the image type you want for the selected picture.

## **Text Wrapping**

Click the text wrapping style you want for the selected object. To set additional text wrapping options, click **Object** on the **Format** menu, and then click the **Wrapping** tab.

## **Basic Shapes**

Changes the selected AutoShape to the AutoShape you click on the **Basic Shapes** menu.

## **Block Arrows**

Changes the selected AutoShape to the AutoShape you click on the **Block Arrows** menu.

## **Flowchart**

Changes the selected AutoShape to the AutoShape you click on the **Flowchart** menu.

## **Stars and Banners**

Changes the selected AutoShape to the AutoShape you click on the **Stars and Banners** menu.

### **Callouts Menu**

Changes the selected AutoShape to the AutoShape you click on the **Callouts** menu.



**Show WordArt Toolbar**

Opens the **WordArt** toolbar.

**Hide WordArt Toolbar**

Closes the **WordArt** toolbar.

**Exit Rotate**

Turns off the **Free Rotate** tool (**Drawing** toolbar).

**Show Picture Toolbar**

Opens the **Picture** toolbar.

**Hide Picture Toolbar**

Closes the **Picture** toolbar.

**Add Point**

Adds a new vertex to the curved line at the point you right-clicked.

**Delete Point**

Removes the selected vertex from the curved line and reconnects the line between the two adjacent vertices.

**Straight Segment**

Changes the selected segment to a straight segment.



**Curved Segment**

Changes the selected segment to a curved segment.

**Auto Point**

Tangent lines are calculated automatically, and no tangent points or lines are visible. The result is a smoothly curved segment that passes through this point.

**Smooth Point**

Both tangent points are always the same distance from the original point, and are always 180 degrees apart.

**Straight Point**

Tangent lines maintain their 180-degree angle, but the length of each can change independently.

**Corner Point**

The length and angle between the two tangent lines are independent. You can only select one point at a time, and you can change the property of each point.

**Exit Edit Point**

Turns off the point- and property-editing mode for curves.

**Close Curve**

Completes an open curve by adding a segment that connects the first and last points.

**Canvas Size**

Sets the size of the rectangle in which the drawing appears.



**Remove Split**

Removes the split from the active window.

**Edit Routing Slip (File menu)**

Opens the online routing slip for the active document. To use routing, you and recipients of the document must have installed both the program the document is created in and Microsoft Exchange or a compatible e-mail system.

**Save and Update All**

Saves the active file and all its embedded objects with their current file names, locations, and file formats.


**Save Copy As**

Saves a copy of the active file with a different file name.

**Save Template**

Saves the template that is attached to the active file.

## Resume Recording

Resumes recording a macro after you click **Pause**  to suspend recording.

**Arrange Icons (Window menu)**

Aligns all the minimized documents so their title bars do not overlap on the Word screen.

**Paste Rows (Edit menu)**

Inserts the table rows from the Clipboard at the insertion point. Make sure the area you paste into has the same number of rows and columns as the area you cut or copy. If you paste plain text into a table, make sure you select only one table cell.



**Paste Columns (Edit menu)**

Inserts the table columns from the Clipboard at the insertion point. Make sure the area you paste into has the same number of rows and columns as the area you cut or copy. If you paste plain text into a table, make sure you select only one table cell.

**Paste Cells (Edit menu)**

Inserts the table cells from the Clipboard at the insertion point. Make sure the area you paste into has the same number of rows and columns as the area you cut or copy. If you paste plain text into a table, make sure you select only one table cell.

**Unprotect Document (Tools menu)**

Removes protection from an online form or document. If the document is protected with a password, you must type the password with uppercase and lowercase letters exactly as you originally typed to remove protection.

**Format Frame**

Formats the selected frame.

**Open History Folder**

Shows additional hyperlinks you used recently.

**History**

Shows hyperlinks you used recently.

**Favorites**

Shows the contents of the Favorites folder.

**URL**

Click this hyperlink to go to the destination.



**Print Preview**

Shows how a document will look when you print it.

## **Text Envelopes**

Click the type of envelope you want.

## **Shadow Styles**

Click the shadow style you want for the selected object.

### **3-D Styles**

Click the 3-D style you want for the selected object.

**Custom Icons**

Click the icon you want to assign to the selected item.

**No Fill**

Removes the fill from the selected object.

**Automatic Color**

Fills the selected object with the fill color for the active color scheme. To see which color is the fill color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the color you want to use to fill the selected object.



**Standard Colors**

Click the fill color you want, or click **More Fill Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard fill colors you most recently used. Click a color here to quickly use it again.

**No Line**

Removes the line from the selected object.

**Automatic Color**

Changes the line color of the selected object to the Text and Line Color for the active color scheme. To see which color is the Text and Line Color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the line color you want for the selected object.

**Standard Colors**

Click the line color you want, or click **More Line Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard line colors you most recently used. Click a color here to quickly use it again.

**No Shadow**

Removes the shadow from the selected object.



**Automatic Color**

Changes the selected shadow to the Shadow Color for the active color scheme. To see which color is the Shadow Color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the shadow color you want for the selected object.

### **Standard Colors**

Click the shadow color you want, or click **More Shadow Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard shadow colors you most recently used. Click a color here to quickly use it again.

**No 3-D**

Removes the 3-D effect from the selected object.

**Automatic Color**

Changes the selected 3-D effect to the Shadow Color for the active color scheme. To see which color is the Shadow Color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the 3-D color you want for the selected object.

### **Standard Colors**

Click the 3-D color you want, or click **More 3-D Colors** and then pick a different color.



### **Recently Used Colors**

These are the nonstandard 3-D colors you most recently used. Click a color here to quickly use it again.

**Lighting Direction**

Click the direction from which you want light to shine on the selected 3-D object. Point to a lighting button, and then look at the cube in the center to see a sample of the lighting effect.

**No Color**

Removes color formatting from this element.

**Automatic Color**

Changes the selected object element to the preset color from the color scheme. To see which color will be used for an object element, point to each color on this menu until its ScreenTip appears.

### **Color Scheme**

Click the color you want for the selected object. To use a color that is not in the color scheme, click **More Colors**.

**Standard Colors**

Click the color you want, or click **More Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard colors you most recently used. Click a color here to quickly use it again.





**Arrow Size**

Click the arrowhead size you want for the arrows on the selected line.

**Direction**

Click the direction in which you want the 3-D effect to extend. Click the button in the middle if you want the 3-D effect to extend straight back behind the shape.

**Simple Gradient Color**

Click the gradient fill color you want for the selected object.

**Pattern Foreground Color**

Click the foreground color you want for the pattern.

**Pattern Background Color**

Click the background color you want for the pattern.

### **Connector Style**

Click the type of connector you want.

**Patterned Lines**

Opens the list of patterns that you can use for the selected line.

**Edit Picture**

Activates the picture editor so you can edit the selected picture.



**Open Picture**

Opens the selected picture in the picture editor, where you can edit it.


**Edit Object**


Activates the application in which the selected object was created so you can edit the object in place.


**Open Object**

Opens the selected object in the application in which the object was created so you can edit the object.


## Browse by Page


Displays the previous or next page in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.

## Browse by Section


Displays the previous or next section in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.

## Browse by Comment


Displays the previous or next comment in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.


## Browse by Footnote


Displays the previous or next footnote in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.

## Browse by Endnote


Displays the previous or next endnote in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**


, and then click the item by which you want to browse.




## Browse by Field


Displays the previous or next field in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.


## Browse by Table


Displays the previous or next table in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.


## Browse by Graphic


Displays the previous or next graphical object in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.


### **Browse by Edits**


Displays the previous or next edited text in the active file when you click **Previous**  or **Next**


 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.

## **Browse by Heading**

Displays the previous or next heading in the active file when you click **Previous**  or **Next**

 on the vertical scroll bar. To browse by a different item, click **Select Browse Object**

, and then click the item by which you want to browse.

**Page Number**

Inserts page numbers that automatically update when you add or delete pages.

**Section Number**

Number of section.

**Section Name**

Name of section.



**Binder Name**

Name of binder.

**Number of Sections**

Number of sections in the binder.

**Office Assistant**

Provides Help topics and tips to help you accomplish your tasks.

**Binder Options**

Specifies options for the current binder and all binders.

**View Code (Form menu)**

Displays **Visual Basic Editor**, where you can write Visual Basic commands.

**<your string here>**

Repeats the string for each action on the **NotesFlow** bar.

**Remove from Calendar**

Removes a canceled meeting from your Calendar.

**Next Section**

Moves to the next section in the binder.



**Previous Section**

Moves to the previous section in the binder.

### **Custom Depth**

Click **Custom**, and then type the extrusion depth you want. The default unit is points, but you can type the value in centimeters, inches, or points – for example, type **2 cm.** or **.75 in.**

**Custom Width**

Enter the width you want for the selected line.

**Open in New Window**

Opens the document the hyperlink refers to in a new window.

**Copy Hyperlink**

Copies the selected hyperlink to the clipboard.

**Insert / Edit Hyperlink**

Inserts or edits the hyperlink you specify.

**Hyperlinks (Edit menu, Clear submenu)**

In Microsoft Excel, deletes the hyperlink destination without deleting the text or graphic.

**Select Hyperlink**

Selects the hyperlink so you can copy or format it.



**Open Hyperlink Dialog**

Displays the **Hyperlink** dialog box.

**Next Section**

Previews the next section.

**Previous Section**

Reviews the previous section.

**Line Width**

Click the width you want for the selected line.

**Add to Print Area**

Adds the current selected range to the print area.

**Clear/Reset Print Area**

Deletes the print area in the active sheet.

**Reset All Page Breaks**

Deletes all manual page breaks from the sheet and resets automatic page breaks.

**Exclude From Print Area**

Depending on the cell or cell range you currently have selected, removes the selection from the print area.



**Remove Page Break**

Removes the page break at the active cell.

**Insert Page Break**

Inserts a page break at the active cell.

**Comment**

Inserts a comment at the insertion point.

**Previous Comment**

Goes to the previous comment in the active file.

**Next Comment**

Goes to the next comment in the active file.

**Delete Comment**

Removes the selected comment from the file.

**Show/Hide Comment**

In Word, displays the selected comment in the comment pane.

In Microsoft Excel, displays or hides the comment for the active cell.

**Comments (View menu)**

In Word, displays all comments – made by all reviewers – in the comment pane.

In Microsoft Excel, turns display of comments on the worksheet on or off.



**Hide Comment**

Hides the selected comment so it doesn't appear in the comment pane.

**Hide All Comments**

Hides all the comments in the current document so they don't appear in the comment pane.

### **Insert Calculated Field**

Displays the **Insert Calculated Field** dialog box, in which you can insert a calculated field in a PivotTable.

**Insert Calculated Item**

Displays the **Insert Calculated Item** dialog box, in which you can insert a calculated item into the currently selected PivotTable field.

**Insert Blank**

Inserts a blank field into a PivotTable.



**Entire Table**

Selects the entire PivotTable, including page fields.

**Recalculate**

Recalculates PivotTable formulas.



**Hide Item**

Hides the selected item in your PivotTable. At least one item in the field must be visible in the PivotTable.

**Show Item**

Redisplays items that have been hidden in the selected PivotTable field.

**PivotTable Options**

Displays the **PivotTable Options** dialog box, where you set advanced formatting, layout, memory management, and external data options for your PivotTable.

**Chart Type**

Click the type of chart you want.

**Border**

Click the type of border or line style you want to add to the selection.

**Custom**

Enter a percentage from 1 through 499 to decrease or increase the character spacing in the selected WordArt object.

**Chart Objects**

Click the chart element you want to change.

## **Circular Reference**

Helps you move to each cell in the circular reference so that you can change the formulas as needed to correct the circular reference. Microsoft Excel displays the **Circular Reference** toolbar automatically when a circular reference occurs.



**Line Tool**

Displays the line tools you used recently so you can use them again easily.

**Shape Tool**

Displays the AutoShape tools you used recently so you can use them again easily.

**Color Picker**

Click the color you want for the selected items.

**Expand Subdocuments, Collapse Subdocuments**

Expands or collapses the subdocuments in the active master document.

**Drag to make this menu float**

Drag the horizontal bar to change this drop-down menu into a floating toolbar.

**Bubble Chart**

Formats the graph, active chart, or selected embedded chart as a bubble chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting bubble chart is an embedded chart.

### **3-D Cylinder Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D cylinder chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D cylinder chart is an embedded chart.

### **3-D Pyramid Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D pyramid chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D pyramid chart is an embedded chart.



**3-D Cone Chart**

Formats the graph, active chart, or selected embedded chart as a 3-D cone chart, replacing any formatting already in the chart. If data on the sheet is selected, the resulting 3-D cone chart is an embedded chart.

**Two-headed Arrow**

Draws a two-headed arrow where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

**Move Here**

Moves the item you are dragging to the current pointer location.

**Copy Here**

Inserts a copy of the item you are dragging at the current pointer location.

### **International Currency**

Applies an International Currency style to the selected cells. Depending on the country selected in the **Windows Regional Settings** dialog box, the **International Currency Style** button might appear instead of the **Currency Style** button.

**Vertical Spacing Remove (Layout menu)**

Removes the spaces between one or more selected controls so they are directly adjacent to each other.

**Vertical Spacing Increase (Layout menu)**

Increases the spacing by one gridline between two or more selected controls.

**Vertical Spacing Decrease (Layout menu)**

Decreases the spacing by one gridline between two or more selected controls.



**Make Same Size Width (Layout menu)**

Changes the width of two or more selected controls so they match the width of the first control you select.

**Make Same Size Height (Layout menu)**

Changes the size of two or more selected controls so they match the height of the first control you select.

**Make Same Size Both (Layout menu)**

Changes the size of two or more selected controls so they match the height and width of the first control you select.

**Horizontal Spacing Remove (Layout menu)**

Removes spaces between one or more selected controls so they are directly adjacent to each other.

**Horizontal Spacing Increase (Layout menu)**

Increases space by one gridline between two or more selected controls.

**Horizontal Spacing Decrease (Layout menu)**

Decreases space by one gridline between two or more selected controls.

**Center in Form Vertically (Layout menu)**

Centers the selected controls between the top and bottom of the form.

**Center in Form Horizontally (Layout menu)**

Centers the selected controls between the left and right edges of the form.



**Arrange Right (Layout menu)**

Arranges the controls to the right side of the form.

**Arrange Bottom (Layout menu)**

Arranges the controls along the bottom of the form.

**Explore**

Opens the selected folder and shows the contents.

**Folder Create Subfolder (File menu)**

Creates a new folder.

**Open Folder**

Opens the selected folder.

**Rename Folder**

Change the name of the folder.

**Private**

Makes the selected item private so others can't view it.

**Save and New (File menu)**

Saves the current contact and opens a new contact.



**Group by This Field**

Group items by the selected field.

**Copy Folder**

Copies the selected folder to a new location.

**Delete Folder**

Removes the selected folder.

**Move Folder**

Moves the selected folder to a new location.

**Disconnect Network Drive (Tools menu)**

Removes the connection to a network computer or folder.

**Empty Deleted Items Folder**

Removes the items from the Deleted Items folder.

**Record in Journal (Tools menu)**

Creates a new journal entry for the selected item.

**Map Network Drive (Tools menu)**

Establishes a connection and assigns a drive letter to a network computer or folder.



**Mark as Read (Edit menu)**

Removes bold from the message header to indicate the message has been read.

**Mark as Unread (Edit menu)**

Adds bold to the message header to indicate the message has not been read.

**Copy to Folder (File and Edit menus)**

Copies the selected items to the folder you specify.

**Check for New Mail (Tools menu)**

Downloads new messages from the current mail delivery service.

**Message Flag (Edit menu)**

Adds special text to the message to indicate that a follow-up action is required.

**Move to Folder (File and Edit menu)**

Shows a list of folders that you can move the item to.

**Blue**

Changes the color of the note to blue.

**Green**

Changes the color of the note to green.



**Pink**

Changes the color of the note to pink.

**White**

Changes the color of the note to white.

**Yellow**

Changes the color of the note to yellow.

**All Tasks**

Shows all tasks.

### **Tasks for Next Seven Days**

Shows the tasks for the next seven days.

**Active Tasks for Selected Days**

Shows the tasks that are active for the days you select.

**Today's Tasks**

Shows the tasks that are active for today.

**Tasks Completed on Selected Days**

Shows the tasks that are completed for the days you select.



**Overdue Tasks**

Shows the overdue tasks.

**Fill Color**

Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern, and picture fills.

**Line Color**

Adds, modifies, or removes the line color from the selected object.

**Shadow Color**

Changes the shadow color of the selected object.

**3-D Color**

Click the color you want for the 3-D effect on the selected object.

**Visual Basic Editor**

Opens the **Visual Basic Editor**, in which you can create a macro by using Visual Basic.

**Frame Picture**

Places the selected picture in a frame.

**WordArt Gallery**

Opens the **WordArt Gallery** dialog box, in which you can choose a different WordArt style for the selected WordArt object.





**Background**

Sets a background color, texture, pattern, or image.

**Fax Recipient**

Sends the active document as a fax. The Fax Wizard will assist you to set up your fax.

**Publish It**

Opens the active file in Microsoft Publisher.

**AutoSummarize (Tools menu)**

Automatically summarizes the key points in the active document. You can use the **AutoSummarize** command to create an executive summary or an abstract.

**Share Document (Tools menu)**

Sets up the active document so multiple users can open and modify it at the same time. When you save and close the document, Word automatically merges your changes, checks for conflicts, and gives you a choice of how to resolve conflicts if any are found.

**Sort (Table menu)**

Arranges the information in selected rows or lists alphabetically, numerically, or by date.

**Sort Text (Table menu)**

Arranges the information in selected rows or lists alphabetically, numerically, or by date.



**Versions (File menu)**

Saves and manages multiple versions of a document in a single file. After you save versions of a document, you can go back and review, open, print, and delete earlier versions.

