Microsoft Word 2007 Toolbars

Contents (click on a topic to go to that section)
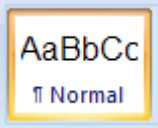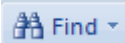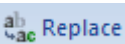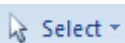
Home Tab

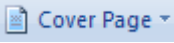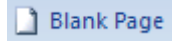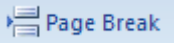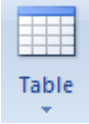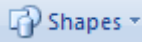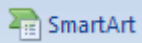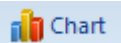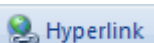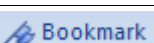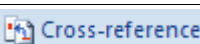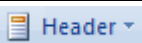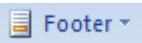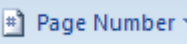| Icon	Description
Clipboard	
Paste	Pastes the contents of the clipboard in the cursor's current location
✂	Removes the currently selected item from the document and places it on the clipboard
📋	Copies the currently selected item to the clipboard (while leaving it in the current document also)
🖌	Copies the formatting of the currently selected item to apply to the next selected item
⌐	Shows the clipboard and other options
Font	
Calibri (Body)	Font
11	Font size
A˄	Increase font size
A˅	Decrease font size
Aa	Clear formatting from the selected item
B	Bold
I	Italics
U ˅	Underline (the arrow will give you line options)
abc	Strikethrough
x₂	Subscript
x²	Superscript
Aa ˅	Options for changing the case of words
ab ˅	Highlight the selected item (the arrow will give you color options)
A ˅	Font color
Paragraph	

Home Tab
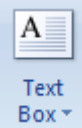
	☰ ▾	Bulleted list (the arrow will give you bullet options)
	☰ ▾	Numbered list (the arrow will give you number options)
	☰ ▾	Multi-level list (the arrow will give you level options)
	🔽	Decrease indent
	🔽	Increase indent
	☰	Left align
	☰	Center align
	☰	Right align
	☰	Justify
	☰ ▾	Line spacing
	🔽 ▾	Paragraph shading (the arrow will give you color options)
	⊞ ▾	Paragraph border (the arrow will give you border options)
	🔽	More paragraph formatting options
Styles		
	AaBbCc ¶ Normal	Applies the quick style to the selected text
	▲ ▼ ▽	Scroll through the quick styles
	A A Change Styles ▾	Change style set, colors, or fonts
	🔽	More style options
Editing		
	🔍 Find ▾	Find text in the document
	ab/ac Replace	Replace text in document
	⮑ Select ▾	Item selection options (Select All, Select Objects, and Select Text with Similar Formatting)

Insert Tab
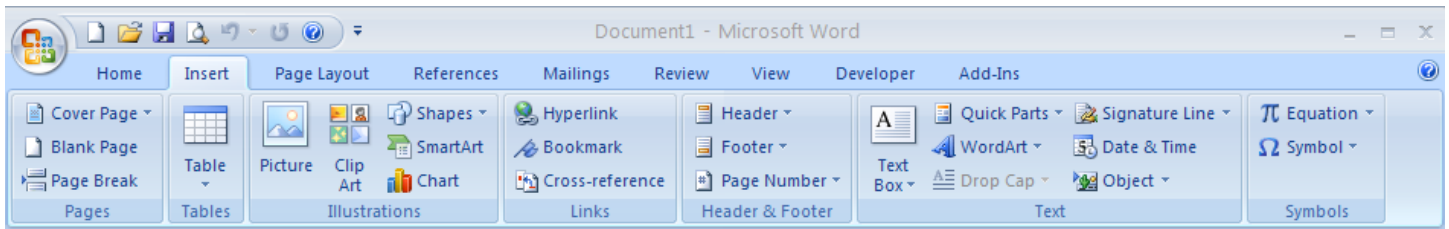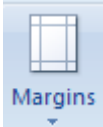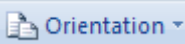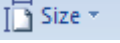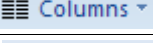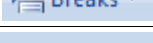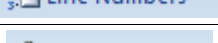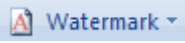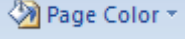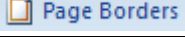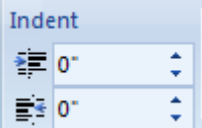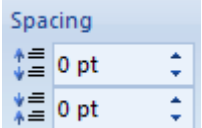
Icon	Description
Pages	
Cover Page	Insert cover page
Blank Page	Insert blank page
Page Break	Insert page break
Tables	
Table	Insert a table
Illustrations	
Picture	Insert a picture from a file
Clip Art	Insert Microsoft clip art
Shapes	Insert shapes or drawing canvas
SmartArt	Insert a Smart Art diagram
Chart	Insert a chart
Links	
Hyperlink	Insert a hyperlink to a website
Bookmark	Insert a bookmark
Cross-reference	Insert a cross-reference
Header & Footer	
Header	Insert or edit a header
Footer	Insert or edit a footer
Page Number	Insert a page number
Text	

