

## Exercise #2

### Show Toolbars and Full Menus

In this exercise you will learn about and practice customizing toolbars and menus.

1. Open Microsoft Word. How many toolbars are showing? \_\_\_\_\_
2. How many toolbars are available in Word? \_\_\_\_\_  
*Hint: right-click on any toolbar.*

#### Setup Toolbars for Public Access:

3. To control or customize toolbars and toolbar buttons, right-click on a gray area of ANY toolbar and choose **Customize**, then click on the **Options** tab. Read the choices and choose the ones that will:
  - a. Set the standard and formatting toolbars so they stay on two rows.  
(When toolbars share one row, there is more space to type in the document but some common buttons are not visible.)
  - b. Set the menus to show all menu options all the time.  
(No two users are alike so showing recently used commands first makes no sense in a public access situation since it effectively hides many menu options.)
4. Try taking away and adding toolbars.
5. Can you change the placement of any toolbar? \_\_\_\_\_  
*Hint: look for the embossed line often at the left of any toolbar and place your cursor over it until it changes to a four-headed arrow, then drag the toolbar.*
6. Click the small pop-down arrow at the right end of a toolbar and practice adding and removing buttons from that toolbar.
  - Do you want a library user to be able to do this? \_\_\_\_\_

### BONUS

1. See all the possible buttons you can add to toolbars by right-clicking on ANY toolbar and choosing **Customize**, then click on the **Commands** tab, and click on a category on the left to see all the buttons you can add to a toolbar which show up on the right. Try dragging one of the items to a toolbar to add it.
2. Change the size and location of the Taskbar.