**Document Map (View menu)**

Turns on or off the Document Map, a vertical pane along the left edge of the document window that outlines the document structure. Use the Document Map to quickly browse a long or online document and to keep track of your location in it.

**Accept Change**

Accepts the selected change and removes highlighting from it.

**Reject Change**

Rejects the selected change and removes highlighting from it.

**Contract Mailer**

**Look Up Reference (Tools menu)**

Looks up information in an online reference program, such as Microsoft Bookshelf 1996-97 or Microsoft Bookshelf Basics.

**Define**

Looks up and shows a Microsoft Bookshelf definition without leaving your document.

**Line Style**

Click the style and thickness you want for the selected line.



**Close**

Exits AutoSummarize mode.

**Font**

Changes the font of the selected text and numbers. In the **Font** box, select a font name.

**Details**

Shows the details of the selected address.

**Record**

Shows the main document merged with information from the selected record. Enter the record number you want, and then press ENTER.

## **Style**

Click the style you want to apply to the selected paragraphs.

**Zoom**

Enter a magnification between 10 and 200 percent to reduce or enlarge the display of the active document.

**Scenario**

Adds, shows, or edits scenarios.

**Shading**

Click the shading pattern you want to apply to the selection.



**Name**

Type a new name, and then press ENTER.

**Address**

Enter the Web address you want to go to, or click one you previously used on the list.

**Map**

Creates a map based on the selected data. The data should contain geographic references, such as abbreviations of countries or states. To set the location and size of the map on your worksheet, drag the cross hair.

**Merge Across**

Combines the contents of selected adjacent cells in the same row into a single cell.

**AutoPreview (View menu)**

Shows or hides the first lines of items in a table.

**Actual Size (Print Preview toolbar)**

Shows the page at actual size.

**Field Chooser (View and Form menus)**

Add, remove, and create fields for the view.

**Go to Date (Go menu)**

Goes to the date you specify.



**Group by box (View menu)**

Shows or hides the **Group By** box to quickly group items.

**Message header (View menu)**

Shows or hides the message header boxes such as the **Cc** and **Subject** boxes.

**Filter**

Filter items by the criteria you specify.

**Remote Mail Mark to Retrieve a Copy (Tools menu)**

Marks the message to be copied to your computer the next time you connect to the server.

**New Meeting Request (File menu)**

Creates a new meeting request.

**New Folder (File menu)**

Creates a new folder.

**Add New Group**

Adds a new folder group to the Outlook Bar.

**New Mail Message (File menu)**

Creates an e-mail message.



**New Note (File menu)**

Creates a new note.

**Send Status Report (Task menu)**

Opens a mail message with the status of the task in the message body.

**New Task Request (Tasks menu)**

Creates a new task request.

**Recurrence**

Creates a repeating pattern for an appointment or task.

**Up One Level**

Opens the folder that is one level above the active folder.

**From Scanner**

Inserts a picture from Microsoft Photo Editor.

**From Scanner**

Scans an image using Microsoft Photo Editor and then inserts the resulting picture at the insertion point.

**Remove Group**

Removes the grouping. All the shortcuts in the group will also be removed.





**Inside Horizontal Border**

Adds or removes an internal horizontal border between selected paragraphs or cells. Internal vertical and horizontal borders look like "gridlines."

**Inside Vertical Border**

Adds or removes an internal vertical border between selected paragraphs or cells. Internal vertical and horizontal borders look like "gridlines."

**Diagonal Down Border**

Adds or removes an internal diagonal border from the upper left corner to the lower right corner of selected cells.

**Diagonal Up Border**

Adds or removes an internal diagonal border from the lower left corner to the upper right corner of selected cells.

**Open-High-Low-Close Chart**

ContextID: IDH\_MSOTCID\_1844\_1

**Left to Right**

ContextID: IDH\_MSOTCID\_1846\_1

**Right to Left**

ContextID: IDH\_MSOTCID\_1847\_1



**Check Box (Control Toolbox)**

Creates a check box on a worksheet, dialog sheet, chart, or in a document or form.

**Drop-down List Box (Control Toolbox)**

Creates a drop-down list box on a worksheet, dialog sheet, chart, or in a document or form.

**Text Box (Control Toolbox)**

Creates an edit box in which you can type text on a worksheet, dialog sheet, chart, or in a document or form.

**Command Button (Control Toolbox)**

Creates a button to which you can assign a Visual Basic procedure on a worksheet, dialog sheet, chart, or in a document or form.

**Option Button (Control Toolbox)**

Creates an option button on a worksheet, dialog sheet, chart, or in a document or form.

**List Box (Control Toolbox)**

Creates a list box on a worksheet, dialog sheet, chart, or in a document or form.

**Combo Box (Control Toolbox)**

Creates a combination drop-down list box and edit box on a worksheet, dialog sheet, chart, or in a document or form.

**Toggle Button (Control Toolbox)**

Creates a toggle button control on a worksheet, dialog sheet, chart, or in a document or form. A toggle button remains pressed in when clicked, and then releases when clicked again.



**Spin Button (Control Toolbox)**

Creates a spin box control on a worksheet, dialog sheet, chart, or in a document or form.

**Scroll Bar (Control Toolbox)**

Creates a scroll bar on a worksheet, dialog sheet, chart, or in a document or form.

**Label (Control Toolbox)**

Creates a text label on a worksheet, dialog sheet, chart, or in a document or form.

**Semitransparent**

Makes the shadow on the selected object partially transparent.

**Bcc Field (View menu)**

Adds a **Bcc** box to send a message to someone whose name is hidden from other recipients of the message.

**View Summary**

Shows the settings for the current view.

**Define Views (View menu)**

Shows the properties of the available views, modifies views, creates new views.

**Open Special Folder Exchange Server Folder (File menu)**

Opens the folder you specify on the Microsoft Exchange server computer.



**Fields**

Adds, removes, and creates fields for the view.

**View First Item in Folder (View menu)**

Opens the first item in the selected folder.

**From Field (View menu)**

Adds a **From** box to send a message on behalf of someone else.

**Go to Folder (Go menu)**

Shows a list of folders.

**Expand/Collapse Groups Collapse This Group (View menu)**

Hides all items in the selected group so only group headings appear.

**Include Tasks With No Due Date**

Includes tasks that have no due date when you select another TaskPad view.

**Format View (View menu)**

Changes the fonts, labels, and other options for the view.

**Open Special Folder Personal Folder (File menu)**

Opens a folder in the personal folder file (\*.pst) you specify.



**Next High Importance Item (View menu)**

Displays the next item in the list that is marked high importance.

**Previous High Importance Item (View menu)**

Displays the previous item in the list that is marked high importance.

**Refresh (View menu)**

Updates the view of the folder.

**Rename Page (Form menu)**

Changes the name of the tab on the page.

**Rename Shortcut**

Changes the name of the shortcut.

**Request Responses (Appointment menu)**

To not receive responses to your meeting requests, clear the check mark.

**Services (Tools menu)**

Lists information services and options for changing them.

**Sharing (File menu)**

Specifies the sharing options for the drive or folder.



**Expand/Collapse Groups Expand this Group (View menu)**

Shows all items in the selected group.

**Remote Mail Unmark for Deletion (Tools menu)**

Unmarks the selected message so it's not moved or copied to your computer.

**Archive (File menu)**

Moves information older than the date you specify to an archive file.

**Best Fit**

Adjusts the width of the column to fit the text of the longest item.

**Categories (Edit menu)**

Assigns keywords to selected items.

**Change Time Zone**

Changes the time zone used for all time-based fields.

**Check for New Mail On (Tools menu)**

Lists the mail delivery services to check for new mail.

**Exit and Log Off (File menu)**

Closes Outlook and logs off all messaging services.



**Current View (View menu)**

To change the view, click a different view.

**Page Setup Define Print Styles (File menu)**

Creates, modifies, and removes print styles.

**Format Columns (View menu)**

Changes the format, label, width, and alignment of columns in the view.

**Next Incomplete Task (View menu)**

Opens the next incomplete task.

**Rename Group**

Changes the name of the group.



**Previous Incomplete Task (View menu)**

Opens the previous incomplete task.

**Next Item from Sender (View menu)**

Opens the next item from the same person that sent the current item.



**Previous Item from Sender (View menu)**

Opens the previous item from the same person that sent the current item.

**Remote Mail Mark to Retrieve a Copy (Tools menu)**

Marks the message to be copied to your computer the next time you connect to the server.

**Mark All as Read (Edit menu)**

Removes bold formatting from all messages, to indicate they have been read.

**Next Item in Conversation Topic (View menu)**

Moves to the next item.

**Recover Meeting (Appointment menu)**

Moves a deleted meeting back onto your Calendar.

**Previous Item in Conversation Topic (View menu)**

Returns to the previous item.

**New Contact from Same Company (Contact menu)**

Opens a new contact with the same company as the current contact.

**New Event (Appointment menu)**

Creates an all-day event.



**Choose Form**

Lists the forms installed.

**Save Task Order (Tasks menu)**

Saves the current order in the task list.

**Publish Form As (File menu)**

Saves the form to the forms library you specify.

**Save Search (File menu)**

Saves the current search criteria for later use.

**Save and New in Company (File menu)**

Saves the contact and opens a new contact with the company filled in.

**Expand/Collapse GroupsExpand All (View menu)**

Displays all the items in all the groups.

**Expand/Collapse Groups Collapse All (View menu)**

Hides all the items in all the groups.

**Control Toolbox (Form menu)**

Shows the toolbox for adding controls to your forms.



**Separate Read Layout (Form menu)**

Creates a separate form that users read.

**Skip Occurrence (Task menu)**

Moves to the next due date for a recurring task.

**Remote Mail Unmark (Tools menu)**

Unmark the selected message so that it is not moved or copied to your hard disk.

**Search the Web**

Opens a search page so that you can search for words or phrases.

**Favorites Subfolder**

Folder within your Favorites folder.

**Left-to-Right Document**

ContextID: IDH\_MSOTCID\_1924\_1

**Right-to-Left Document**

ContextID: IDH\_MSOTCID\_1925\_1

**Font Color**

Click the color you want for the selected text.



**Color**

Click the color you want.

**Gridline Color**

Click the color you want for the selected gridline.

**Pattern**

Click the pattern you want for the selected object.

**Border Color**

Click the color you want for the selected line or border.

**Textbox**

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

**Run Web Query**

Runs a previously saved Web query (\*.iqy).

**Run Database Query**

Runs a previously saved query (\*.dqy) to an external database.

**Edit Query**

Modifies an existing query that you have created in Microsoft Query.



**Data Range Properties**

Sets options on the data range or result set returned to your worksheet with a query.

**Refresh All**

Updates the data in a result set queried from an external database or in a PivotTable if the source data has changed.

**Cancel Refresh**

Discontinues updating to a result set queried from an external database or in a PivotTable if the source data has changed.

### **Refresh Status**

Displays the **External Data Refresh Status** dialog box, in which you can check how much time it's taking to return external data to your worksheet or PivotTable, or you can stop the query.

**Paste Link**

Links the pasted data to its source document.

**Chart Wizard**

Starts the Chart Wizard, which guides you through the steps required to create a new chart based on the selected worksheet data or to modify an existing chart.

**Datasheet**

Displays the Graph datasheet, on which the source data for the selected graph exists.

## Number

Applies a number format. Click a type in the **Category** box, and then select from the options that appear.



**Include Row/Col**

Adds the values in the selected datasheet row or column to the data displayed in the associated chart. You can also include a row or column by double-clicking the row or column heading on the datasheet.

**Exclude Row/Col**

Removes the values in the selected datasheet row or column from the data displayed in the associated chart. You can also exclude a row or column by double-clicking the row or column heading on the datasheet.

**Plot on X Axis**

Plots selected data on the category x axis.

**Add Data**

Adds selected data series or data points to a chart.

**Clear All (Edit menu)**

Removes all cell contents and formatting, including comments and hyperlinks, from selected cells.

**Edit/Play/Open/Other**

Displays commands that apply to the selected object.

**Pick from list**

Displays a list of possible AutoComplete values.

**Convert**

Converts an OLE object from one object type to another.



**Ungroup Sheets**

Cancels the current group selection of sheets.

### **Add to Outlook Bar**

Adds a Shortcut to a folder to the **Outlook** bar.

**Forward Items**

Inserts the selected items into a new mail message.

**Display This Page (Form menu)**

Shows the page to the user of the form. Clear this option to hide pages you don't want the user to see.

**New Post in This Folder (Compose menu)**

Creates a new post in the current folder.

**Reply with Message (Appointment menu)**

Opens a message addressed to the sender of the meeting request.

**Save and Close**

Saves and closes the current item.

**Assign Task (Task menu)**

Adds a **To** box so that you can assign the task to someone else.



**Recurrence (Appointment and Task menus)**

Repeats an appointment or task at the interval you specify.

**New Message to Contact (Contacts menu)**

Opens a mail message addressed to the contacts.

**New Task for Contact (Contacts menu)**

Opens a task request addressed to the contacts.

**New Meeting with Contact (Contacts menu)**

Opens a meeting request addressed to the contacts.

**New Message to Attendees (Appointment menu)**

Opens a new message addressed to all the invitees of the meeting.

**New Phone Call to Contact**

Starts a new call to the selected contact.

**Send Update to Attendees and Close**

Sends the meeting update to the people on the **To** list and closes the meeting.

**Reply to All with Message (Appointment menu)**

Opens a message addressed to all the recipients of the meeting request.



**Post Reply in This Folder (Compose Menu)**

Posts a reply to the selected message to the selected folder.

**View in Calendar (View menu)**

Shows the appointment or meeting request in the Calendar.

**New Journal Entry (File menu)**

Creates a new journal entry.

**Last Item in Folder (View menu)**

Opens the last item in the selected folder.

**New Appointment (Calendar menu)**

Creates a new appointment.

**New Contact (Contacts menu)**

Creates a new contact.

**New Journal Entry (Journal menu)**

Creates a new journal entry.

**Previous Flagged Message (View menu)**

Opens the previous flagged message.



**Next Flagged Message (View menu)**

Opens the next flagged message.

**New Note (Note menu)**

Creates a new note.

**New Task (Tasks menu)**

Creates a new task.

**Fill Color and Pattern**

Sets the pattern and the foreground color for the fill of the selected object.



**Next Unread Item (View menu)**

Opens the next unread item.

**Previous Unread Item (View menu)**

Opens the previous unread item.

**Cancel Accept**

Cancels accepting the task and returns you to the task request.



**Cancel Decline**

Cancels declining the task and returns you to the task request.

**Cancel Assignment (Task menu)**

Changes a task request into a task.

**New Task Request (File menu)**

Creates a new task request.

**New Post in This Folder (Compose menu)**

Creates a post in the current folder.

**Show Fields**

Adds or removes fields in the view.

**Edit Series**

Changes the recurrence pattern of a repeating appointment.

**Close (File menu)**

Closes the file or program.

**None**

Turns off the AutoCalculate feature.



**AutoCalculate**

Displays the total value of a range of cells, using the AutoCalculate feature in Microsoft Excel. When you select cells, Microsoft Excel displays the sum of the range in the status bar at the bottom of the worksheet.

AutoCalculate can perform other calculations, such as finding the average, minimum, or maximum value of the selected range. Select the calculation you want from the shortcut menu.

**Fill Formats**

Fills blank cells in a selection with formats based on the copied cell format.

**Fill Values**

Fills blank cells in a selection with a series based only on values included in the selection.

**Fill Days**

Fills blank cells in a selection with a series of dates that increase by days.

**Fill Weekdays**

Fills blank cells in a selection with a series of dates that increase by weekdays, (based on a work week).

**Fill Months**

Fills blank cells in a selection with a series of dates that increase by months.

**Fill Years**

Fills blank cells in a selection with a series of dates that increase by years.

**Linear Trend**

Creates a linear series or linear best-fit trend. The linear trend is based on selected values; the selected original values are replaced with values that fit the trend.



**GrowthTrend**

Creates a growth series or geometric growth trend. The geometric growth trend is calculated based on the selected values; the selected original values are replaced with values that fit the trend.

**Validation**

Defines what data is valid for individual cells or cell ranges; restricts the data entry to a particular type, such as whole numbers, decimal numbers, or text; and sets limits on the valid entries.

### **Circle Invalid Data**

Identifies all cells that contain values that are outside the limits you set by using the **Validation** command on the **Data** menu. To see what data restrictions and messages are in effect for a cell, click the circled cell, and then click **Validation** on the **Data** menu.

**Shared Workbooks**

Switches to shared workbook mode, which allows you and other users on your network to edit and save changes to the same workbook.

**Highlight Changes**

Highlights changes to cell contents in a shared workbook, including moved and pasted contents and inserted and deleted rows and columns.

**Merge Workbooks**

Combines changes from multiple copies of a shared workbook into one workbook.

**Move**

Moves the selected cells to a different location within the same worksheet.

**Copy Formats**

Copies only the cell formats from selected cells.



**Copy Values**

Copies only the values from selected cells.

**Shift Down and Copy**

Copies cell contents down columns.

**Shift Right and Copy**

Copies cell contents across rows.

**Shift Down and Move**

Moves cell contents down columns.

**Shift Right and Move**

Moves cell contents across rows.

**Create New Query**

Uses the Query Wizard to create a simple query, or you can use Microsoft Query to create a more complex one to bring data from an external data source into Microsoft Excel.

### **Clear Validation Circles**

Hides circles around cells that contain values outside the limits you set by using the **Validation** command on the **Data** menu. To see what data restrictions and messages are in effect for a cell before you remove circles, click the circled cell, and then click **Validation** on the **Data** menu.

**Edit Comment**

In Microsoft Word, opens the comment pane and places the insertion point in the current comment so you can edit it.

In Microsoft Excel, displays the comment for the active cell and places the insertion point in the comment box so you can edit it.