Insert Tab
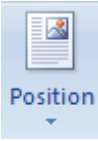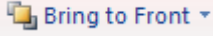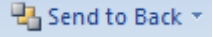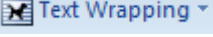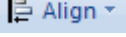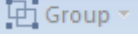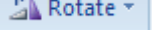
Text Box ▾	Insert a text box
Quick Parts ▾	Insert a document quick part (Author, Abstract, Title, etc)
WordArt ▾	Insert Word Art
Drop Cap ▾	Changes the first letter of the selected paragraph into a large letter while keeping the rest of the text normal sized
Signature Line ▾	Insert a signature line
Date & Time	Insert the date and/or time
Object ▾	Insert a range of other types of objects
Symbols	
Equation ▾	Insert an equation (the arrow provides built-in equations)
Symbol ▾	Insert a symbol

Page Layout Tab
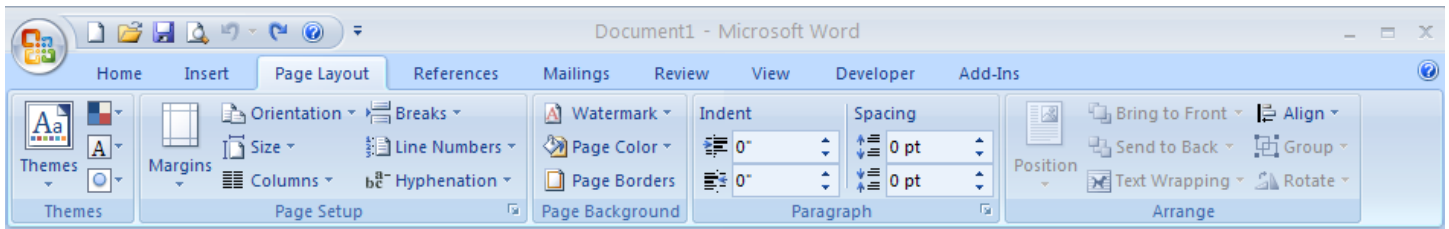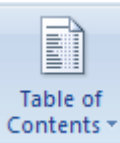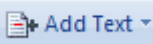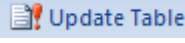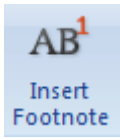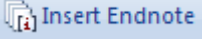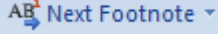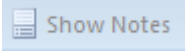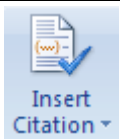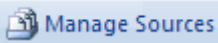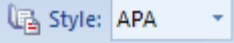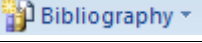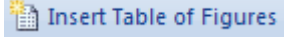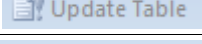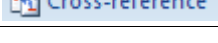
Icon	Description
Themes	
	Change document theme (only works if using styles)
	Change theme colors
	Change theme font
	Change theme effects
Page Setup	
	Set margins
Orientation	Set page orientation
Size	Set page size
Columns	Split the page into columns
Breaks	Set page & section breaks
Line Numbers	Show line numbers & line number settings
Hyphenation	Hyphenation settings
	More page setup options
Page Background	
Watermark	Set watermark
Page Color	Set page background color
Page Borders	Set page borders
Paragraph	
Indent	Change left and right indentation
Spacing	Change the spacing before and after the paragraph

Page Layout Tab
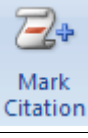
	More paragraph options
Arrange	
Position	Set the position of an object in relation to the text
Bring to Front	Bring selected object to front of all other objects
Send to Back	Send selected object to back of all other objects
Text Wrapping	Set how the text will wrap around the object
Align	Set object alignment
Group	Group objects together
Rotate	Rotate object

References Tab
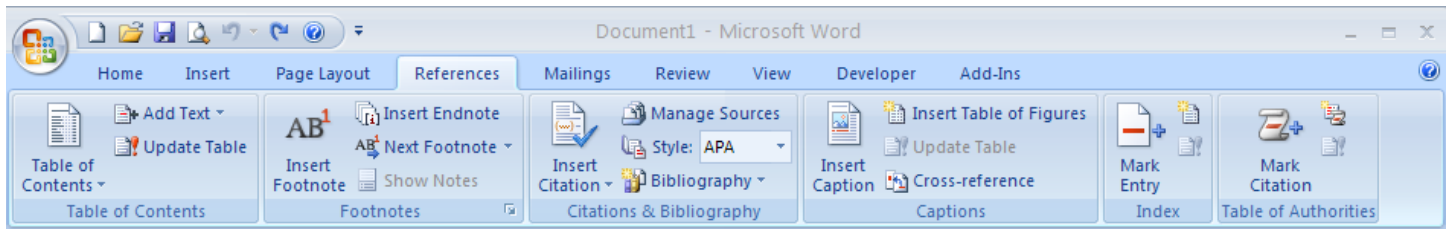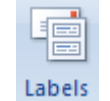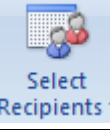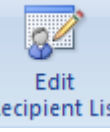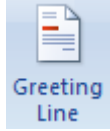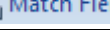
Icon	Description
Table of Contents	
Table of Contents	Create a table of contents
Add Text	Add text that will show in the table of contents
Update Table	Update the table of contents to show the correct page numbers
Footnotes	
Insert Footnote	Add a footnote
Insert Endnote	Add an endnote
Next Footnote	Navigate to the next footnote (the arrow allows you other footnote and endnote navigation)
Show Notes	Scroll the document to show the location of footnotes and endnotes
	More footnote and endnote options
Citations & Bibliography	
Insert Citation	Add a citation
Manage Sources	View the list of all sources cited
Style: APA	Select the citation format for the document
Bibliography	Create a bibliography
Captions	
Insert Caption	Add a caption to an image
Insert Table of Figures	Insert a table of all figures in the document
Update Table	Update the table of figures to include all entries
Cross-reference	Insert a reference to an item in the document