**Set Start Page**

Sets the start page, or home page, to the currently displayed file. This setting may apply to your Web browser as well.


**Set Search Page**

Sets the search page to the currently displayed file. This setting may apply to your Web browser as well.

**Draw Table**

Inserts a table where you drag in the document. After you drag to insert the table, drag inside the table to add cells, columns, or rows.

## Eraser

Removes a table cell line and merges the contents of the adjacent cells. If the cell has a border, Word removes the border but does not merge the cells. Click **Eraser** , and then drag the eraser pointer over the table cell lines or borders you don't want.

**Align Top**

Aligns horizontally oriented text with the top of the table cell. If the cell contains multiple paragraphs, select all the text in the cell.

**Center Vertically**

Centers horizontally oriented text between the top and bottom of the table cell. If the cell contains multiple paragraphs, select all the text in the cell.

**Align Bottom**

Aligns horizontally oriented text with the bottom of the table cell. If the cell contains multiple paragraphs, select all the text in the cell.

**Align Left**

Aligns vertically oriented text with the left side of the table cell. If the cell contains multiple paragraphs, select all the text in the cell.



**Center Horizontally**

Centers vertically oriented text between the left and right sides of the table cell. If the cell contains multiple paragraphs, select all the text in the cell.

**Align Right**

Aligns vertically oriented text with the right side of the table cell. If the cell contains multiple paragraphs, select all the text in the cell.

**Distribute Columns Evenly**

Changes the selected columns or cells to equal column width.

**Distribute Rows Evenly**

Changes the selected rows or cells to equal row height.

**Curved Connector**

Changes the selected connector line to a curved connector.

**Elbow Connector**

Changes the selected connector line to an elbow connector.

**Straight Connector**

Changes the selected connector line to a straight connector.

**Edit Text**

Opens the **Edit WordArt Text** dialog box, where you can edit the text of the selected WordArt object.



**Track Changes**

Marks changes in the current document and keeps track of each change by reviewer name.



**Move Object Here**

Moves the object you are dragging to the current pointer location.

**Copy Object Here**

Inserts a copy of the object you are dragging at the current pointer location.

**Create Link Here**

Inserts a link to the item you are dragging at the current pointer location.

**Create Hyperlink Here**

Inserts a hyperlink to the item you are dragging at the current pointer location. A hyperlink is a hot spot or jump you can click to jump to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet.

**Create Shortcut Here**

Inserts a shortcut to the item you are dragging at the current pointer location. A shortcut is an icon that points to a program, object, or file stored in another location. Double-click the icon to start the program or to open the object or file.

**Shadow On/Off**

Turns on shadow formatting for the selected object using the default shadow settings, or turns off shadow formatting. Shadow and 3-D formatting are mutually exclusive – if you turn on shadow formatting, any 3-D settings are automatically turned off, and vice versa.



**Set Object Defaults**

Changes the default AutoShape settings to match those of the currently selected AutoShape. When you insert a new AutoShape, it is automatically formatted with the new default settings.

**Clear**

Clears any custom AutoShape default settings and restores the built-in default settings.

**Align or Distribute Relative to Slide (Draw menu)**

Aligns or distributes the selected objects relative to the slide. If you want to align or distribute the objects relative to one another, clear the check mark next to the command.

**Align or Distribute Relative to Drawing (Draw menu)**

Aligns or distributes the selected objects relative to the drawing. If you want to align or distribute the objects relative to one another, clear the check mark next to the command.

**No Shadow**

Removes shadow formatting from the selected object.

**No 3-D**

Removes 3-D formatting from the selected object.

**Language Thesaurus (Tools menu)**

Replaces a word or phrase in the document with a synonym, antonym, or related word.

**Stop**

Stops recording or running a macro.



**Send To Mail Recipient (File menu)**

Sends the current file as an attachment to a mail message.

**Highlight/Show Only Summary**

Shows or hides the parts of the document that aren't part of the automatic summary.

**Help MSN**

Displays Help for the Microsoft Network.

**Help Using Help**

Displays Help for using Windows Help.

**Microsoft System Info**

Displays information about system configuration, printers, system DLLs, fonts, proofing tools, graphics filters, text converters, display configuration, audio capabilities, programs that are running, active modules, and OLE settings for your computer.

**Overtyp**

Turns overtyp mode on or off. In overtyp mode (OVR appears on the status bar), Word replaces existing text as you type, one character at a time.

**Extend Selection**

Turns extend mode on or off. In extend mode (EXT appears on the status bar), you can extend the selection using the arrow keys.

## **Spike**

Deletes the current selection and adds it to a built-in AutoText entry called the Spike. Items added to the Spike are separated by paragraph marks. You can use the Spike to collect text and graphics from various locations in one or more documents and then insert them all together by using the **Insert Spike** command (CTRL+SHIFT+F3). The **Insert Spike** command clears the Spike. To insert the contents of the Spike without clearing it, use the **AutoText** command (**Insert** menu).





### **Insert Spike**

Empties the built-in AutoText entry called the Spike and inserts its contents at the insertion point. To insert the Spike contents without clearing the Spike, use the **AutoText** command (**Insert** menu).

**Move Text**

Moves the selection to the location you click.

**Copy Text**

Copies the selection to the location you click.

**Other Pane**

Moves the insertion point to its most recent position in the next pane of the active window.

**Next Window**

Activates the window listed immediately after the active window on the **Window** menu. If the active window is last on the list, **Next Window** activates the window at the top of the list. This command does nothing if the active window is the only window currently open in Word.

**Prev Window**

Activates the window listed immediately before the active window on the **Window** menu. If the active window is first on the list, **Previous Window** activates the window at the bottom of the list. This command does nothing if the active window is the only window currently open in Word.

**Next Field**

Selects the next field in the active window, regardless of whether the file is showing its codes or results. **Next Field** skips over the following fields, which are formatted as hidden text: XE (Index Entry), TA (Table of Authorities Entry), TC (Table of Contents Entry), and RD (Referenced Document).



**Prev Field**

Selects the previous field, regardless of whether the field is showing its codes or results. **Previous Field** skips over the following fields, which are formatted as hidden text: XE (Index Entry), TA (Table of Authorities Entry), TC (Table of Contents Entry), and RD (Referenced Document).

### **Column Select**

Turns on column selection mode to select a column of text, such as numbers aligned at the same tab stop in two or more lines of text. **Column Select** does not select a column in a table.

**Insert Field Chars**

Inserts field characters ( { } ) at the insertion point, and then positions the insertion point between the field characters.

**Insert List Num Field**

Inserts a LISTNUM field at the insertion point, which numbers paragraphs sequentially.

**Unlink Fields**

Replaces the selected fields with their most recent results. When you unlink a field, it is converted to regular text or graphics and can no longer be updated automatically. Some fields cannot be unlinked — for example, XE (Index Entry) fields, which show no results.

**Lock Fields**

Prevents the selected fields from being updated.

**Unlock Fields**

Allows selected fields that were previously locked with the **Lock Fields** command to be updated.

**Update Source**

Saves the changes made to the result of an INCLUDETEXT field back to the source document. The source document must be in Word document file format.



**Hanging Indent**

Applies a hanging indent to the selected paragraphs, or increases the current hanging indent to the next tab stop of the first paragraph in the selection.

**Unhang**

Removes a hanging indent from the selected paragraphs, or reduces the current hanging indent to the previous tab stop of the first paragraph in the selection.

**Condensed**

Decreases the spacing between the selected characters.

**Expanded**

Increases the spacing between the selected characters.

**Lowered**

Lowers selected text in relation to the baseline.

**Raised**

Raises selected text in relation to the baseline.

## **Hidden**

Formats selected text as hidden, which prevents the text from being displayed or printed. To display hidden text, click **Options** on the **Tools** menu, click the **View** tab, and then select the **Hidden text** check box. To print hidden text, click **Options** on the **Tools** menu, click the **Print** tab, and then select the **Hidden text** check box.

**Normal Font Spacing**


Removes any condensed or expanded character formatting from the selected text and restores normal character spacing.



**Normal Font Position**

Removes any raised or lowered character formatting from the selected text and restores normal character position.

## Color

Applies the named color to the selected text. For additional font color options, click **Font**  on the **Format** menu, and then click the **Font** tab.

**Para Widow Orphan Control**

Prevents Word from printing the last line of a paragraph by itself at the top of a page (widow) or the first line of a paragraph by itself at the bottom of a page (orphan).

**Para Keep Lines Together**

Prevents a page break within a paragraph.

**Para Keep with Next**

Prevents a page break between the selected paragraph and the following paragraph.

**Para Page Break Before**

Inserts a manual page break before the selected paragraph.

### **Close Up Para**

Removes the paragraph formatting that creates space before the selected paragraphs. **Close Up Para** corresponds to entering **0** (zero) in the **Before** box (**Format** menu, **Paragraph** command, **Indents and Spacing** tab).

### **Open Up Para**

Sets the **Before** option (**Format** menu, **Paragraph** command, **Indents and Spacing** tab) to "12 pt."



### **Open or Close Up Para**

Toggles **Before** formatting (**Format** menu, **Paragraph** command, **Indents and Spacing** tab) between one line and no lines before the selected paragraphs.

**Reset Para**

Removes paragraph formatting not defined in the current paragraph style from the selected text and reapplies the current paragraph style.

**Go Back**

Moves the insertion point among the last four locations where editing occurred (the same as pressing SHIFT+F5).

**Next Insert**

Moves the insertion point to the next item you inserted or edited on the current page in page layout view.

**Save Template**

Saves changes to the active template unless the active template is the Normal template. **Save Template** does not request confirmation before saving changes to the active template.

**Paste Format**

Applies formatting copied with the **Copy Format** command to the selection. If the selection included a paragraph mark when you ran the **Copy Format** command, Word applies paragraph formatting in addition to character formatting.

**Prev Page**

Scrolls back one page in page layout view without moving the insertion point.

**Next Page**

Scrolls forward one page in page layout view without moving the insertion point.



**Next Object**

Moves the insertion point to the next document object on the current page in page layout view (the same as pressing ALT+DOWN ARROW). Document objects include text columns, table cells, footnotes, and frames.

**Prev Object**

Moves the insertion point to the previous document object on the current page in page layout view (the same as pressing ALT+UP ARROW). Document objects include text columns, table cells, footnotes, and frames.

### **File Confirm Conversions**

Selects or clears the **Confirm conversion at Open** check box on the **General** tab (**Tools** menu, **Options** command). When file confirmation is turned on, Word prompts you to select the converter that Word will use to open a file created in another application. When file confirmation is turned off, Word selects the correct converter automatically and opens the document.

**Mail Merge Open Data Source**

Attaches an existing data source to the active document, which becomes a mail merge main document if it is not one already.

**Mail Merge Open Header Source**

Attaches the header file you select to the active document, which becomes a mail merge main document if it is not one already. The header record in the header source is used in place of the header record in the data source.

**Mail Merge Use Address Book**

Selects an available electronic address book or contact list to be used as the data source for a mail merge.

**Organizer**

Opens the **Organizer** dialog box, in which you can copy individual styles, AutoText, custom toolbars, or macro project items from one document or template to another.

**Print from File Name**

Type the name of the file to which you want to print the current document.



**Mail Merge Query Options**

Sets or changes the query options for a mail merge.

**Mail Merge Insert If**

Opens the **Insert Word Field: IF** dialog box so that you can insert an IF field into the main document at the insertion point.

**Mail Merge Insert Merge Rec**

Inserts a MERGEREC field into a main document at the insertion point. A MERGEREC field inserts the number of the current data record (the position of the data record in the current query result) during a mail merge.

**Mail Merge Insert Merge Seq**

Inserts a MERGESEQ field into a main document at the insertion point. A MERGESEQ field inserts a number based on the sequence in which data records are merged in the current mail merge (for example, when merging records 50 to 100, MERGESEQ inserts 1 when merging record number 50).

**Mail Merge Insert Next**

Inserts a NEXT field into a main document at the insertion point. A NEXT field advances to the next data record so that data from more than one record can be merged into the same merged document (for example, a sheet of mailing labels).

### **Mail Merge Insert Next If**

Opens the **Insert Word Field: NEXTIF** dialog box so that you can insert a NEXTIF field into a main document at the insertion point. If the comparison in the NEXTIF field is true, Word merges the next data record into those merge fields in the current merge document that follow the NEXTIF field. Otherwise, Word merges the next data record into a new merge document.

### **Mail Merge Insert Skip If**

Opens the **Insert Word Field: SKIPIF** dialog box so that you can insert a SKIPIF field into a main document at the insertion point. If the comparison in the SKIPIF field is true, Word cancels the current merge document and skips to the next data record.

**Mail Merge Insert Fill In**

Opens the **Insert Word Field: FILLIN** dialog box so that you can insert a FILLIN field into a main document at the insertion point.



**Mail Merge Insert Ask**

Opens the **Insert Word Field: ASK** dialog box so that you can insert an ASK field into a main document at the insertion point.

**Mail Merge Insert Set**

Opens the **Insert Word Field: SET** dialog box so that you can insert a SET field into a main document at the insertion point.

**Mail Merge Reset**

Detaches the data and header sources from the main document and changes it back to a regular Word document.

**Mail Merge Create Data Source**

Creates a Word document that stores data for a mail merge and attaches the new data source to the active document, which becomes a main document if it is not one already.

**Mail Merge Create Header Source**

Creates a Word document that stores a header record that is used in place of the data source header record in a mail merge. Attaches the new header source to the active document, which becomes a main document if it is not one already.

**Go to Previous Section**

Moves the insertion point to the previous section in the active document.

**Go to Next Section**

Moves the insertion point to the next section in the active document.

**Go to Previous Page**

Moves the insertion point to the previous page in the active document.



**Go to Next Page**

Moves the insertion point to the next page in the active document.

**Go to Previous Footnote**

Moves the insertion point to the previous footnote in the active document.

**Go to Next Footnote**

Moves the insertion point to the next footnote in the active document.

**Go to Previous Endnote**

Moves the insertion point to the previous endnote in the active document.

**Go to Next Endnote**

Moves the insertion point to the next endnote in the active document.

**Activate Object**

Activates the selected embedded object for editing, or plays the sound or video file associated with the selected icon. **Activate Object** is equivalent to double-clicking the selected embedded object.

**Table Row Height**

Opens the **Row** tab in the **Cell Height and Width** dialog box (**Table** menu), on which you can format the selected rows in a table.

### **Table Column Width**

Opens the **Column** tab in the **Cell Height and Width** dialog box (**Table** menu), on which you can format the selected columns in a table.



**Table Update AutoFormat**

Updates the formatting in the table containing the insertion point by using the formats you previously applied with the **Table AutoFormat** command. For example, if you add rows and columns after you run the **Table AutoFormat** command, **Table Update AutoFormat** formats the new cells.

**View Zoom Query**

Changes the magnification for the active document to the percentage you enter in the box.

**View Draft**

Changes to draft view, which displays most character formatting as underlined and bold, and which displays graphics as empty boxes. Turn on draft view to speed up screen display in documents with extensive formatting.

**New Toolbar**

Creates a new toolbar to which you can add buttons.

**View Status Bar**

Displays or hides the status bar.

**Normal View Header Area**

Opens the header/footer pane in normal and outline views, so that you can work on the headers and footers without switching to page layout view.

**Insert Section Break**

Inserts a section break at the insertion point. The section break has the same formatting as the section containing the insertion point.

**Insert Endnote Now**

Inserts an endnote marker at the insertion point. Endnotes appear at the end of the section or document.



**Edit Convert All Footnotes**

Converts all footnotes in the current document to endnotes.

**Edit Convert All Endnotes**

Converts all endnotes in the current document to footnotes.

**Edit Swap All Notes**

Converts all footnotes in the current document to endnotes, and vice versa.

**Insert En Space**

Inserts an en space at the insertion point. An en space is a space whose length is exactly half that of an em space (which is a space the length of an "m").

**Insert Em Space**

Inserts an em space at the insertion point. An em space is a space the length of an "m".

**Mark Index Entry**

Marks the selected text as an index entry.

**Auto Mark Index Entries**

Marks index entries automatically by opening and using an index file to mark the entries.

**Mark Citation**

Marks and categorizes the citations you want to include in a table of authorities.



**Edit TOA Category**

Opens the **Edit Category** dialog box, in which you can add or change a table of authorities category.

**TOA Rich Edit Enter**

Opens the **Mark Citation** dialog box, in which you can mark, edit, or change the citations in your table of authorities. This dialog box stays open so that you can mark or edit additional citations.

**Insert Index**

Inserts an index at the insertion point.

**Insert Table of Contents**

Inserts a table of contents at the insertion point.



**Mark Table of Contents Entry**

Inserts a TC (Table of Contents Entry) field next to the selected text.

**Insert Table of Figures**

Collects captions in the active document and inserts a table of figures at the insertion point.

**Insert Table of Authorities**

Collects citations from TA (Table of Authorities Entry) fields and inserts a TOA (Table of Authorities) field at the insertion point.



### **Insert Table of Figures Options**

Opens the **Table of Figures Options** dialog box, in which you can set options for building a table of figures either by using custom heading styles or by using field entries instead of styles.

### **Insert Table of Contents Options**

Opens the **Table of Contents Options** dialog box, in which you can set options for building a table of contents, either by using custom heading styles, or by using field entries instead of styles.

**Draw Unselect**

Cancel the selection of the selected drawing object and moves the insertion point to the beginning of the paragraph that contains the corresponding anchor. If more than one drawing object is selected, **Draw Unselect** moves the insertion point to the first paragraph that contains an anchor for at least one of the selected objects.

**Draw Select Next**

Selects the next drawing object, where "next" means next closest to the top in a stack of drawing objects. If the topmost object is selected, Word selects the bottom-most object.

**Draw Select Previous**

Selects the previous drawing object, where "previous" means next closest to the bottom in a stack of drawing objects. If the bottommost object is selected, Word selects the topmost object.