References Tab
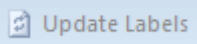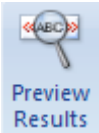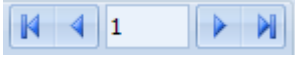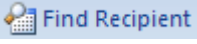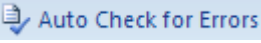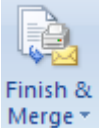
Index		
	Mark Entry	Include selected text in the index
		Insert the index
		Update the index to include all entries
Table of Authorities		
	Mark Citation	Include selected text in the table of authorities
		Insert the table of authorities
		Update the table of authorities to include all entries

Mailings Tab
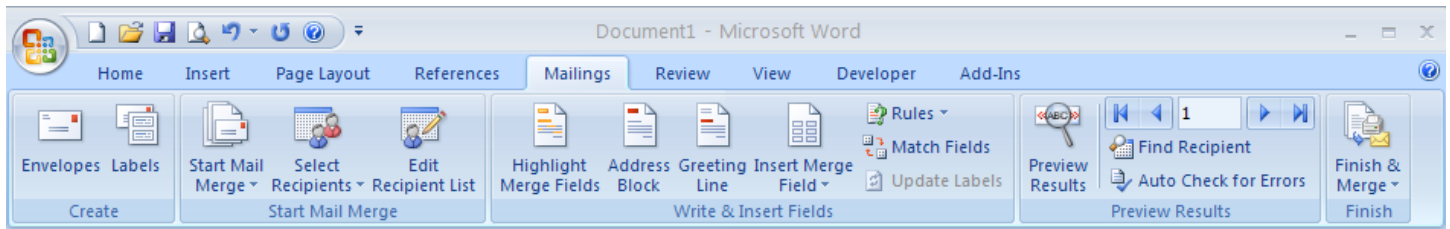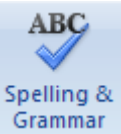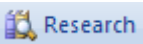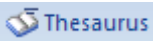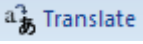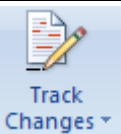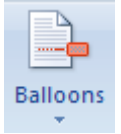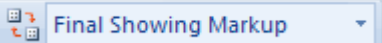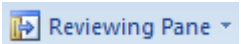
Icon	Description
Create	
Envelopes	Create and print envelopes
Labels	Create and print labels
Start Mail Merge	
Start Mail Merge	Create a mail merge document (letters, emails, envelopes, labels, directory, normal document, or wizard)
Select Recipients	Select the mail merge recipients (type a list, use an existing spreadsheet or database, or select from Outlook contacts)
Edit Recipient List	View, edit, sort, filter, and select the recipients from the list
Write & Insert Fields	
Highlight Merge Fields	Highlight merge fields that have been inserted into the document
Address Block	Insert an address block
Greeting Line	Insert a greeting line
Insert Merge Field	Insert a merge field
Rules	Create rules to help select recipients
Match Fields	Match the source fields to the Word defined fields

Mailings Tab
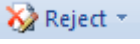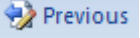
Update Labels	Update labels to use information from the recipient list
Preview Results	
Preview Results	Replaces the merge field place holders with actual recipient data
◀◀ ◀ 1 ▶ ▶▶	Navigate through the recipient list in the preview
Find Recipient	Search for a specific recipient for previewing
Auto Check for Errors	Specify how to handle errors
Finish	
Finish & Merge	Complete the mail merge

Review Tab
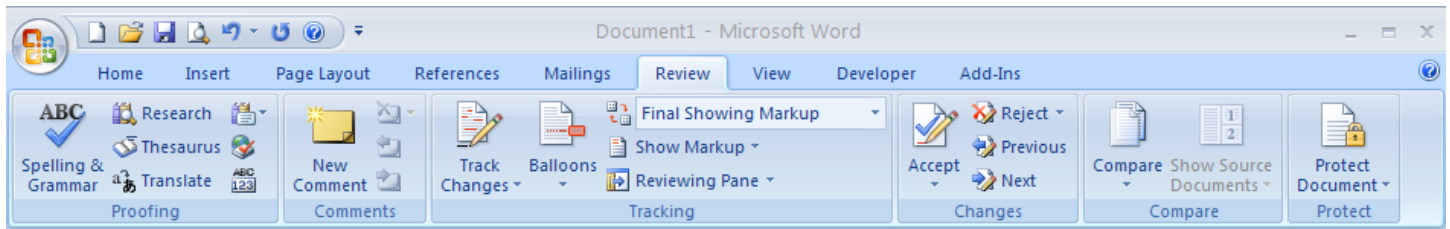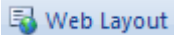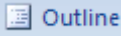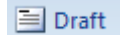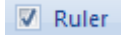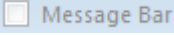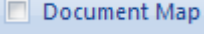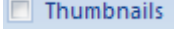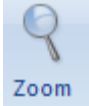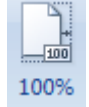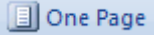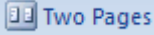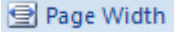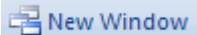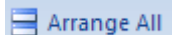
Icon	Description
Proofing	
ABC ✓ Spelling & Grammar	Check the document for spelling and grammar errors
🔍 Research	Open research task pane (dictionary, encyclopedia, and translation service)
📖 Thesaurus	Suggest words similar to the highlighted word
a𝐚 Translate	Translate the selected text to another language
📑 ▾	Enable the translation screen tip
🌐	Set the language used by the spell check
ABC 123	Word count
Comments	
New Comment	Create a new comment
✗ ▾	Delete comment(s)
↩	Navigate to the previous comment
↪	Navigate to the next comment
Tracking	
Track Changes ▾	Track all changes made to the document (the arrow gives you tracking options and user name change)
Balloons ▾	Choose how to show revisions in the document
Final Showing Markup ▾	Choose how to view the proposed changes to the document
📄 Show Markup ▾	Choose the kind of markup to show in the document
▶ Reviewing Pane ▾	Show revisions in a separate window (the arrow gives you pane options)