**Create Text Box Link**

Links two text boxes so that text flows in a story from one text box to the next. The text box you link to must be empty and not linked to another story. Linked text boxes must be in the same document.

**Break Forward Link**

Breaks the forward link to the selected text box. When you break a link in a story, you create two stories; the links before and after the break stay intact, but the text stops flowing at the last text box before the broken link.

**Next Text Box**

Selects the next text box in the story, which is the forward link to the currently selected text box.



**Previous Text Box**

Selects the previous text box in the story, which is the backward link to the currently selected text box.

**Shading**

Changes the background shading of paragraphs and table cells.

**Borders**

Changes the borders of paragraphs, table cells, and pictures.

**Format Section Layout**

Applies section formatting to the selected sections. This command exists for compatibility with earlier versions of Word.

**Review AutoFormat Changes**

Displays each AutoFormat change so that you can review, accept, or reject it.

**Redefine Style**

Changes the style definition to match the formatting of the current selection.

### **Auto Redef Style**

Automatically changes the style definition to match the formatting of the current selection, without displaying this dialog box. To turn off automatic updating, click **Style (Format menu)**, select the style, click **Modify**, and then clear the **Automatically update** check box.

**Apply Style Name**

Click the style you want to apply to the selected paragraphs.



**Apply Heading 1**

Applies the Heading 1 style to the selected paragraphs.

**Apply Heading 2**

Applies the Heading 2 style to the selected paragraphs.

**Apply Heading 3**

Applies the Heading 3 style to the selected paragraphs.

### **Convert Textbox to Frame**

Converts the selected text box to a Word frame. To modify the frame, use the **Frame** command (**Format** menu).

**Next Misspelling**

Selects the next misspelled word in the current document.

**Fix Grammar Ignore Sent**

Ignores the selected grammar error and removes grammar checking marks from it.

## **Tools Hyphenation Manual**

Hyphenates the document and stops at each hyphenation point so that you can accept, reject, or change the proposed hyphenation.

**Tools Merge Revisions**

Merges the tracked changes from the active document into the specified document, which Word opens if it is not open already.



**Tools Calculate**

Evaluates the selection as a mathematical expression, and then displays the result in the status bar. The result is also placed on the Clipboard.

**Tools Customize Keyboard Shortcut**

Opens the **Customize Keyboard** dialog box, in which you can assign and reassign shortcut keys to built-in commands, macros, fonts, AutoText entries, styles, or common symbols.

### **Tools Customize Add Menu Shortcut**

When you run this command, the pointer changes to a plus sign (+), and Word adds the next command you click to a menu. Word adds built-in commands to the command's default menu and adds macros to the bottom of the **Tools** menu. Doesn't add commands to shortcut menus.

### **Tools Customize Remove Menu Shortcut**

When you run this command, the pointer changes to a minus sign (—), and Word removes the next menu command or shortcut menu command you click. Doesn't affect toolbar buttons.

**List Commands**

Creates a new document and adds a table of built-in commands and their shortcut keys.

### **Tools Options General**

Opens the **Options** dialog box (**Tools** menu) and selects the **General** tab.

### **Tools Options Compatibility**

Opens the **Options** dialog box (**Tools** menu) and selects the **Compatibility** tab.

**Tools Options Print**

Opens the **Options** dialog box (**Tools** menu) and selects the **Print** tab.



### **Tools Options Save**

Opens the **Options** dialog box (**Tools** menu) and selects the **Save** tab.

### **Tools Options Spelling**

Opens the **Options** dialog box (**Tools** menu) and selects the **Spelling and Grammar** tab.

### **Tools Spelling Recheck Document**

Checks the spelling and grammar again after you change spelling and grammar options or open a custom or special dictionary. When you recheck the document, Word also resets the internal **Ignore All** list. This means that, during the next spelling and grammar check, Word will check all words for which you previously clicked **Ignore All**.

### **Tools Options User Info**

Opens the **Options** dialog box (**Tools** menu) and selects the **User Info** tab.

### **Tools Options Auto Format W7**

Opens the **AutoFormat** dialog box (**Tools** menu, **AutoCorrect** command).

### **Tools Options Auto Format**

Opens the **AutoFormat** dialog box (**Tools** menu, **AutoCorrect** command).

### **Tools Options Auto Format As You Type**

Opens the **AutoFormat As You Type** dialog box (**Tools** menu, **AutoCorrect** command).

### **Tools Options Track Changes**

Opens the **Options** dialog box (**Tools** menu) and selects the **Track Changes** tab.



### **Tools Options Edit**

Opens the **Options** dialog box (**Tools** menu) and selects the **Edit** tab.

**Mail Merge Convert Chevrons**

When you open a document created in Word version 5.x or 4.0 for the Macintosh that contains chevrons (« »), converts text enclosed by chevrons to mail merge fields.

**Mail Merge Ask to Convert Chevrons**

When you open a document created in Word version 5.x or 4.0 for the Macintosh that contains chevrons (« »), prompts you to convert text enclosed by chevrons to mail merge fields.

**Show Clipboard**

**Control Run**

Runs either the Clipboard or the Control Panel.

**Run Print Manager**

Starts or switches to Print Manager.

### **Shrink Selection**

Shrinks the selection to the next smaller unit of text. The progression is as follows: entire document, section, paragraph, sentence, word, insertion point. The insertion point is the beginning of the original selection. Word beeps if you run **Shrink Selection** when nothing is selected.

**Normal Style**

Applies the Normal style to selected paragraphs.



**Next Cell**

Selects the contents of the next table cell (same as pressing TAB in a table). If more than one cell is selected, **Next Cell** selects the contents of the first cell in the selection. If the insertion point or selection is in the last cell of the table, **Next Cell** adds a new row.

**Prev Cell**

Selects the contents of the previous cell (same as pressing SHIFT+TAB in a table). If there is already a selection that includes multiple cells, **Prev Cell** selects the first cell in the selection.

**Start of Row**

Moves the insertion point or extends the selection to the beginning of the first cell in the table row that contains the insertion point. If the selection extends over more than one row, the insertion point moves or the selection is extended to the first cell of the first row in the selection.

**End of Row**

Moves the insertion point or extends the selection to the last cell of the table row that contains the insertion point or selection. If the selection extends over more than one row, the insertion point moves or the selection is extended to the last cell of the last row in the selection.

**Start of Column**

Moves the insertion point or extends the selection to the top of the table column that contains the insertion point or selection. If the selection extends over more than one column, the insertion point moves to the top of the column containing the end of the selection.

**End of Column**

Moves the insertion point or extends the selection to the bottom of the table column that contains the insertion point or selection. If the selection extends over more than one column, the insertion point moves or the selection is extended to the bottom of the rightmost column in the selection.

**Insert Column Break**

Inserts a column break at the insertion point.

**Minimize**

Reduces an application or document window to an icon. To restore the window to its previous size and location, click or double-click the title bar.



**Maximize**

Enlarges an application or document window to fill the screen. To restore the window to its previous size and location, click or double-click the title bar.

**Restore**

Restores a window to its previous size and location.

**Do Field Click**

Moves the insertion point to the location specified by the selected GOTOBUTTON field, or runs the macro specified by the selected MACROBUTTON field (the same as double-clicking with the left mouse button or pressing ALT+SHIFT+F9 within the result of the field).

**Select Cur Font**

Extends the selection forward until text in a different font or font size is encountered.

**Select Cur Alignment**

Extends the selection forward until text with a different paragraph alignment is encountered. There are four types of paragraph alignment: left, centered, right, and justified.

**Select Cur Spacing**

Extends the selection from the insertion point forward until a paragraph with different line spacing is encountered.

**Select Cur Indent**

Extends the selection forward from the insertion point until text with different left or right paragraph indents is encountered.

**Select Cur Tabs**

Extends the selection forward from the insertion point until a paragraph with different tab stops is encountered.



**Select Cur Color**

Extends the selection forward until text with a different color is encountered.

**Remove Frames**

Removes all frames in the selection. Note that borders, applied automatically when you insert a frame around text, are not removed.

**Menu Mode**

Activates the menu bar. **Menu Mode** corresponds to pressing the ALT key.

**Format Page Number**

Formats the page numbers in the current section.

**View Zoom200**

Switches to normal view and displays your document at twice its normal size.

**View Zoom75**

Switches to normal view and displays your document at three-fourths its normal size.

**Format Addr Fonts**

Sets character formatting for the address on an envelope.

**Format Ret Addr Fonts**

Sets character formatting for the return address on an envelope.



### **Tools Options File Locations**

Opens the **Options** dialog box (**Tools** menu) and selects the **File Locations** tab.

**Tools Create Directory**

Creates a new directory or folder.

**Update Toc**

Updates the table of contents (TOC field) in the current document.

**Next Form Field**

Selects the next form field in the current document.

**Prev Form Field**

Selects the previous form field in the current document.

**View Footnote Separator**

Opens a pane that contains the footnote separator, which appears between document text and the footnotes.



**View Footnote Cont Separator**

Opens a pane containing the footnote continuation separator, which appears before footnote text that's continued from the previous page.



**View Footnote Cont Notice**

Opens a pane containing the footnote continuation notice, which indicates that a footnote is continued on the following page.

**View Endnote Separator**

Opens a pane for viewing and editing the endnote separator.

**View Endnote Cont Separator**

Opens a pane containing the endnote continuation separator, which appears before endnote text that's continued from the previous page.

**View Endnote Cont Notice**

Opens a pane containing the endnote continuation notice, which indicates that an endnote is continued on the following page.

**Insert Auto Caption**

Specifies a caption to insert automatically whenever an object of the specified type is inserted.

**Insert Add Caption**

Adds a new item to the **Label** box in the **Caption** dialog box (**Insert** menu).

**Insert Caption Numbering**

Defines a format for sequence numbers in captions for a specific type of item.

**Tools AutoCorrect Replace Text**

Selects or clears the **Replace text as you type** check box in the **AutoCorrect** dialog box (**Tools** menu).



**Tools AutoCorrect Initial Caps**

Selects or clears the **Correct TWo INitial CPitals** check box in the **AutoCorrect** dialog box (**Tools** menu).

**Tools AutoCorrect Sentence Caps**

Selects or clears the **Capitalize First Letter Of Sentences** check box in the **AutoCorrect** dialog box (**Tools** menu).

**Tools AutoCorrect Days**

Selects or clears the **Capitalize names of days** check box in the **AutoCorrect** dialog box (**Tools** menu).

### **Tools AutoCorrect Smart Quotes**

Selects or clears the **Change 'straight quotes' to 'smart quotes'** check box in the **AutoCorrect** dialog box (**Tools** menu).

**Tools AutoCorrect Caps Lock Off**

Selects or clears the **Correct accidental usage of cAPS LOCK key** check box in the **AutoCorrect** dialog box (**Tools** menu).

## **Tools AutoCorrect Exceptions**

Adds words to or deletes words from the list of **AutoCorrect** exceptions. Exceptions are abbreviations or terms with mixed capitalization that you don't want Word to correct automatically.

**Percent of Original**

Sets the level of detail to include in the automatic summary.

**Toggle Check Box**

Selects or clears the check box.



**Drop List Box**

Opens the drop-down list.

**Add Custom Dictionary**

Activates, creates, edits, adds, or removes custom dictionaries.

**New Custom Dictionary**

Creates a new custom dictionary.

**App Size**

Activates the arrow keys on the keyboard so you can change the size of the program or document window by using the keyboard.

**App Move**

Activates the arrow keys on the keyboard so you can change the location of the program or document window by using the keyboard.

**Connect**

Establishes a connection to a network drive.

### **Tools Options View**

Opens the **Options** dialog box (**Tools** menu) and selects the **View** tab, where you can set display options for a specific view mode.

### **Goto Annotation Scope**

Selects the document text associated with the annotation containing the insertion point (in the annotation pane). If no text was selected when the annotation was inserted, the **Goto Annotation Scope** command moves the insertion point to the position immediately preceding the annotation mark in the document text. The insertion point must be in an annotation in the annotation pane.



**Font Substitution**

Substitutes fonts that are available on your system for those unavailable in the current document.

**Screen Refresh**

Updates the display on your monitor to show the current screen display.

**Char Left**

Moves the insertion point one character to the left. This is the equivalent of pressing the LEFT ARROW key.

**Char Right**

Moves the insertion point one character to the right. This is the equivalent of pressing the RIGHT ARROW key.

**Word Left**

Moves the insertion point one word to the left. This is the equivalent of pressing CTRL+LEFT ARROW.

**Word Right**

Moves the insertion point one word to the right. This is the equivalent of pressing CTRL+RIGHT ARROW.

**Sent Left**

Moves the insertion point one sentence to the left. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence.

**Sent Right**

Moves the insertion point one sentence to the right. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence.



**Para Up**

Moves the insertion point up by one paragraph. If the insertion point is at the beginning of a paragraph, the insertion point moves to the beginning of the previous paragraph. If the insertion point is not at the beginning of the paragraph or if there is a selection, the insertion point moves to the beginning of the current paragraph. If the current selection extends over multiple paragraphs, the insertion point moves to the beginning of the first selected paragraph.

**Para Down**

Moves the insertion point down by one paragraph to the start of the next paragraph. If the insertion point is in the last paragraph of the document, the insertion point moves only to the end of the paragraph. If the current selection extends over multiple paragraphs, the insertion point moves to the beginning of the first paragraph following the end of the selection.

**Line Up**

Moves the insertion point up by one line.

**Line Down**

Moves the insertion point down by one line.

**Char Left Extend**

Selects one character to the left of the insertion point. This is the equivalent of pressing SHIFT+LEFT ARROW.

**Char Right Extend**

Selects one character to the right of the insertion point. This is the equivalent of pressing SHIFT+RIGHT ARROW.

**Word Left Extend**

Selects one word to the left. This is the equivalent of pressing CTRL+SHIFT+LEFT ARROW.

**Word Right Extend**

Selects one word to the right. This is the equivalent of pressing CTRL+SHIFT+RIGHT ARROW.



**Sent Left Extend**

Selects one sentence to the left. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence. If there is already a selection, this command moves the active end of the selection toward the beginning of the document.

**Sent Right Extend**

Selects one sentence to the right. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence. If there is already a selection, this command moves the active end of the selection toward the end of the document

**Para Up Extend**

Extends the selection to the beginning of the previous paragraph. If there is already a selection, this command moves the active end of the selection toward the beginning of the document.

**Para Down Extend**

Extends the selection to the beginning of the next paragraph, or selects the next paragraph if the insertion point is at the end of a paragraph. If the insertion point is in the last paragraph of the document, the selection extends only to the end of the paragraph. If the current selection extends over multiple paragraphs, the selection extends to the beginning of the first paragraph following the end of the selection.

**Line Up Extend**

Extends the selection up one line.

**Line Down Extend**

Extends the selection down one line.

**Page Up Extend**

Extends the selection and changes the document display to the previous screen of text.

**Page Down Extend**

Extends the selection and changes the document display to the next screen of text.



**Start of Line Extend**

Extends the selection to the beginning of the current line.

**End of Line Extend**

Extends the selection to the end of the current line.

**Start of Window Extend**

Extends the selection to the beginning of the first visible line on the screen.

**End of Window Extend**

Extends the selection to the end of the last visible line on the screen.

**Start of Doc Extend**

Extends the selection to the beginning of the first line of the document.

**End of Doc Extend**

Extends the selection to the end of the last line of the document.

**Symbol Font**

Formats the selected text with the Symbol font.

**Tools Gram Settings**

Opens the **Grammar Settings** dialog box, where you can customize the rules Word uses to check grammar in your documents.



**Gram Stats**

Selects or clears the **Show readability statistics** check box on the **Spelling & Grammar** tab (**Tools** menu, **Options** command).

**5 Minutes**

Changes the time interval between hours to five-minute increments.

**10 Minutes**

Changes the time interval between hours to 10-minute increments.

**15 Minutes**

Changes the time interval between hours to 15-minute increments.

**30 Minutes**

Changes the time interval between hours to 30-minute increments.

**60 Minutes**

Changes the time interval between hours to 60-minute increments.

**6 Minutes**

Changes the time interval between hours to six-minute increments.

**Cancel Invitation (Appointment menu)**

Converts a meeting request into a personal appointment by removing the names in the **To** field.



**Explore Web Page (Contacts menu)**

Opens the World Wide Web page that's listed in the **Web page** list for the contact.

**New Letter to Contact (Contacts menu)**

Opens a letter in Word addressed to the contact.

**Folder Copy (File menu)**

Copies the selected folder to a new location.



**Folder Delete Folder (File menu)**

Removes the selected folder.

**Dial New Call (Tools menu)**

Opens the automatic phone dialer for dialing phone numbers for contacts.

**Properties (File menu)**

Shows properties for the selected folder.

**About This Form (Help menu)**

Provides information about the current form.



**Hide Outlook Bar**

Hides the Outlook Bar. To display the Outlook Bar again, click **Outlook Bar** on the **View** menu.

**Item (Insert menu)**

Inserts an Outlook item as text, as an attachment, or as a shortcut.

**Folder Move (File menu)**

Move the selected folder to a new location.

**Send Again**

Resends the selected item.

**Open Search (File menu)**

Opens a previously saved search.

**Show Workdays**

Shows the days of the week that have been specified as workdays.

**Show Zoomed Out**

Shows the view zoomed out so you can see more on the screen.

**Recall This Message (Tools menu)**

Removes or replaces the message in the Inbox of the recipients.



**Folder Rename (File menu)**

Rename the selected folder.

**Search Subfolders**

Includes subfolders in the search.

**Edit Compose Page (Form menu)**

Shows the page to compose messages, so that you can create a custom compose note.

**Outlook Bar (View menu)**

Shows or hides the Outlook Bar.

**Edit Read Page (Form menu)**

Shows the page that users receive, so that you can create a custom read note. This button is available when you click **Separate Read Layout** on the **Form** menu.

**Open Attendee's Calendar**

Opens the calendar of the attendee you select.

**Add to Outlook Bar (File menu)**

Adds the selected item, file, or folder to the Outlook Bar.

**Design Outlook Form (Tools menu)**

Designs custom forms.



**New**

Creates a new, blank document based on the default template.

**Shared**

The current document is shared, which means multiple users can open and modify it at the same time. When you save and close the document, Word automatically merges your changes, checking for conflicts and giving you a choice of how to resolve them.

**Import File**

Imports data from the file you specify in the **Import File** dialog box.

**Parameter Info**

ContextID: IDH\_MSOTCID\_2532\_1

**Watch Window Pane**

ContextID: IDH\_MSOTCID\_2556\_1

**Normal View**

In Microsoft Word, switches to normal view, which is the default document view for most word-processing tasks, such as typing, editing, and formatting.

In Microsoft Excel, switches to normal view, which is the default worksheet view for entering data and moving through a worksheet.

**Outline View**

Switches to outline view, in which you can examine and work with the structure of your file in classic outline form. Work in outline view when you need to organize and develop the content of your file.

**Page Layout View**

Switches the active document to page layout view, which is an editing view that displays your document as it will print. Page layout view uses more system memory, so scrolling may be slower, especially if your document contains many pictures or complex formatting.



**Spelling and Grammar (Tools menu)**

Checks the active document for possible spelling, grammar, and writing style errors, and displays suggestions for correcting them. To set spelling and grammar checking options, click **Options** on the **Tools** menu, and then click the **Spelling and Grammar** tab.

**Notes Database**

Sends the current document to a notes database.

**Next Routing Recipient**

Forwards the active document to the next reviewer on the routing slip.

**Other Routing Recipient**

Forwards the active document to the reviewer you select on the routing slip.

**Chart Window**

Displays or hides chart window.

**Copy to Personal Calendar**

Copies the selected item to your personal calendar file.

**Copy to Personal Task List**

Copies the selected item to your personal task list.

**Show Empty Fields**

Shows all the fields on the card, even the empty ones.



**Post (File menu)**

Sends the item or file to the folder.

**New Office Document (File menu)**

Creates a new Office document.

**Import and Export (File menu)**

Starts the **Import/Export Wizard** to assist you in importing files from other applications, or from archived information.

**Learning Microsoft Visual Basic**

ContextID: IDH\_MSOTCID\_2580\_1

**Toggle Fill On/Off**

Removes the fill from the selected object, or adds the default fill to the selected object.

**Toggle Line On/Off**

Removes the line from the selected object, or adds the default line to the selected object.

**Resolve Conflicts**

In a shared document, finds all the conflicting changes so that you can resolve them.





**Align Top**

Aligns the selected vertical text, numbers, or inline objects with the top edge of the text box or table cell, with a ragged bottom edge.

**Align Bottom**

Aligns the selected vertical text, numbers, or inline objects with the bottom edge of the text box or table cell, with a ragged top edge.

**Center**

Centers the selected vertical text, numbers, or inline objects between the top and bottom edges of the text box or table cell.

**Justify**

Aligns the selected vertical text, numbers, or inline objects with both the top and bottom edges of the text box or table cell.

**Previous Change**

Finds and selects the previous tracked change.

**Next Change**

Finds and selects the next tracked change.

**Go to This Day**

Moves to the day you select.

**Find All Messages from Sender (Tools menu)**

Finds all the messages in the folder that are from the same person as the selected message.



**New Recurring Appointment (Calendar menu)**

Creates a new appointment that repeats at the interval you specify.

**New Recurring Event (Calendar menu)**

Creates a new event that repeats at the interval you specify.

**New Recurring Meeting (Calendar menu)**

Creates a new meeting that repeats at the interval you specify.

**Design Outlook Form (Tools menu)**

Creates a custom form.

**Next Item**

Shows the next item in the list.

**Previous Item**

Shows the previous item in the list.

**Send (File menu)**

Sends the item to the names specified on the **To**, **Cc**, or **Bcc** box.

**Properties**

Sets properties for electronic mail messages.



**Picture From File (Insert menu)**

Inserts an existing picture in the active file at the insertion point.

**Border Width**

Click the width you want for the border on the selected object.

**AutoShapes Menu**

Displays the AutoShape categories you can insert. Click an AutoShape category, click the AutoShape you want, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Lines Menu**

Click the AutoShape you want to insert, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Basic Shapes Menu**

Click the AutoShape you want to insert, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

### **Connectors Menu**

Click the AutoShape you want to insert, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Sun**

Draws a sun where you click or drag in the active window. To draw a sun that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Moon**

Draws a moon where you click or drag in the active window. To draw a moon that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Double Bracket**

Draws a double bracket where you click or drag in the active window. To draw a double bracket that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Double Brace**

Draws a double brace where you click or drag in the active window. To draw a double brace that retains its default height-to-width ratio, hold down SHIFT while you drag.

**4-Point Star**

Draws a 4-point star where you click or drag in the active window. To draw a star that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Double Wave**

Draws a double wave where you click or drag in the active window. To draw a double wave that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Straight Arrow Connector**

Draws a straight arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Straight Double-Arrow Connector**

Draws a straight double-arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Elbow Arrow Connector**

Draws a 90-degree angled arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Elbow Double-Arrow Connector**

Draws a 90-degree angled double-arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.



**Curved Arrow Connector**

Draws a curved arrow connector line between the blue connection sites that you click on two AutoShapes. Click a connection site on the first object, drag the connector to the second object, and then click a connection site.

**Curved Double-Arrow Connector**

Draws a curved double-arrow connector line between the blue connection sites that you click on two AutoShapes. Click a connection site on the first object, drag the connector to the second object, and then click a connection site.

**Revise Content (Edit menu)**

Makes the fields in a read-only form available so you can change them.

**Change AutoShape to Sun**

Changes the selected AutoShape to a sun symbol.

**Change AutoShape to Moon**

Changes the selected AutoShape to a moon symbol.

**Change AutoShape to Double Bracket**

Changes the selected AutoShape to a double bracket symbol.

**Change AutoShape to Double Brace**

Changes the selected AutoShape to a double brace symbol.

**Change AutoShape to 4-Point Star**

Changes the selected AutoShape to a 4-point star symbol.



**Change AutoShape to Double Wave**

Changes the selected AutoShape to a double wave symbol.

**Find Items (Tools menu)**

Searches for items with the criteria you specify.

**Find All Related Messages (Tools menu)**

Finds all messages in the folder with the same conversation topic as the selected message.

**Save Form Design As**

Saves the form.

**Set Grid Size (Form menu)**

Specify spacing between gridlines.

**New Post in This Folder (File menu)**

Creates a new post in the current folder.

**Split Point**

Splits the selected edit point into two points.

**Delete Segment**

Deletes the selected segment.



**Open Curve**

Adds a small break between the beginning and end of a closed curve line.

**Pack and Go (File menu)**

Starts the Pack and Go Wizard, which helps you pack up a presentation so that you can run it on another computer. If you make changes to your presentation after you use the wizard, run the Pack And Go Wizard again so that you can update the information.

**Delete Slide (Edit menu)**

Deletes the current slide in slide or notes view. Deletes the selected slides in slide sorter or outline view.

**Master Title Master (View menu)**

Displays the title master, on which you can set master styles for slides that use the Title layout.

**Master Handout Master (View menu)**

Displays the handout master, on which you can add or change header and footer information that you want to appear on every handout.

**Notes Master**

Displays the notes master, on which you can modify the layout and formatting of your notes pages.



**Send To Microsoft Word (File menu)**

Opens your presentation in Microsoft Word, where you can work on notes, handouts, or an outline.



**Microsoft Corporation Home Page**

Connects to the Microsoft Web site, which provides updated information and resources for your program, such as additional templates, programs, and wizards.

**Microsoft Network Home Page**

Connects to the Web site for MSN, The Microsoft Network.

**Slides from File (Insert menu)**

Inserts slides from another presentation into the current presentation.

**Slides from Outline (Insert menu)**

Creates slides for all first-level headings in an imported outline and adds the body text as indent levels. All text that is level 6 and below is treated as level 5 text. The format for the title and text comes from the slide master in the current presentation.

**Movies and Sounds Movie from Gallery (Insert menu)**

Opens the Clip Gallery, where you can insert a video in your slide to play during a slide show.

**Movies and Sounds Movie from File (Insert menu)**

Inserts a movie file in your slide so you can play the movie during a slide show.

**Movies and Sounds Sound from Gallery (Insert menu)**

Opens the Clip Gallery, where you can insert a sound in your slide to play during a slide show.

**Movies and Sounds Sound from File (Insert menu)**

Inserts a sound file in your slide so you can play the sound during a slide show.



**Movies and Sounds Play CD Audio Track (Insert menu)**

Inserts an audio track from a CD in your slide so you can play it during a slide show.

**Line Spacing (Format menu)**

Sets the amount of space between selected lines of text.

**Replace Fonts (Format menu)**

Replaces an existing font in your presentation with another one.

**Next Slide button (Scroll bar)**

Displays the next slide in the active presentation.

**Previous Slide button (Scroll bar)**

Displays the previous slide in the active presentation.

**First Slide**

Displays the first slide in the active presentation.

**Last Slide**

Displays the last slide in the active presentation.

**Toggle Case**

Switches between sentence case, lowercase, uppercase, and title case in the selected text.



**Slide Color Scheme (Format menu)**

Reapplies or modifies the existing color scheme or changes to a different color scheme.

**Style Checker (Tools menu)**

Checks your presentation for visual clarity, punctuation, capitalization, and spelling. It also flags inconsistencies and makes corrections you specify.

**Presentation Conference (Tools menu)**

Starts the Presentation Conference Wizard, which runs a presentation on two or more computers over a network or on the Internet.

For more information about running a presentation conference, click [B](#).

**Meeting Minder (Tools menu)**

Opens the Meeting Minder, where you can take meeting minutes and record action items during a slide show. Action items appear on a new slide at the end of your slide show. You can post the action items to Microsoft Outlook, or you can transfer the minutes and action items to a Word document and then print that document.

**Speaker Notes (View menu)**

Displays the speaker notes for the current slide. You can include speaker notes on your printed handouts, or you can print them and then use them to remember key points during a presentation.

**Alignment (Format menu)**

Aligns to the left or right, centers, or justifies the selected text.

**White**

Changes the annotation pen color to white. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Red**

Changes the annotation pen color to red. Use the annotation pen to write or draw on your slides either before or during your presentation.



**Green**

Changes the annotation pen color to green. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Blue**

Changes the annotation pen color to blue. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Cyan**

Changes the annotation pen color to cyan. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Magenta**

Changes the annotation pen color to magenta. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Yellow**

Changes the annotation pen color to yellow. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Gray**

Changes the annotation pen color to gray. Use the annotation pen to write or draw on your slides either before or during your presentation.

**Reset**

Resets the annotation pen color to the default color. Use the annotation pen to write or draw on your slides either before or during your presentation.

## **End Show**

Stops running the slide show and returns to PowerPoint, even when the **End with black slide** check box is selected (**Tools** menu, **Options** command, **View** tab).



**Automatic (Black and White)**

Hides a textured or shaded background and shows only text and graphics. The changes you make while working in black-and-white view don't affect the colors in your on-screen presentation.

**Black (Black and White)**

Displays and prints the selected object in black.

**Black with Grayscale Fill (Black and White)**

Displays and prints text and lines in black and everything else in shades of gray.

**Black with White Fill (Black and White)**

Displays and prints text and lines in black and white and everything else in white.

**Don't Show (Black and White)**

Neither displays nor prints the selected object when viewed or printed in black and white.

**Gray with White Fill (Black and White)**

Displays and prints the selected object in gray outline with white fill.

**Grayscale (Black and White)**

Displays and prints the selected object in shades of gray.

**Inverse Grayscale (Black and White)**

Displays and prints the selected object in reverse shades of gray, with darker tones appearing as lighter shades of gray.



**White (Black and White)**

Displays and prints the selected object in white.

**Light Grayscale (Black and White)**


Displays and prints the selected object in light shades of gray.

### **Record Narration (Slide Show menu)**

Adds voice narration to your slide show. A sound icon  appears in the lower-right corner of each slide that has narration. To record a narration, your computer needs a sound card and a microphone.

### **Set Up Show (Slide Show menu)**

Sets options for running your slide show, including the type of presentation you're making, which slides to include, whether to include sound and animation effects, the annotation pen color, and how you want to advance the slides.

For more information about ways to run a slide show, click .

**View on Two Screens (Slide Show menu)**

Runs the Stage Manager Wizard, which sets up a presentation to run on two computers at the same time. To run a presentation on more than two computers, use the **Presentation Conference** command (**Tools** menu) instead.

**Animation Preview (Slide Show menu)**

Runs all the animation effects for the current slide in a slide-miniature window so you can see how the animation will work during the slide show.

**Preset Animation Off (Slide Show menu)**

Removes any preset or custom animation settings from the selected text or object.

**Preset Animation Flash Once (Slide Show menu)**

Makes the selected text or object appear briefly on the slide and then disappear.



**Preset Animation Wipe Up (Slide Show menu)**

Makes the selected text or object appear from the bottom up.

**Preset Animation Wipe Right (Slide Show menu)**

Makes the selected text or object appear from left to right.

**Preset Animation Dissolve (Slide Show menu)**

Makes the selected text or graphic appear gradually on the slide, starting from low resolution.

**Preset Animation Split Vertical Out (Slide Show menu)**

Makes the selected text or object appear from the center to the left and right.

**Preset Animation Fly from Bottom (Slide Show menu)**

Makes the selected text or object fly onto the slide from the bottom with a whoosh sound.

**Preset Animation Fly from Left (Slide Show menu)**

Makes the selected text or object fly onto the slide from the left with a whoosh sound.

**Preset Animation Appear (Slide Show menu)**

Makes the selected text or object simply appear at its time in the animation order. **Appear** is not the same as **Off** (no animation).

**Other Effect**

Opens the **Custom Animation** dialog box (**Slide Show** menu), where you can modify a preset animation effect or apply a different one.




**Preset Animation Fly from Top (Slide Show menu)**

Makes the selected text or object fly onto the slide from the top with a whoosh sound.


**Top and Bottom**

Wraps text above and below the selected object, but not on either side.

### **Through**

Wraps text around the perimeter and inside any open portions of the selected object. To change the perimeter, click **Edit Wrap Points**  on the **Picture** toolbar.

### Toolbar too small to show all tools

This toolbar contains additional buttons that don't fit on the toolbar. Click  to display the additional buttons, or drag



on the left end of the toolbar to make the toolbar float and display all of its buttons.

**Clear Message Flag**

Removes the message flag from the message.

**New Meeting Request (Calendar menu)**

Creates a new meeting request.

**Move to Folder (File and Edit menu)**

Moves the selected item to the folder you specify.

**Open (File menu)**

Opens the selected item.



**Macro Record New Macro/Stop Recording (Tools menu)**

Records a new macro, or stops recording after you start recording a macro.

**Choose AutoText**

Click the AutoText entry you want to insert in your document.

**Convert Endnote/Footnote**

Converts all footnotes in a document to endnotes, and vice versa.

**Convert to Endnote**

Converts all footnotes to endnotes, using the current settings for endnotes.

**Convert to Footnote**

Converts all endnotes to footnotes, using the current settings for footnotes.

**Reset**

Restores the default footnote separator.

**Paste as Hyperlink**

Inserts the contents of the Clipboard as a hyperlink at the insertion point, replacing any selection. This command is available only if you have cut or copied the contents of a cell or data from another program.

### **Tools Options Spelling and Grammar**

Opens the **Spelling and Grammar** tab (**Tools** menu, **Options** command).



**Indent First Character**

ContextID: IDH\_MSOTCID\_2790\_1

**Unindent First Character**

ContextID: IDH\_MSOTCID\_2791\_1

**Distributed Paragraph**

Distributes the characters evenly in the selected vertical-text paragraphs.

**Change Byte**

ContextID: IDH\_MSOTCID\_2793\_1

**Change Kana**

ContextID: IDH\_MSOTCID\_2794\_1

**Ignore**

Leaves the highlighted error unchanged, and finds the next misspelling or grammatical error. This button changes to **Resume** if you click in the document to edit it. Click **Resume** to continue checking the spelling and grammar.

**Ignore All**

Leaves all instances of the highlighted error unchanged throughout the document, and continues to check the document. Word will ignore this spelling error or type of grammatical error throughout the rest of the current Word session.

**Add**

Adds the highlighted word in the **Not in dictionary** box to the custom dictionary. (Click **Options** to change the active custom dictionary.)



**Delete Repeated Word**

Deletes the second instance of a repeated word.

**(no spelling suggestions)**

The spelling checker has no suggested correct spellings for the selected word.



**Language Hyphenation (Tools menu)**

Reduces the raggedness of the right edge of the text by inserting hyphens in words.

**Distribute Rows/Columns**

ContextID: IDH\_MSOTCID\_2801\_1

## Merge Cells Split Cells



**Merge Cells** combines the contents of selected adjacent cells in the same row into a single cell.



**Split Cells** splits the selected cells into the number of rows and columns you enter.

**Outline Font**

Applies or removes Outline font formatting to the selected text and numbers.

**Shadow**

Applies or removes Shadow font formatting to the selected text and numbers.



**Dot Accent**

ContextID: IDH\_MSOTCID\_2805\_1

**Comma Accent**

ContextID: IDH\_MSOTCID\_2806\_1

**Tools Options Fuzzy**

ContextID: IDH\_MSOTCID\_2807\_1

**Typography Options**

ContextID: IDH\_MSOTCID\_2808\_1

**Tools Options HHC**

ContextID: IDH\_MSOTCID\_2809\_1

**Extended Formatting Toolbar**

ContextID: IDH\_MSOTCID\_2810\_1

**Server Zoom**

ContextID: IDH\_MSOTCID\_2811\_1

**Ruby Kumimoji**

ContextID: IDH\_MSOTCID\_2813\_1



**Ichitaro Help**

ContextID: IDH\_MSOTCID\_2814\_1

**Check Consistency**

ContextID: IDH\_MSOTCID\_2815\_1

**Resummarize**

Reruns the **AutoSummarize** command in the active document.