Review Tab
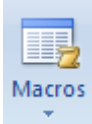
Changes		
	Accept	Accept the current change and move to the next proposed change (the arrow gives you acceptance options)
	Reject	Reject the current change and move to the next proposed change (the arrow gives you rejection options)
	Previous	Navigate to the previous proposed change
	Next	Navigate to the next proposed change
Compare		
	Compare	Compare or combine multiple versions of a document
	Show Source Documents	Choose which source document to show
Protect		
	Protect Document	Restrict how people can access the document

View Tab
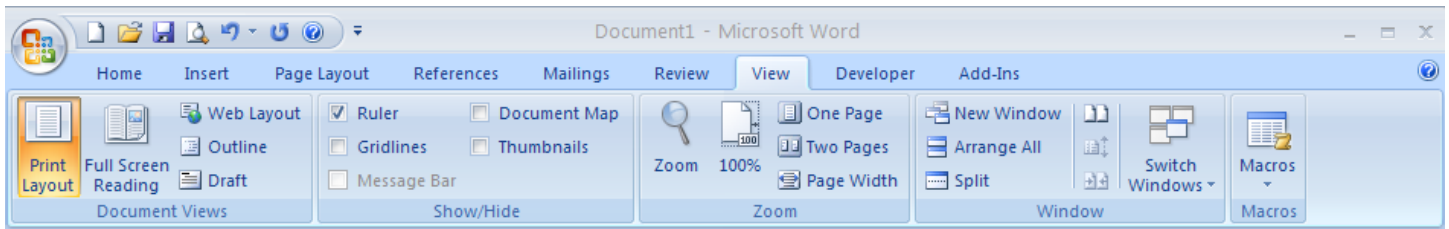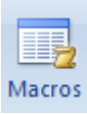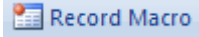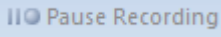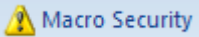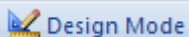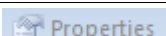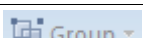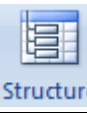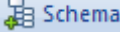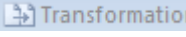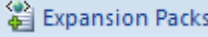
Icon	Description
Document Views	
Print Layout	View the document on the screen as it will appear on the printed page
Full Screen Reading	View the document full screen
Web Layout	View the document as it would appear as a web document
Outline	View the document as an outline
Draft	View the document as a draft to quickly edit text (headers and footers will not be available in this view)
Show/Hide	
Ruler	Check the box to show the ruler in the document
Gridlines	Check the box to show the gridlines in the document
Message Bar	Check the box to show the message bar in the document
Document Map	Check the box to show the document map in the document
Thumbnails	Check the box to show a thumbnail of each page for easy navigation
Zoom	
Zoom	Open the zoom dialog
100%	View the document at actual size
One Page	Zoom the document to fit one page in the window
Two Pages	Zoom the document to fit two pages in the window
Page Width	Zoom the document to fit the page width in the window
Window	
New Window	Open a new window with a view of the current document (allows you to view multiple views at once)
Arrange All	Tile all open windows side-by-side on the screen

View Tab

Split	Split the current window in 2 parts to view 2 sections of the document at the same time
	View 2 documents side by side to compare contents
	Only available in side-by-side view – scroll the documents at the same time
	Only available in side-by-side view – reset the window positions so each document has an equal amount of the screen
Switch Windows	Switch to a different window
Macros	
Macros	View the list of macros (the arrow gives you the option to view, record, or pause macros)