### **Update Properties**

Updates the property sheet (**File** menu, **Properties** command) for the active document by copying the top five keywords to the **Keywords** box and by copying the summary text into the **Comments** box (**Summary** tab). This command replaces the previous contents of the **Keywords** and **Comments** boxes.

**View Summary by Hiding**

Displays the automatic summary for the active document by hiding all the document text except that which is part of the summary.

**Delete Word**

Deletes the next word without placing it on the Clipboard. Equivalent to pressing CTRL+BACKSPACE.

**Delete Back Word**

Deletes the word immediately preceding the insertion point or the selection, but does not place it on the Clipboard. Equivalent to pressing CTRL+DELETE.

**Reset Character Formatting**

Reapplies the default character format of the applied paragraph style to the selected text. Removes any character style. Equivalent to pressing CTRL+SHIFT+Z or CTRL+SPACEBAR.




**Font Name**

Applies the named font to the selected text.

**Set Transparent Color**

Sets the transparent color for the selected bitmap. Click the color you want to make transparent. This tool works only on bitmap images.

### Toolbar too small to show all tools

This toolbar contains additional buttons that don't fit on the toolbar. Click  to display the additional buttons, or drag



on the left end of the toolbar to make the toolbar float, which displays all the toolbar's buttons.

**Thick Top Border**

Adds or removes a thick border from the top edge of selected text, paragraphs, cells, pictures, or other objects.

**Thick Left Border**

Adds or removes a thick border from the left edge of selected text, paragraphs, cells, pictures, or other objects.

**Thick Right Border**

Adds or removes a thick border from the right edge of selected text, paragraphs, cells, pictures, or other objects.

**Change Text Direction**

Orients selected text in a text box, cell, or frame horizontally, left to right.

### **Change Text Direction**

Orients selected text in a text box, cell, or frame vertically, top to bottom, but does not rotate individual characters.

T  
E  
X  
T



**Change Text Direction**

Orients selected text in a text box, cell, or frame vertically, bottom to top.

**Change Text Direction**

Orients selected text in a text box, cell, or frame vertically, top to bottom.

**Exit Text Edit**

Turns off text-editing for the selected text box or AutoShape.

**Custom Shows**

Creates a custom show – a presentation within a presentation. When you create a custom show, you group slides in an existing presentation so that you can easily show that section of the presentation to a particular audience and omit it for other audiences.

**Fit to Page (Window menu)**

Places each open presentation in its own window, complete with title bar, scroll bars, and view buttons. The active presentation remains in front.

**Preset Animation**

Applies a preset animation scheme to the selected text or object. For additional animation effects, click **Custom Animation** (**Slide Show** menu).

**Record Sound**

Records a sound or comment on the active slide. To record a sound, your computer needs a microphone.

**View Show**

Runs the slide show by using the current settings. To change slide show settings, click **Setup Show** (**Slide Show** menu).



**Periods**

Adds periods to or removes periods from the ends of selected paragraphs.

**Show Titles**

Displays only the slide titles.

## **Slide Meter**

Opens the **Slide Meter**, which is a timer that displays the elapsed time of the slide show. If you've already set timings, it also compares your progress against the timings. The **Slide Meter** appears only on the presenter's screen – participants don't see it.

**Duplicate Slide**

Inserts a copy of the current slide after the current slide. Equivalent to pressing CTRL+SHIFT+D.

**Genigraphics**

Runs the Genigraphics Wizard, which sets up and sends your presentation by modem to a Genigraphics service bureau.

**Action Settings**

Assigns an action to the selected object or Action Button that runs when you point to or click the object with the mouse.

**AutoClipArt**

Analyzes the text content of the current presentation and suggests a list of related clip art, sounds, or videos that you can insert. Use the **AutoClipArt** command to quickly find a clip that represents the ideas in your presentation.

**AutoQuote**

Looks up keywords from your presentation in the Microsoft Bookshelf '96 Quote book. Use the **AutoQuote** command to quickly find quotations that support or help express the ideas in your presentation.



**Custom Animation (Slide Show menu)**

Adds sound and video animation effects to the text or objects on your slides.

**Action Button (Slide Show menu)**

Inserts an Action Button where you click or drag and then opens the **Action Settings** dialog box.

**Slide Miniature**

Turns on or turns off the slide miniature window, which displays a miniature version of the current slide, complete with text and graphics. You can't edit the slide in the slide miniature.



**Erase Pen**

Erases all pen marks on the slide show.

**News About Microsoft <program>**

Connects to the Microsoft Web site that provides the most up-to-date information about your program.

**Online Support for Microsoft <program>**

Connects to online support services.

**Black**

Changes the annotation pen color to black. Use the annotation pen to write or draw on your slides either before or during your presentation.



## **Black Screen**

Blackens the screen during a slide show. To resume the show with the current slide, right-click, point to **Screen**, and then click **Unblack Screen**. To resume the show with the next or previous slide, right-click, and then click **Next** or **Previous**.

**Arrow**

Switches the slide show pointer to an arrow.

## **Pen**

Switches the slide show pointer to an annotation pen you can use to write on slides during a slide show. To change the pen color, right-click, point to **Pointer Options**, point to **Pen Color**, and then click the color you want (or click **Reset** to restore the default color).

**Previous**

Displays the previous slide in the slide show.

**Next**

Displays the next slide in the slide show.

**Pause**

Pauses the slide show at the current location.

**Hidden Slide**

Displays the hidden slide that follows the current slide.

**Hide Now**

Hides the slide show pen or pointer until you move the mouse.



**Hide Always**

Hides the slide show pen or pointer for the rest of the slide show.

**Solve Order**

Displays the current order of calculation, or solve order, of calculated items in the PivotTable so you can change the solve order.

**PivotTable Report**

Starts the PivotTable Wizard, which guides you through creating or modifying a PivotTable.

**Sort (View menu)**

Sorts items by the criteria you specify.

### **Action Buttons Menu**

Click the action button you want, and then click or drag to insert it. PowerPoint opens the **Action Settings** dialog box, where you can assign an action to the button. To keep the **Action Buttons** toolbar open, drag its title bar.

**Action Button: Custom**

Inserts a Custom action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Home**

Inserts a Home action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Help**

Inserts a Help action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.



**Action Button: Information**

Inserts an Information action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Back or Previous**

Inserts a Back or Previous action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Forward or Next**

Inserts a Forward or Next action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Beginning**

Inserts a Beginning action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: End**

Inserts an End action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Return**

Inserts a Return action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Document**

Inserts a Document action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Action Button: Sound**

Inserts a Sound action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.



**Action Button: Movie**

Inserts a Movie action button where you click or drag in the active window, and then opens the **Action Settings** dialog box, where you can assign an action to the button.

**Web Toolbar**

Displays or hides the **Web** toolbar.


**Custom Menu Item**

A custom menu item you can assign a macro to.

**Custom Button**

A custom button you can assign a macro to.

**Close Full Screen**

Turns off full-screen view of your program and document windows. Returns the program and document windows to the size they were before you clicked **Full Screen** .

**Break Link**

Removes the selected hyperlink so the hyperlink display text is no longer "hot." To reestablish the hyperlink, click **Hyperlink** on the **Insert** menu.

**Change Link**

Specify a different source file for a selected link.

**Open Link Source**

Opens the selected source (linked) document in the source program.



**Update Links**

Updates all links in the open document from the source files.

**Colors and Lines (Format menu)**

Opens the **Colors and Lines** tab (**Format AutoShape** dialog box), where you can set the line and fill colors and the style for the selected object or AutoShape.

**Expand Slide (Tools menu)**

Expands the current slide to a series of individual slides — one new slide for each paragraph on the current slide.

**Lower Baseline**

Adds subscript formatting to the selected text by lowering the text below the baseline and changing it to a smaller font size if one is available. Equivalent to pressing SHIFT+CONTROL+ALT+<.

**Raise Baseline**

Adds superscript formatting to the selected text by raising the text above the baseline and changing it to a smaller font size if one is available. Equivalent to pressing SHIFT+CONTROL+ALT+>.

**New Presentation Dialog**

Opens the **New** dialog box, where you can start a new, blank presentation or a presentation based on a design template or suggested content and design.

**Normal**

Removes any manually applied character formatting from the selected text and restores the default font.

**Slide Show in a Window**

Runs the slide show in a window and provides a history list you can use to jump quickly from one slide to another. Running a slide show in a window is best suited to individual viewing or browsing.



**Hanging**

ContextID: IDH\_MSOTCID\_2970\_1

**Center**

ContextID: IDH\_MSOTCID\_2971\_1

**Roman**

ContextID: IDH\_MSOTCID\_2972\_1

**Uphold Fixed**

ContextID: IDH\_MSOTCID\_2973\_1

**Color**

Displays the slide miniature in color.

**Black and White View**

Displays the slide miniature in black and white, which is how your presentation will look if printed on a black-and-white printer.

**Kinsoku**

ContextID: IDH\_MSOTCID\_2976\_1

**Teisai**

ContextID: IDH\_MSOTCID\_2977\_1



## **Hangeul Hanjar Conversion**

ContextID: IDH\_MSOTCID\_2978\_1

**Hide After Animation**

Hides the selected object after it appears on the slide and its animation runs.

**Hide on Next Mouse Click**

Hides the selected object, when you click the mouse, after the object appears on the slide and its animation runs.

**Don't Dim**

Keeps the object from fading or changing to a lighter color after it appears on the slide and its animation runs.

**<suggested spelling>**

Click this suggested spelling to insert it in place of the current selection.

**AutoLayout (Layout menu)**

Automatically places new controls you drag onto a form – below, above, or to the right of existing controls. Clear this option if you want to manually place every control on the page.

**Mark Complete (Task menu)**

Marks the active task completed.

**New Mail Message (Compose menu)**

Creates a new mail message.



**Post (File menu)**

Posts the item to the specified folder.

**Post Reply**

Posts a reply to the folder.

**Remove Column**

Removes the selected column from the view.

**Show Grid (Layout menu)**

Shows or hides the grid.

**Size to Grid**

Resizes the control to the nearest gridline.

**Snap to Grid**

Aligns controls to the nearest gridline.

**Tab Order**

Assigns the tab order to the controls on the form.





**Change Shape to Action Button: Custom**

Changes the selected AutoShape to a Custom action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

### **Change Shape to Action Button: Home**

Changes the selected AutoShape to a Home action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

**Change Shape to Action Button: Help**

Changes the selected AutoShape to a Help action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

### **Change Shape to Action Button: Information**

Changes the selected AutoShape to an Information action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

### **Change Shape to Action Button: Back or Previous**

Changes the selected AutoShape to a Back or Previous action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

**Change Shape to Action Button: Forward or Next**

Changes the selected AutoShape to a Forward or Next action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

**Change Shape to Action Button: Beginning**

Changes the selected AutoShape to a Beginning action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

**Change Shape to Action Button: End**

Changes the selected AutoShape to an End action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.



**Change Shape to Action Button: Return**

Changes the selected AutoShape to a Return action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

### **Change Shape to Action Button: Document**

Changes the selected AutoShape to a Document action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

### **Change Shape to Action Button: Sound**

Changes the selected AutoShape to a Sound action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

**Change Shape to Action Button: Movie**

Changes the selected AutoShape to a Movie action button. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

### **Change Shape to Action Buttons**

Changes the selected AutoShape to the action button you click. To assign an action to the button, click **Action Settings** on the **Slide Show** menu.

**Copy Here as Attachment**

Inserts a copy of the item you're dragging, at the current pointer location, as an attachment to an electronic mail message.

**Copy Here as Linked Attachment**

Inserts a copy of the item you're dragging, at the current pointer location, as a linked attachment to an electronic mail message.

**Copy Here as Content**

Inserts a copy of the item you're dragging at the current pointer location.



**List Windows**

Click the window you want to switch to.

**Connect to the World Wide Web**

Connects to the Microsoft Web site and other sites that provide up-to-date information.

**Send (File menu)**

Sends the current item.

**Add Form**

ContextID: IDH\_MSOTCID\_3038\_1

**Add Module**

ContextID: IDH\_MSOTCID\_3039\_1

**Add MDI Form**

ContextID: IDH\_MSOTCID\_3040\_1

**Add User Control**

ContextID: IDH\_MSOTCID\_3041\_1

**Add Property page**

ContextID: IDH\_MSOTCID\_3042\_1



**Control**

ContextID: IDH\_MSOTCID\_3050\_1

**Show position of 2 per page handouts**

Adjusts the placeholders on the handout master so your handouts contain two slide miniatures per page.

**Show position of 3 per page handouts**

Adjusts the placeholders on the handout master so your handouts contain three slide miniatures per page.

**Show position of 6 per page handouts**

Adjusts the placeholders on the handout master so your handouts contain six slide miniatures per page.

**Show positioning of outline**

Adjusts the layout of the outline for the current presentation.

**Import File (Graph)**

Imports a file or an entire sheet of data or a selected range. Imported data can be up to 4,000 rows long by 4,000 columns wide, but no more than 255 data series can be displayed in a chart.

**Conditional Formatting**

Applies formats to selected cells that meet specific criteria based on values or formulas you specify.

### **Protect for Sharing**

Protects the sharing and change history tracking in a shared workbook so the features can't be turned off. If you select this check box and click **OK** when the workbook isn't a shared workbook, you're asked if you want to save it as a shared workbook. In a workbook that's already shared, you can turn on protection for sharing and the change history, but you can't assign a password for this protection. To assign a password, you must first remove the workbook from shared use.

When the active shared workbook is protected, the command name changes to **Unprotect for Sharing**.



**Align Left (Layout menu)**

Aligns two or more selected controls so their left edges align to match the position of the first control you select.

**Align Right (Layout menu)**

Aligns two or more selected controls so their right edges align to match the position of the first control you select.

**Align Top (Layout menu)**

Aligns two or more selected controls vertically with the top of the first control you select.

**Align Bottom (Layout menu)**

Aligns two or more selected controls vertically with the bottom of the first control you select.

**Align Center (Layout menu)**

Aligns two or more selected controls so they're centered relative to the position of the first control you select.

**Align Middle (Layout menu)**

Aligns two or more selected controls vertically with the middle of the first control you select.

**Link Object Here**

Inserts a copy of the item you're dragging, at the current pointer location, as a linked object.

**Create Shortcut Here as Text**

Inserts a shortcut from the item you're dragging to the current pointer location as plain text.



**Create Shortcut Here as Icon**

Inserts a shortcut from the item you're dragging to the current pointer location as an icon.

**Insert Shortcut Here as Text**

Inserts a shortcut from the item you're dragging to the current pointer location as plain text.

**Attach Shortcut to Object**

Adds a shortcut from the item you're dragging to the object you're pointing to.

**Microsoft Home Page**

Connects to the Microsoft Web site, which provides updated information and resources for your program, such as additional templates, programs, and wizards.

**Bullets**

Adds bullets to the selected paragraphs.

**Bullets**

Adds bullets to the selected paragraphs.

**Numbering**

Adds numbers to the selected paragraphs.

**Numbering**

Adds numbers to the selected paragraphs.



**Increase Indent**

Indents the selected paragraph to the next tab stop, or indents contents of selected cells or items to the right by one character width of the standard font.

**Increase Indent**

Indents the selected paragraph to the next tab stop, or indents contents of selected cells or items to the right by one character width of the standard font.

**Decrease Indent**

Indents the selected paragraph to the previous tab stop, or indents contents of selected items to the left by one character width of the standard font.

**Decrease Indent**

Indents the selected paragraph to the previous tab stop, or indents contents of selected items to the left by one character width of the standard font.



**Update**

Updates the embedded object in the host file.

**Manage Fields**

Deletes, renames, or inserts field names in the header row of the selected data source.

**Clear Contents**

Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.



**Inbox (Go menu)**

Shows the Inbox folder.

**Calendar (Go menu)**

Shows the Calendar folder.

**Contacts (Go menu)**

Shows the Contacts folder.

**Tasks (Go menu)**

Shows the Tasks folder.

**Notes (Go menu)**

Shows the Notes folder.

**Journal (Go menu)**

Shows the Journal folder.

**Sent Items (Go menu)**

Shows the Sent Items folder.

**Deleted Items (Go menu)**

Shows the Deleted Items folder.



**My Computer (Go menu)**

Shows the file system and the files on your hard drive.

**My Documents (Go menu)**

Shows the My Documents folder.

**Horizontal Spacing Make Equal (Layout menu)**

Adjusts the spacing between selected controls on the same line, so the controls are the same distance apart.

**Vertical Spacing Make Equal (Layout menu)**

Adjusts the vertical spacing between selected controls, so the controls are the same distance apart.

**Copy Slide**

Copies the selected slide.

**Save as HTML**

Starts the Internet Assistant, which creates an HTML document from your presentation, document, worksheet or chart – ready to publish to the World Wide Web.

**Pause Narration**

Pauses the recording of a voice narration.

**PowerPoint Central**

Runs **PowerPoint Central**.



**Previous Viewed**

Displays the last slide you viewed.

**Sort Ascending**

Sorts the selected items in order from the beginning of the alphabet, the lowest number, or the earliest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect.

**Sort Descending**

Sorts the selected items in order from the end of the alphabet, the highest number, or the latest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect.

**Group**

Defines the selected rows or columns of detail data as a group in an outline, so you can summarize the data. If you have not created an outline, this command creates one for you.

In a PivotTable, this command groups items by category to create a single item from multiple items; for example, you can group days, weeks, months, or other dates into quarters for analysis, charting, or printing.

**Ungroup**

Removes selected rows or columns from a group on an outlined worksheet.