Developer Tab
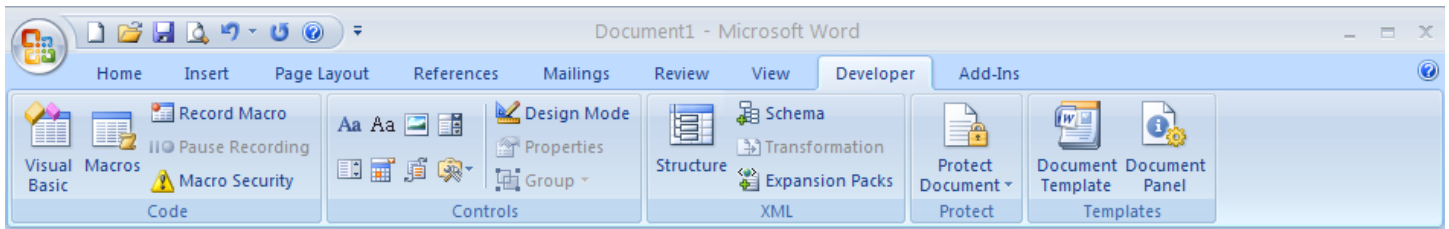
Icon	Description
Code	
Visual Basic	Launch the visual basic editor
Macros	View macros
Record Macro	Record a macro
Pause Recording	Pause macro recording
Macro Security	Customize macro security settings
Controls	
Aa	Add rich text content control
Aa	Add plain text content control
	Add an image content control
	Add a combo box content control
	Add a drop-down list content control
	Add a date picker content control
	Add a document building block
	Add an ActiveX or form control
Design Mode	Turn on or off design mode
Properties	View or modify the properties of the selected control
Group	Group or ungroup a selected range of text (cannot be edited when grouped)
XML	
Structure	Opens the XML structure task pane
Schema	Add or Manage an XML schema attached to the document
Transformation	Apply an XLST to the document
Expansion Packs	Attach or manage the XML expansion packs attached to the document

Developer Tab
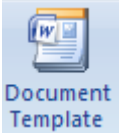
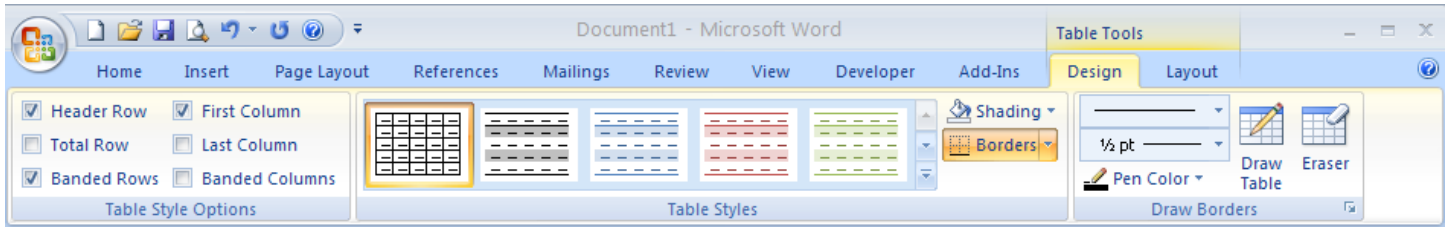| Protect		
Protect Document ▾	Restrict how people can access the document	
Templates		
Document Template	View or change document template	
Document Panel	Specify the type of document information panel to show in Office compatible programs	

Table Tools

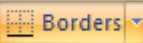## Design Tab
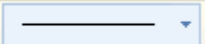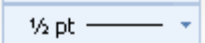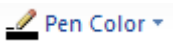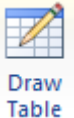
Icon	Description
Table Style Options	
☑ Header Row	Check the box to enable a header row
☐ Total Row	Check the box to enable a total row
☑ Banded Rows	Check the box to enable banded rows
☑ First Column	Check the box to enable a distinctive first column
☐ Last Column	Check the box to enable a distinctive last column
☐ Banded Columns	Check the box to enable banded columns
Table Styles	
(table style icon)	Select a table style
(navigation arrows)	Navigate through the table styles
Shading	Select the shading for the selected table components
Borders	Select the borders for the selected table components
Draw Borders	
(line style)	Line style
½ pt	Line weight
Pen Color	Line color
Draw Table	Draw table borders
Eraser	Erase table borders
(dialog launcher)	More border and shading options

Table Tools

Layout Tab
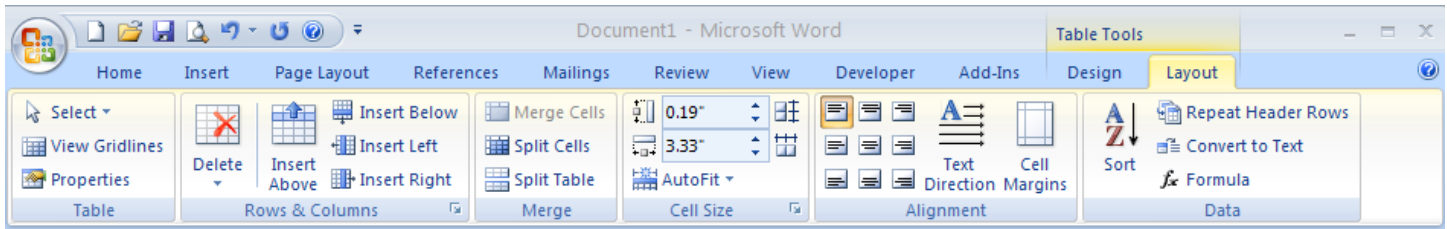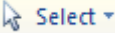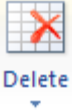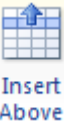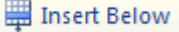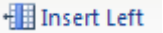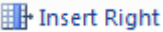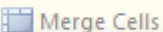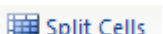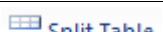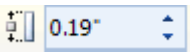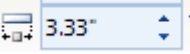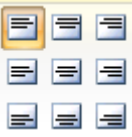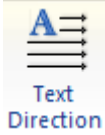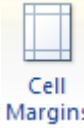
Icon	Description
Table	
Select ▾	Select the current cell, row, column, or table
View Gridlines	View or hide table gridlines
Properties	Table properties
Rows & Columns	
Delete	Delete current cell, row, column, or table
Insert Above	Insert row above current row
Insert Below	Insert row below current row
Insert Left	Insert column to the left of current
Insert Right	Insert column to the right of current
Merge	
Merge Cells	Merge selected cells
Split Cells	Split current cell
Split Table	Split the table
Cell Size	
0.19"	Row height
3.33"	Column width
▥	Equally distribute rows
▥	Equally distribute columns
Alignment	
(alignment icons)	Alignment of text in cell
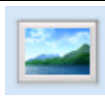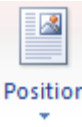
Table Tools: Layout Tab

	Text Direction	Direction of text
	Cell Margins	Set cell margins
Data		
	Sort	Sort data
	Repeat Header Rows	Repeat the header row on every page
	Convert to Text	Convert the table to regular text
	Formula	Insert a formula into a cell
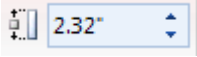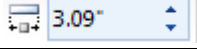
Picture Tools

Format Tab
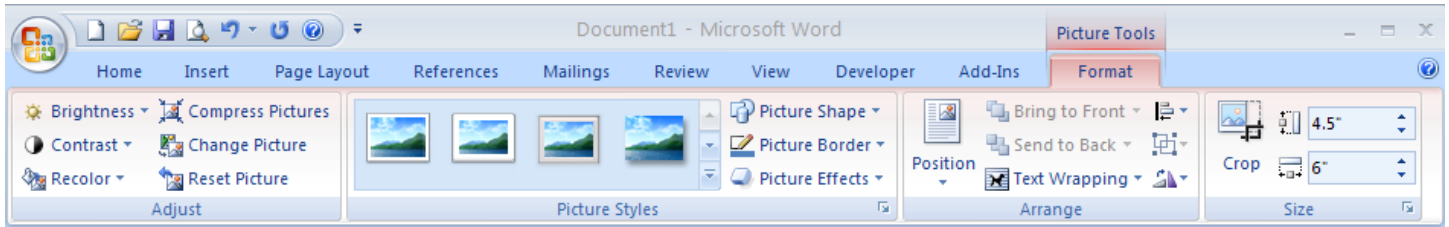
Icon	Description
Adjust	
Brightness ▾	Adjust the brightness of the picture
Contrast ▾	Adjust the contrast of the picture
Recolor ▾	Add a color cast to the picture
Compress Pictures	Compress the picture to reduce the file size
Change Picture	Change from the current picture to a new picture
Reset Picture	Restore picture to original settings
Picture Styles	
	Select a picture style
	Navigate through picture styles
Picture Shape ▾	Change the shape of the picture
Picture Border ▾	Picture border color
Picture Effects ▾	Apply visual effects (3-D, glow, drop shadow, etc.)
Arrange	
Position	Position the picture on the page
Bring to Front ▾	Bring picture in front of all other objects
Send to Back ▾	Send picture behind all other objects
Text Wrapping ▾	Change how text wraps around the picture
	Alignment
	Group objects together
	Rotation

Picture Tools: Format Tab

Size	
Crop	Crop picture to remove unwanted areas
2.32"	Height
3.09"	Width
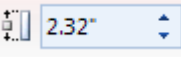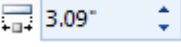
Drawing Tools

Format Tab
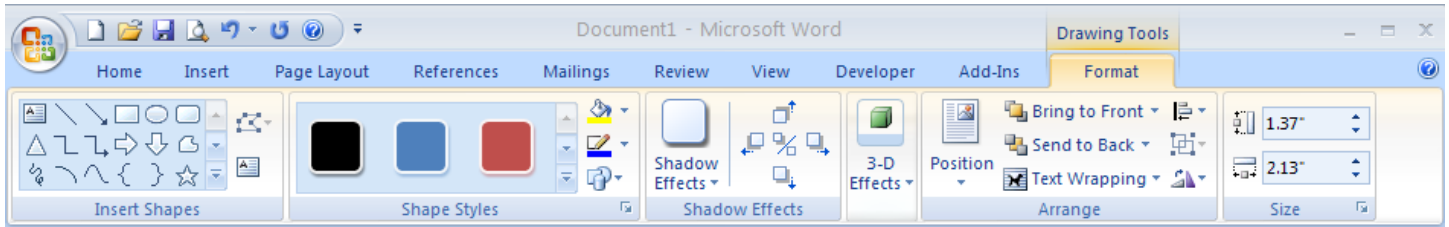
Icon	Description
Insert Shapes	
	Choose shape
	Change the shape of selected object
	Insert textbox
Shape Styles	
	Choose a shape style
Shape Fill ▾	Shape fill color
Shape Outline ▾	Shape outline color
Change Shape ▾	Change the shape of the object while keeping the formatting
Shadow Effects	
Shadow Effects ▾	Select the shadow effect
⅌	Turn shadow on or off
⬚	Nudge up
⬚	Nudge right
⬚	Nudge down
⬚	Nudge left
3-D Effects	
3-D Effects ▾	Add 3-D effects
Arrange	
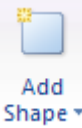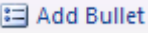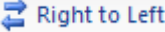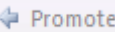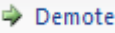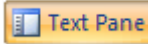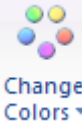
Drawing Tools: Format Tab