In a PivotTable, this command separates each instance of a group into the items contained in the group; for example, it separates quarters into the original individual dates.

**Increase Indent**

Indents selected cell contents by approximately one character width of the standard font.

**Decrease Indent**

Reduces the indent of the selected cell contents by approximately one character width of the standard font.

**Resend This Message (Tools menu)**

Sends the message again.



**Advanced Properties (Form menu)**

Specifies additional properties for the selected control.

**Save Attachments (File menu)**

Saves attachments to a new location.

**Outbox (Go menu)**

Shows the Outbox folder.

## History

Click the slide you want to display.

**New Choose Template**

Shows templates you can use.

**Nudge Up One Pixel**

Moves the selected objects up one pixel at a time.

**Nudge Down One Pixel**

Moves the selected objects down one pixel at a time.

**Nudge Left One Pixel**

Moves the selected objects to the left one pixel at a time.



**Nudge Right One Pixel**

Moves the selected objects to the right one pixel at a time.

**Insert**

Displays the **Insert** dialog box, where you specify the direction you want to shift the surrounding cells, rows, or columns to make room for inserted cells.

**Cells**

Inserts the number of cells you select.

**Insert**

Displays the **Insert Paste** dialog box, where you specify the direction you want to shift the surrounding cells, rows, or columns to make room for inserted cut cells. To undo inserted cells, click **Undo Cut Cells** on the **Edit** menu.

### **Copied Cells**

Displays the **Insert Paste** dialog box, where you specify the direction you want to shift the surrounding cells, rows, or columns to make room for inserted copied cells. To undo inserted cells, click **Undo Copied Cells** on the **Edit** menu.

### **Insert Copied Cells**

Displays the **Insert Paste** dialog box, where you specify the direction you want to shift the surrounding cells, rows, or columns to make room for inserted copied cells. To undo inserted cells, click **Undo Copied Cells** on the **Edit** menu.

**Copied Cells**

Inserts the contents of the copied cells into one or more rows or columns you select.

**Insert Copied Cells**

Inserts the contents of the copied cells into one or more rows or columns you select.



### **Cut Cells**

Displays the **Insert Paste** dialog box, where you specify the direction you want to shift the surrounding cells, rows, or columns to make room for inserted cut cells. To undo inserted cells, click **Undo Cut Cells** on the **Edit** menu.

### **Insert Cut Cells**

Displays the **Insert Paste** dialog box, where you specify the direction you want to shift the surrounding cells, rows, or columns to make room for inserted cut cells. To undo inserted cells, click **Undo Cut Cells** on the **Edit** menu.

**Cut Cells**

Inserts the contents of the cut cells into the cells you select. The cut area and paste area must be the same size and shape to paste cut cells successfully. Click a single cell to paste cut cells, or select a rectangle that's the same size and shape as the cut area, and then insert the cut cells.

**Insert Cut Cells**

Inserts the contents of the cut cells into the cells you select. The cut area and paste area must be the same size and shape to paste cut cells successfully. Click a single cell to paste cut cells, or select a rectangle that's the same size and shape as the cut area, and then insert the cut cells.

**Insert Row**

Inserts a new blank row above the selected cell or row.

**Insert Paste Row**

Inserts copied rows above the selected cell or row.

**Tab (Insert menu)**

Inserts a tab character at the insertion point.

**Cascade (Window menu)**

Rearranges all open windows, so that they overlap in a cascade. The title bar and a portion of each window are visible.



**Summary Slide**

Creates a new slide from the titles of the slides you select in slide sorter or outline view. The summary slide creates a bulleted list from the titles of the selected slides. PowerPoint inserts the summary slide in front of the first selected slide.

**Appear (Slide Show menu, Preset Animation command)**

Makes the selected text or object simply appear at its time in the animation order. **Appear** is not the same as **Off** (no animation).

### **Calculated Field**

Displays the **Insert Calculated Field** dialog box, where you can insert a calculated field in the selected area of the PivotTable. To change the calculated field, point to **Formulas** (**PivotTable** menu, **PivotTable** toolbar), and then click **Calculated Field**.

### **Calculated Item**

Depending on your selection in the PivotTable, inserts a calculated item or displays the **Insert Calculated Item** dialog box, where you can specify the formula for the calculated item you want to insert into the selected PivotTable field. To change the calculated item, point to **Formulas (PivotTable menu, PivotTable toolbar)**, and then click **Calculated Item**.



**Frame**

Inserts a Word frame where you click or drag in the active document.

**Vertical Frame**

Inserts a Word frame where you click or drag in the active document.

**AutoText**

Click the AutoText entry you want to insert into your document.



**Format Frame**

Formats the selected frame.

**Format Picture**

Formats the line, color, fill and pattern, size, position, and other properties of the selected picture.

**Format Drawing Object**

Formats the line, color, fill and pattern, size, position, and other properties of the selected object.

**Toggle Field Codes**

Toggles between showing field codes and field results for the selected field (equivalent to pressing SHIFT+F9).  
To show or hide field codes for all fields in the document, press ALT+F9.

**Go to Footnote**

Displays the selected footnote so you can edit it.

**Go to Endnote**

Displays the selected endnote so you can edit it.

### **Hide Spelling Errors**

Hides the wavy red line under possible spelling errors in your document. To unhide the wavy red line, click **Options** on the **Tools** menu, click the **Spelling & Grammar** tab, and then clear the **Hide spelling errors in this document** check box.

### **Hide Grammar Errors**

Hides the wavy green line under possible grammatical errors in your document. To unhide the wavy green line, click **Options** on the **Tools** menu, click the **Spelling & Grammar** tab, and then clear the **Hide grammatical errors in this document** check box.



**Dictionary**

Activates, creates, edits, adds, or removes custom dictionaries that Word uses to check spelling.

**Summary Information**

Displays the property sheet for the active file.

**Footnote/Endnote Options**

Adjusts the placement of notes, sets note numbering and formatting options, and converts notes to footnotes or endnotes.

**No Color**

Removes the background color.

**Standard Colors**

Click the background color you want.

**Dotted Underline**

Applies a dotted underline to the selected text. Word applies font formatting to the current selection or to the entire word that contains the insertion point. To apply font formatting to a portion of a single word, select that portion of the word first.

**New Label**

ContextID: IDH\_MSOTCID\_3226\_1

CodeName: NewLabelLabel

Label: &New Label

ToolTip: #SAME#

Comment: post 97, used by office customize

Number: 211476481 ( 0x0C9AE001 )

**Remove Numbering**

Removes automatic numbering from selected paragraphs.



## **Customize Toolbars**

Opens the **Customize** dialog box, where you can hide or display toolbars. To add, remove, or move a button on a toolbar, click the **Commands** tab in the **Customize** dialog box.

**Customize Menu**

Adds, deletes, or renames menus on the Word menu bar.

**Picture**

Opens the selected picture in the picture editor so you can edit it.

**Start of Window**

Moves the insertion point to the beginning of the first visible line on the screen.

**End of Window**

Moves the insertion point to the end of the last visible line on the screen.

**Multuser document options**

Turns on or turns off document sharing and the change history.

**Footnotes**

Displays footnotes for the active document so you can edit them.

**Endnotes**

Displays endnotes for the active document so you can edit them.



**No Color**

Removes the shading color.

**Standard Colors**

Click the shading color you want.

**No Color**

Removes highlighting from selected text.

**Standard Colors**

Click the highlight color you want.

**No Color**

Removes the color from the selected border.

**Standard Colors**

Click the border color you want.

**(List of Recently Used Files)**

Click the file you want to open.

**(List of Current Windows)**

Click the window you want to activate.



**(List of Spelling Commands)**

Click the spelling correction you want Word to make.

**(List of Fonts)**

Click the font you want to apply to the selected text.

**HECorrect**

**(List of Grammar Commands)**

Click the grammar correction you want Word to make.

**Format AutoShape/Picture**

Formats the line, color, fill and pattern, size, position, and other properties of the selected object.

**Options (Tools menu)**

Modifies settings for Microsoft Office programs such as screen appearance, printing, editing, spelling, and other options.

**Send to Microsoft PowerPoint**

Opens the active document in Microsoft PowerPoint, where you can create a presentation.

**Show Paragraph Marks**

Displays nonprinting characters such as tab characters, paragraph marks, and hidden text.



**Insert Vertical Frame**

Inserts a Word frame where you click or drag in the active document.

**Header**

Displays the header for the active document so you can edit it.

**Insert Frame**

Inserts a Word frame where you click or drag in the active document.

**Add Hyperlink**

Inserts the hyperlink you specify.

**Object**

Activates the application in which the selected object was created, so you can edit the object in place.

**Edit/Open Object**

Activates the application in which the selected object was created, so you can edit the object. Click **Edit** to activate the object in place. Click **Open** to activate the object in a separate window.

**(List of Work Files)**

Click the document you want to open.

**AutoShape**

Formats the line, color, fill and pattern, size, position, and other properties of the selected object.



**Apply Formats to Defaults**

Uses the currently selected options as the default settings for all new AutoShapes you insert.

### **Go to Property**

Moves the insertion point to the custom text property you select. To create a custom text property, click **Properties** on the **File** menu, click the **Custom** tab, enter the custom property you want, and then click **Add**.

**Decline**

Declines the task and does not add it to your task list.

**Normal**

Switches to normal view, which is the default view for most tasks in Microsoft Excel, such as entering data, filtering, charting, and formatting.

**Page Break Preview**

Switches the active worksheet to page break preview, which is an editing view that displays your worksheet as it will print. In page break preview, you can move page breaks by dragging them left, right, up, or down. Microsoft Excel automatically scales the worksheet to fit the columns and rows to the page.

**Use Relative References**

Determines whether the Macro recorder uses relative or absolute references to cells on a worksheet. By default, the macro recorder uses absolute cell references when it records.

**Show Heading 1 — 7 buttons (Outlining toolbar)**

Displays the indicated number of heading levels.





This command may not be available if your workbook is in protected mode. For more information, click the Help command on the **Help** menu in your program, and then search on the feature you want to know more about.

This command may not be available if you have not cut or copied an object, text, or contents of a cell to the Clipboard. For more information, click the Help command on the **Help** menu in your program, and then search on the feature you want to know more about.

**Find**

This command is not available until you click in the body of an item or file.

This command may not be available if your workbook is in protected mode or is a shared workbook. For more information about protection or shared workbooks, click **Microsoft Excel Help** on the **Help** menu, and then search on the feature you want to know more about.

This command may not be available if your workbook is in shared mode. For more information, click **Microsoft Excel Help** on the **Help** menu, and then search on the feature you want to know more about.

This command may not be available if your chart is an embedded chart. To show the chart as a separate chart sheet, click **Location** on the **Chart** menu, and then specify where you want the new location of your chart.

This command may not be available if you have a chart object or chart sheet selected. Click in a worksheet cell outside of the chart area, and then try this command again.

This command may not be available if your workbook is not a shared workbook. For more information about shared workbooks, click **Microsoft Excel Help** on the **Help** menu, and then search on the feature you want to know more about.



This command may not be available if you have a field or item selected in a PivotTable. Click in a cell outside of the PivotTable area, and then try this command again. Or the command may not be available if your workbook is in protected or shared mode. For more information, click **Microsoft Excel Help** on the **Help** menu, and then search on the feature you want to know more about.

This command may not be available if your chart is a separate chart sheet. To show the chart as an embedded chart on a worksheet, click **Location** on the **Chart** menu, and then specify where you want the new location of your chart.

**Resend This Message**

This command is not available because the active message cannot be resent.

**Recall This Message**

This command is not available because the active message cannot be recalled.



**docked**

The position the Office Shortcut Bar takes when you drag it to the edge of the screen. It snaps into place along the length of the screen edge.

**floating**

The Office Shortcut Bar is not attached to an edge of the screen.



**New Office Document (Office toolbar, Office Shortcut Bar)**  
Creates a new document or template.





**Open Office Document (Office toolbar, Office Shortcut Bar)**  
Opens or finds a document.



Click the name of the toolbar you want to change the color for.

Changes the color of the toolbar selected in the **Toolbar** box.

Fades the color for the toolbar so the background color is darkest on the left side and lightest on the right side. This option is unavailable when the **Use Standard Toolbar Color** check box is selected.

Fades the color of the toolbar so there is less contrast between the darkest color on the left side and the lightest color on the right side. This option has no effect if your video driver supports fewer than 256 colors, and it's available only when the **Use Gradient Fill** check box is selected.

Makes the colors of the Office Shortcut Bar toolbars the same as those in your Windows color scheme.

Color of the toolbar selected in the **Toolbar** box.



Specify options for the selected toolbar.

Makes the buttons on the Office Shortcut Bar toolbars larger so they are easier to see.

Displays the name of each Office Shortcut Bar toolbar or toolbar button when you rest the mouse pointer over a button.

Displays the Office Shortcut Bar on top of all other windows.

Hides the Office Shortcut Bar, if it is docked, until you point to it. The **Auto Hide between uses** check box has no effect when the Office Shortcut Bar is minimized or floating, or when the **Auto Fit into Title Bar area** check box is selected and the Office Shortcut Bar is docked at the top of the screen.

Places the Office Shortcut Bar in the title bar of a maximized program. This check box has no effect unless the Office Shortcut Bar is docked along the top edge of your screen.

Animates the movement of the toolbars, which makes them easier to see as you use them.

To have sound accompany the movement of the Office Shortcut Bar, select the **Sound** check box. This setting has no effect unless your computer has a sound card and speakers.



Displays the Microsoft Office title screen when starting the Office Shortcut Bar.

Click the name of the toolbar you want to modify. The buttons on the selected toolbar appear in the **Show these Files as Buttons** box.

Displays the selected files as buttons on the selected toolbar. To hide a button, clear the check box next to it.

Moves the selected button or space back one position.

Moves the selected button or space forward one position.

Displays a list of files you can add as buttons on the selected toolbar.

Displays a list of folders you can add as buttons on the selected toolbar.

Adds a space between buttons on the selected toolbar.



Removes the button or space selected in the **Show These Files as Buttons** box. When you delete a toolbar button from a toolbar that was created from an existing folder, the file or folder the button refers to is also deleted. To remove a file from a toolbar, but not remove it from your hard disk, clear the check box next to the file name in the **Show These Files as Buttons** box.

Click the up or down button.

Adds a new, blank toolbar to the Office Shortcut Bar. Type a name for the new toolbar.

Choose an option above.

Displays a list of folders.

Enter the name of the folder you want to make into a toolbar. The files in the folder will be added to the toolbar as buttons. To display a list of folders, click **Browse**.

Type a new name for the toolbar.

To display or hide a toolbar on the Office Shortcut Bar, select or clear the check box next to the name of the toolbar.



Moves the selected toolbar forward one position.

Moves the selected toolbar back one position.

Adds a new toolbar to the Office Shortcut Bar.

Removes the selected toolbar from the Office Shortcut Bar.

To change the setting for an item in the **Item/Setting** box, click the item, and then click **Modify**.

Change the name of the selected button.

Change the name of the selected toolbar.

Information about system configuration, system DLLs, converters, display configuration, applications that are running, active modules, and OLE settings for your computer.



Information about technical support options.







**ActiveX control**

A control – such as a check box, list box, or command button – that you create with the **Control Toolbox** and that offers options to users or runs macros that automate a task. When you insert ActiveX controls in custom programs, such as forms and dialog boxes, you can write a macro that is stored with the control itself, not just assigned to run when you click the control. You can make the control "active" by writing macros in Visual Basic for Applications that customize the behavior of the control. For more information about setting properties for each control and writing macros in Visual Basic, see Microsoft Visual Basic Help.

**address**

The path to an object, document, or page, or other destination. An address can be a URL (address to an Internet or intranet site) or a UNC network path (address to a file on a local area network). An address may also contain more specific address information (for example, a database object, a Word bookmark, or a Microsoft Excel cell range that the main address points to). When you click a hyperlink, your browser or your Office program uses the address to go to the specified destination.

**Application Note**

A technical article, written and distributed by Microsoft, that provides additional information about a Microsoft product or a fix for a known issue. An Application Note may include a disk that contains new software, documentation, sample files, device drivers, utilities, templates, or macros.

**bookmark**

A location or selection of text that you name for reference purposes. Word marks the location with the name you specify. Bookmarks are more than placeholders – for example, you can use them to create and number cross-references.



**browser**

Software that interprets the markup of HTML files posted on the World Wide Web, formats them into Web pages, and displays them to the user. Some browsers can also open special programs to play sound or video files in Web documents if you have the necessary hardware.



### **Calendar (Outlook Bar)**

The Shortcut to the contents of the Calendar folder. Keep your scheduled meetings and appointments in this folder.



### **Commands and Settings (Open and Save As dialog boxes)**

Lists commands you can use to work with files – for example, show or edit file properties, sort files within folders, connect to a network drive, and add an FTP site to the list of Internet sites.

**condition**

Part of the criteria that a field must meet for searching or filtering. Some conditions are complete when used with a field; for example, the field Sent with the condition **yesterday**. Other conditions must be used with a field and a value; for example, the field Author with the condition **equals** with the value Jane. Author **equals**, by itself, would be incomplete.

**Current View box**

On the **Standard** toolbar, a list of views available for the active folder.

**destination**

General term for the name of the element you go to from a hyperlink.

**destination file**

The file a linked object or embedded object is inserted into. The file that contains the information used to create the object is the source file. When you change information in a destination file, the information is not updated in the source file.



### **Details (Open and Save As dialog boxes)**

Shows additional information about the files and folders in the folder list, such as file size and the date last saved.



**docked toolbar**

A toolbar that is attached to one edge of the program window. You can dock a toolbar below the program title bar or to the left, right, or bottom edge of the program window. When you drag a toolbar to the edge of the program window, the toolbar outline snaps into place along the length of the program window edge.