Position	Position the object on the page
Bring to Front ▾	Bring object in front of all other objects
Send to Back ▾	Send object behind all other objects
Text Wrapping ▾	Change how text wraps around the object
	Alignment
	Group objects together
	Rotation
Size	
2.32"	Height
3.09"	Width

SmartArt Tools

Design Tab
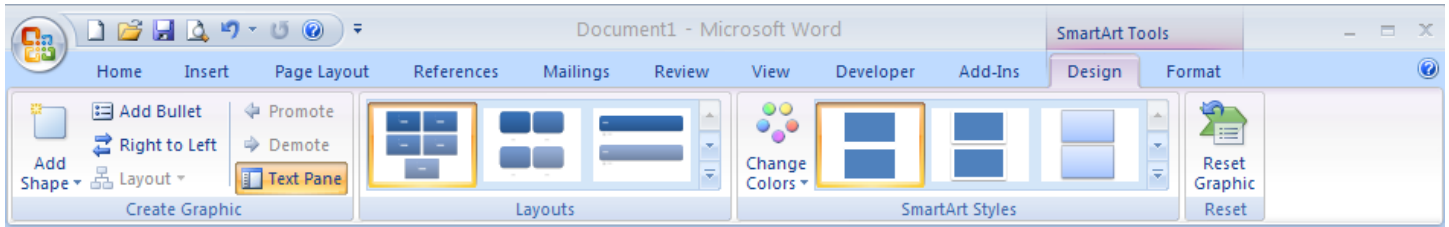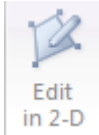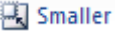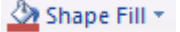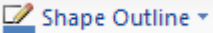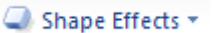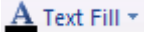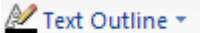
Icon	Description
Code	
Add Shape ▾	Add shape to SmartArt diagram
Add Bullet	Add bullet text
Right to Left	Switch between right to left and left to right
Layout ▾	Change the branch layout for the selected shape
Promote	Increase the level of the selected bullet or shape
Demote	Decrease the level of the selected bullet or shape
Text Pane	Turn the text pane on or off
Layouts	
	Select a layout
	Navigate through layouts
SmartArt Styles	
Change Colors ▾	Change style colors
	Select a style
	Navigate through styles
Reset	
Reset Graphic	Discard all formatting changes

SmartArt Tools

Format Tab
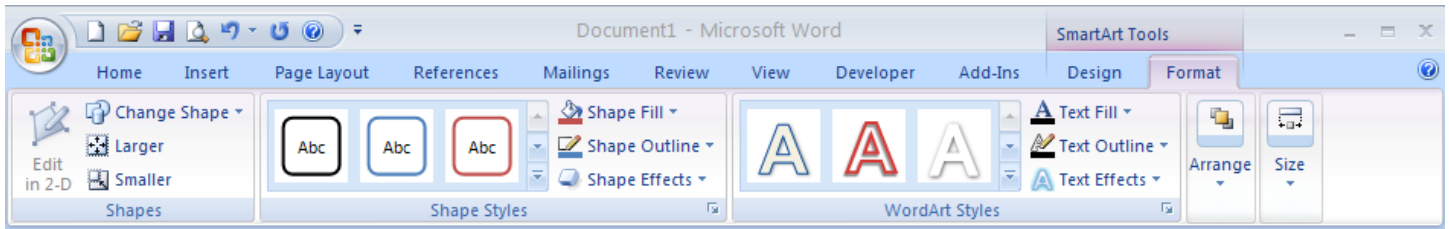
Icon	Description
Shapes	
Edit in 2-D	If 3-D effects have been applied – allows editing in 2-D
Change Shape ▾	Change the shape while keeping the formatting
Larger	Make the shape larger
Smaller	Make the shape smaller
Shape Styles	
Abc	Select shape style
(scroll)	Navigate through the styles
Shape Fill ▾	Shape fill color
Shape Outline ▾	Shape outline color
Shape Effects ▾	Apply visual effects (3-D, glow, drop shadow, etc.)
(dialog launcher)	More shape style options
WordArt Styles	
A	Select WordArt style
(scroll)	Navigate through the styles
A Text Fill ▾	Text fill color
Text Outline ▾	Text outline color
A Text Effects ▾	Apply visual effects (3-D, glow, drop shadow, etc.)
(dialog launcher)	More WordArt style options