**embedded object**

Information (the object) inserted into a file (the destination file). Once embedded, the object becomes part of the destination file. When you double-click an embedded object, it opens in the program (source program) it was created in. Any changes you make to the embedded object are reflected in the destination file.

**expression**

Any combination of mathematical or logical operators, constants, literal values, functions, and names of fields, controls, and properties that evaluates to a single value.

**File Transfer Protocol (FTP)**

A protocol that makes it possible for a user to transfer files from one location to another over the Internet.

URLs of files on FTP servers begin with ftp://

**floating toolbar**

A toolbar that is not attached to the edge of the program window. You can change the shape of a floating toolbar.

**followed hyperlink**

A followed hyperlink is a hyperlink to a destination you have visited. Once you follow a hyperlink to its destination, the hyperlink changes color.

**Graphics Interchange Format (GIF)**

A graphics file format that many World Wide Web browsers can display as inline graphics. GIF was developed specifically for transmitting images. It is best used for graphics with few colors, such as cartoons or line drawings. GIF files are compressed bitmaps.

**Gopher**

An interface that makes it possible to open resources on the Internet. Gopher servers contain menus that list categories of information to choose from. Gopher menus have the same function as hyperlinks in World Wide Web documents.

URLs of files on Gopher servers begin with gopher://



### history list

A list of the last 10 files you jumped to in the current program session using hyperlinks and that you opened using

**Start Page** , **Search the Web**



, the **Open Favorites** command (**Favorites** menu), or the **Address** box on the **Web** toolbar. To show the history list, click the **Go** menu on the **Web** toolbar.

**home page**

The main page of a World Wide Web site. A home page is generated by a Web site owner and usually has hyperlinks to other pages, both within and outside the site. There are many different home pages on the Web, and one Web site can contain many home pages. For example, the Microsoft home page (<http://www.microsoft.com/>) also contains a Products home page, which in turn contains other home pages such as the Windows 95 home page and the Office home page.

**hyperlink**

Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to Gopher, telnet, newsgroup, and FTP sites.

**hyperlink base**

When a relative link is based on a path you specify (that is, the first part of the path that is shared by both the file that contains the hyperlink and the destination file), that path is the hyperlink base. The hyperlink base address is added to the beginning of the path to all relative links. Use a hyperlink base if you want to move the file that contains the hyperlink, or if you want to move both the file that contains the hyperlink and the destination file together, and still maintain the hyperlink.

**Hypertext Markup Language (HTML)**

Hypertext Markup Language, or HTML, is a system of marking up, or tagging, a document so it can be published on the World Wide Web. Documents prepared in HTML contain reference graphics and formatting tags. You use a Web browser (such as Microsoft Internet Explorer) to view these documents.

**Hypertext Transfer Protocol (HTTP)**

The behind-the-scenes Internet protocol that delivers information by way of the World Wide Web. The protocol makes it possible for a user to use a client program to enter a URL (or click a hyperlink) and retrieve text, graphics, sound, and other digital information from a Web server.

URLs of files on Web servers begin with `http://`

**indexing tasks**

An action that Find Fast performs on an index, such as creating an index, or deleting or updating an existing index. Indexing tasks appear in the **Status** column. Use the commands on the **Index** menu to perform an indexing task.

**Internet**

A worldwide network of thousands of smaller computer networks and millions of commercial, educational, government, and personal computers. The Internet is like an electronic city with virtual libraries, storefronts, business offices, art galleries, and so on.



**item**

An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include mail messages, appointments, contacts, tasks, journal entries, and notes.

**intranet**


A network within an organization that uses Internet technologies (such as the HTTP or FTP protocols). You can use an intranet to move between objects, documents, pages, and other destinations using hyperlinks.



**Journal (Outlook Bar)**

The Shortcut to the contents of the Journal folder. Keep your journal entries in this folder.

**journal entry**

An item in Journal that represents an activity that has been recorded. A journal entry is a shortcut to the activity it represents. You can distinguish a journal entry from other items by the clock that appears in the lower-left corner of the icon 



**Joint Photographic Experts Group (JPEG)**

A graphics file format supported by many World Wide Web browsers. JPEG was developed for compressing and storing photographic images and is best used for graphics containing many colors, such as scanned photos. JPEG files, which have a .jpg extension in Windows, are compressed bitmaps.

**linked object**

Information (the object) created in one file (the source file) and inserted into another file (the destination file) while maintaining a connection between the two files. The linked object in the destination file is automatically updated when the source file is updated. A linked object does not become part of the destination file.

**Microsoft Download Service**

The Microsoft Download Service (MSDL) is a standard bulletin board system. It contains the Microsoft Software Library (MSL), technical articles, device drivers, Help files, and other support files you can download from Microsoft.

**Microsoft Knowledge Base**

The Microsoft Knowledge Base (KB) is the primary source of product information for Microsoft support engineers and customers. This comprehensive collection of articles, which is updated daily, contains detailed how-to information, answers to technical-support questions, and known issues. Use text and keyword queries to access information in the KB.



**The Microsoft Network**

MSN, The Microsoft Network online service is an Internet connectivity service that provides easy and affordable access to a worldwide community of computer users. Access to MSN is a feature of Windows 95; MSN is seamlessly integrated with the operating system. By using MSN, you can exchange messages with people around the world; read the latest news, sports, weather, and financial information; find answers to your technical questions; download from a collection of thousands of programs; connect to the Internet; and more.

**Microsoft Software Library**

The Microsoft Software Library (MSL) is a collection of free binary (nontext) files for all Microsoft products located on the Internet. For example, the MSL contains device drivers, utilities, Help files, and technical articles.



**My Computer (Other group, Outlook Bar)**

The Shortcut to the contents of the My Computer folder.

## **Office Shortcut Bar**

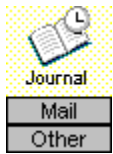
If you use Microsoft Office, you can use the Microsoft Office Shortcut Bar for single-click access to the resources you need most often. The Office Shortcut Bar is a collection of toolbars with buttons you can use to quickly start a new budget proposal; locate and open a slide presentation; send an e-mail message; schedule an appointment; add a task to a task list; or create a note, contact, or journal entry in Outlook. For more information about the Office Shortcut Bar, type **Microsoft Office Shortcut Bar** in the Office Assistant.

**OLE**

A program-integration technology you can use to share information between programs. All of the Office programs support OLE, so you can share information through linked and embedded objects.

## Outlook Bar

The column on the left side of the program window that includes the Outlook, Mail, and Other groups as well as the Shortcuts available within each of these groups. Click a group to show the Shortcuts in the group. Click a Shortcut to gain quick access to folders.



**path**

The route the operating system uses to locate a folder or file – for example, c:\House finances\March.doc.



### **Preview (Open and Save As dialog boxes)**

Shows the contents of the selected file without opening the file. If you press the **Preview** button and a message appears saying that preview is not available, you must select the **Save preview picture** check box on the **Summary** tab in the **Properties** dialog box (**File** menu) for that file.



**profile**

A group of settings that defines how Outlook is set up for a particular user. A profile can contain any number of information services; these services provide a variety of functions, such as access to your Inbox, address books, sets of folders, and other features. Typically you need only one profile.



### **Properties (Open and Save As dialog boxes)**

Shows properties for the selected file, such as the title and author.

**public folder**

A folder on a public forum that you and others can use to share a wide range of information such as project and work information, discussions about general subjects, contacts, tasks, and classified ads. Access permissions determine who can view and use a public folder and to what extent. Public folders are stored on Microsoft Exchange Server computers.

**relational database**

A type of database or database management system that stores information in tables (that is, rows and columns of data). A relational database uses matching values from two tables to relate information in one table to information in the other table. In a relational database, you typically store a specific type of information just once, which makes the database very efficient and reduces data entry errors.

**relative link**

When a hyperlink uses a path based on a relative link, you can move the file that contains the hyperlink and the destination of the hyperlink without breaking the hyperlink. You must move the file that contains the hyperlink and the destination together (that is, move the entire path structure) to maintain the hyperlink.

**rich text field**

A field that can show formatting and graphics, such as an embedded object, not just text.

**root directory**

The directory on a drive from which all other folders branch; for example, c:\.

**shortcut**

An icon that points to a program or file stored in another location. Double-click the icon to start the program or open the file. You can place shortcuts on your desktop or in other convenient locations. Shortcuts are available only if you use Windows 95 or Windows NT Workstation 4.0.



**source file**

The file that contains the information used to create a linked object or embedded object. The object exists in the destination file. In the source file, when you update the information that the linked object was created from, the linked object in the destination file is updated also.

**source program**

The program used to create a linked object or embedded object. The source program must be installed on your computer to edit the object.

**task list**

A list of tasks that appears in Tasks and in the TaskPad in Calendar.



### **Tasks (Outlook Bar)**

The Shortcut to the contents of the Tasks folder. Keep your tasks in this folder.

**text query**

One or more phrases that can contain operators, quotation marks, wildcards such as \* or ?, and parentheses.

## **Uniform Resource Locator (URL)**

An address to an object, document, or page or other destination (for example, a newsgroup or a World Wide Web page) on the Internet or an intranet. A URL expresses the protocol (such as FTP or HTTP) to be accessed and where the destination is located. A URL may also specify an Internet e-mail address. Some examples of URLs are:

`http://www.someones.homepage/default.html`

`ftp://ftp.server.somewhere/ftp.file`

`news:alt.hypertext`

`gopher://gopher.someones.homepage/default.html`

`file://\server\share`

`file:///c:\`

**universal naming convention (UNC)**

The standard format for paths that include a local area network file server that uses the following syntax:

`\\server\share\path\filename`

**value**

The text, date, number, or logical input that completes a condition that a field must meet for searching or filtering. For example, the field Author with the condition equals must include a value, such as **John**, to be complete.



**World Wide Web**

The World Wide Web is a system for exploring the Internet by using hyperlinks. When you use a Web browser, the Web appears as a collection of text, pictures, sounds, and digital movies.

**start page**

When you start a World Wide Web browser, the start page is the first page that appears in the browser. You can set this location to any Web site you want, or to a document on your computer hard disk. You can open the start page from the **Web** toolbar in an Office program. A start page may contain hyperlinks to other documents on your computer, on the network, or on the Web.

**search page**

A search page provides a way to find and go to other Internet sites or to documents on an intranet. Many search pages provide different ways to search, such as by topic, by keyword, or by matches to user queries. Others simply provide a well-organized list of hyperlinks to selected Internet sites or to documents on an intranet. You can open the search page from the **Web** toolbar in an Office program.

**task**

A personal or work-related duty or errand you want to track through completion. A task is an item.

**contact**

A person or organization you correspond with, including relevant information such as their name, addresses, and phone numbers. A contact is an item.



Lists the available toolbars. To display a toolbar, select the check box next to the name. To hide a toolbar, clear the check box.

Click to create a new, empty toolbar that you can add buttons and menus to.



Click to change the name of the selected custom toolbar.

Removes the selected custom toolbar.

Removes any changes you made to the selected toolbar and restores the original settings.

In Microsoft Excel, adds the custom toolbar to the workbook. In Microsoft Access, specifies the properties for the toolbar.

Displays categories of commands, organized by menu name or by type. Click a category to change the list of commands in the **Commands** box. The **Built In Menus** category provides options for changing menus.

Displays a list of commands from the category you select in the **Categories** box. To add a command to a toolbar, drag the item you want from the **Commands** box onto a toolbar.

Displays Help text, explaining what the command does.

Click to change the name, icon, add separators to menus, or other options for the command.



Increases the size of toolbar buttons so that they are easier to see.

Displays on-screen descriptions of toolbar buttons when the pointer pauses on them.

Displays keyboard shortcuts in tooltips.

Changes the way menus display when you click on a command. For example, **Slide Menu Animation** causes the menus to display with a sliding motion.

Displays the Microsoft Office Assistant which provides Help topics to assist you in creating custom toolbars.

Click the location where you want to save the custom command settings. In Word, click **normal.dot** if you want the custom command settings to be available in all documents.

Assigns a shortcut key to a command, macro, font, AutoText entry, style, or a commonly used symbol.

Closes the dialog saving the changes you made.



Select a button to see a description of the command or to modify the selection.

Click the location where you want Word to save the custom command settings. Click **normal.dot** if you want the custom command settings to be available in all documents.

Click the setting you want to add to the selected command in the **Commands** list.



Type a name for the new toolbar.

Click the name of the template or file you want to store the toolbar in. Storing the toolbar in Normal.dot will make it available to most of the documents you create.



Type a new name for the toolbar.





Click the document or template that contains the toolbar you want to reset. To change the toolbar for all your documents, click **Normal.dot**.



Enter the font you want for the text effect. The font applies to the entire text effect — you can't use two different fonts in the same text effect.

Enter the font size you want for the text effect. The size applies to the entire text effect — you can't use two different font sizes in the same text effect.

Applies **bold** character formatting to the entire text effect.

Applies *italic* character formatting to the entire text effect.

Enter the text you want to include in the text effect. You can type the text you want or paste it from the Clipboard (CTRL+V).





Type your name. Office programs use this name in the **Properties** dialog box (**File** menu) to track changes, to mark comments you insert in a file, to name your custom spelling dictionary, to name your open copy of a multiuser file, and to notify other users when you have a file open.

Type your initials. Office programs use your initials for comment marks and for several built-in letter and memo features.



Closes the dialog box without making any changes.

Displays how the selected file or template looks.

Click a tab to display more options.

Create a new file based on the selected template.



Creates a new template based on the selected template.

To create a document based on a template, double-click the icon for the template you want.

Creates a new document based on the selected template.

Changes two consecutive uppercase letters in a word, so that the second uppercase letter becomes a lowercase letter; for example, changes HAppy to Happy.

Automatically capitalizes the first letter of the names of days of the week.

Clear the **Replace text as you type** check box to stop automatic spelling check and replacement of text as you type.

Type the word or abbreviation you want to replace automatically as you type. For example, if you frequently type "what" as "hwat", type **hwat** in the **Replace** box.

Adds or replaces the AutoCorrect entry displayed in the **Replace** box or **With** box.



Deletes the selected entry in the list.

Lists the words and abbreviations you want to replace and the words or graphics that replace them.

Enter the word or graphic that will replace the entry in the **Replace** box.

Create or view a list of words and abbreviations with capitalization styles that you don't want to be corrected automatically.

Automatically capitalizes the first letter of the first word in each sentence. To create a capitalization style that makes exceptions for certain words and abbreviations, click **Exceptions**.

Automatically corrects case mistakes when the CAPS LOCK key is accidentally turned on as you type.

Enter the abbreviation, including the period, for which you do not want the following word to be automatically capitalized. For example, if you enter "etc." , the word that follows "etc." will not be automatically capitalized.

Add or replace an entry to the list of words and abbreviations that won't be corrected automatically.



Deletes the selected entry.

Lists the abbreviations for which the following word will not be automatically capitalized.

Enter the word or abbreviation with a capitalization style that you don't want automatically corrected.

Lists the words and abbreviations with capitalization styles that are not automatically corrected.

Type of file.

File name.

Identifies the file type.

Name of the drive and folder in which the file is stored.



Size of the file.

File name in a format that can be used with MS-DOS-based applications.

Date and time that the file was first saved on this computer.

Date and time that the file was last saved.

Date and time that the file was last opened.

Displays characteristics associated with the file, for example, whether the file is read-only or archived. To change file attributes, start Windows Explorer and locate the file, right-click the file name, and then click **Properties** on the shortcut menu.

Type the title you want to use when searching for this file. The title can be different from the file name.

Type the subject of the file. Use this property to group similar files together, so you can search for all files that have the same subject.



To change the author, delete the existing name, and type a new one.

Use this property to group similar files together, so you can search for all files that have the same manager name.

Use this property to group similar files together, so you can search for all files that have the same company name.

Use this property to group similar files together, so you can search for all files that belong to the same category.

Type the words you want to use when you search for this file.

Type the comments you want to use when you search for this file.

Identifies the template attached to the file.

Saves a picture of the first page of the file for previewing in the **Open** dialog box. Selecting this option increases the size of your file.



Type the base address that is used for the path for all relative hyperlinks inserted within the current document. This can be a Internet address (URL), for example, <http://www.microsoft.com>, or a path to a folder on your hard drive, for example, `c:\personal\documents`, or a path to a folder on a network, for example, `\\server1\public\documents`.

Date and time that the file was originally created.

Date and time that the file was last printed.

Name of the author who last saved the file.

Number of times that the file has been saved.

Number of minutes that the file has been open for making changes since it was created.

Statistics for the active file, such as the number of words in a Word file.

Lists the parts of the file, for example, the names of macro sheets in Microsoft Excel or the headings in Word. To view the headings in Word, select the **Save Preview Picture** checkbox on the **Summary** Tab.



Enter a name for the property.

Defines the type of value the custom property will use. Your selection must be compatible with the value in the **Value** box. For example, if you want to enter a date in the **Value** box, click **Date** in the **Type** box.

Enter a value for the custom property that's compatible with the selection in the **Type** box. For example, if you clicked **Number** in the **Type** box, you must type a number (such as 9) in the **Value** box.

Links the custom property to specific contents in the file, such as a bookmark in Word or a named cell in Microsoft Excel.

When **Yes or No** is selected in the **Type** box, click to set that value for the property.

Adds the custom property you define to the **Properties** list. Changes to Modify when you select a previously added custom property. To save changes to a property, make the changes, and then click **Modify**.

Removes properties selected in the **Properties** list.

Links a custom property to specific contents in a file – for example, a bookmark in Word, a named cell in Microsoft Excel, or selected text in PowerPoint. The **Link to content** check box is available only if you've defined specific contents in your file. This option is unavailable for Microsoft Access.



Displays the name, value, and type of the current custom properties. A chain symbol is displayed next to properties that are linked to contents in the file.

Select a Microsoft Exchange folder to copy the file to. Copying a file into an Exchange folder allows you to use Exchange or Microsoft Outlook to view, group, categorize, or sort files by their properties.