SmartArt Tools: Format Tab

Arrange		
Arrange		All arranging options
Size		
Size		All sizing options

Chart Tools

Design Tab
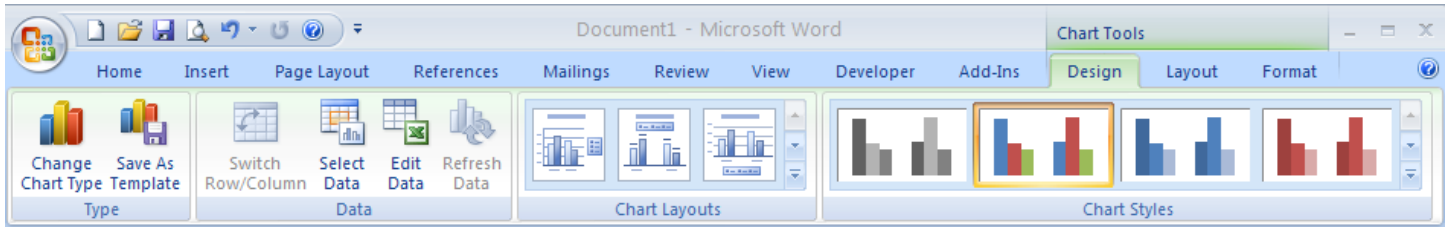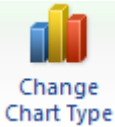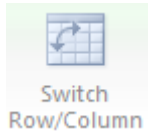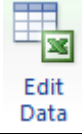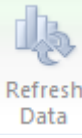
Icon	Description
Type	
Change Chart Type	Switch between chart types (pie, column, scatter, etc.)
Save As Template	Save the current chart format and layout as a template
Data	
Switch Row/Column	Change which axis the data is being displayed on
Select Data	Select the data source for the chart
Edit Data	Edit the data source for the chart
Refresh Data	Refresh the chart to show updated data
Chart Layouts	
	Select a chart layout
	Navigate through chart layouts
Chart Styles	
	Choose a chart style
	Navigate through the chart styles

Chart Tools

Layout Tab
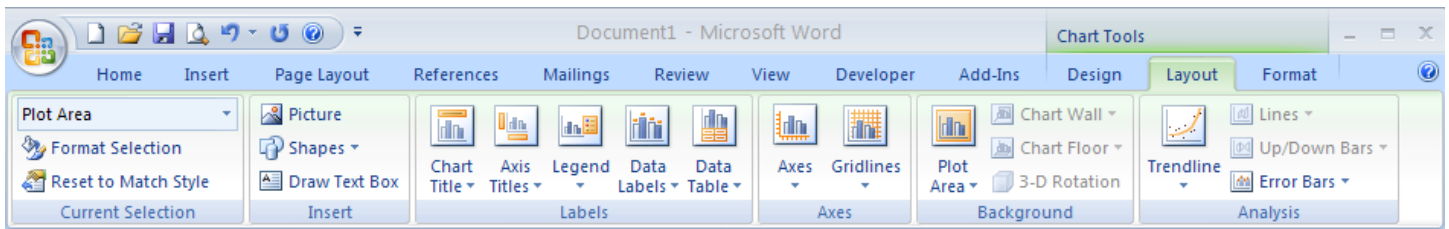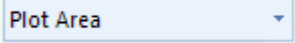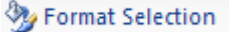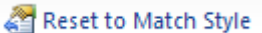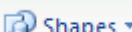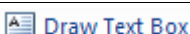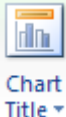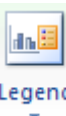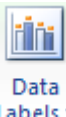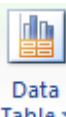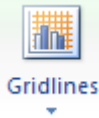
Icon	Description
Current Selection	
Plot Area	Select the chart area to format
Format Selection	Open the format dialog box
Reset to Match Style	Reset all formatting to match the selected style
Insert	
Picture	Insert a picture into the chart
Shapes	Insert a shape into the chart
Draw Text Box	Insert a text box into the chart
Labels	
Chart Title	Add, remove, or position the chart title
Axis Titles	Add, remove, or position the axis titles
Legend	Add, remove, or position the legend
Data Labels	Add, remove, or position the data labels
Data Table	Add a data table
Axes	
Axes	Change the formatting and layout of the axes
Gridlines	Turn on or off gridlines

Chart Tools: Layout Tab

Background	
Plot Area ▾	Turn on or off the plot area background fill
Chart Wall ▾	Format the chart wall
Chart Floor ▾	Format the chart floor
3-D Rotation	Change the 3-D viewpoint
Analysis	
Trendline ▾	Add a trendline to the chart
Lines ▾	Add other lines to the chart
Up/Down Bars ▾	Add up/down bars to the chart
Error Bars ▾	Add error bars to the chart

Chart Tools

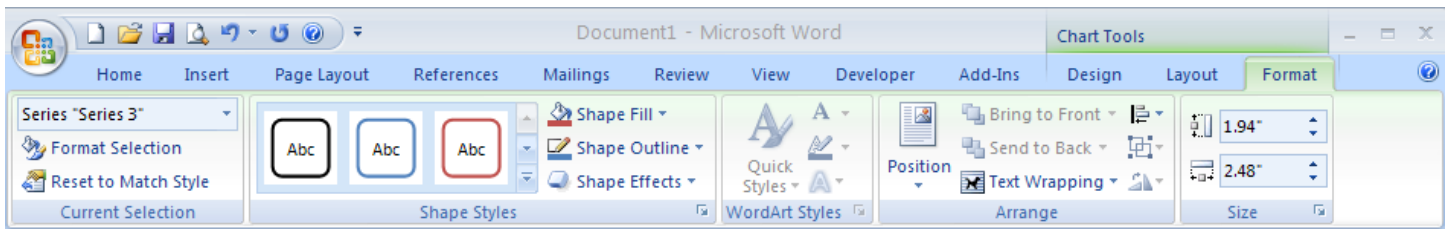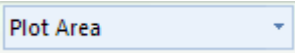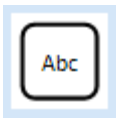## Format Tab
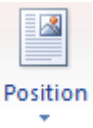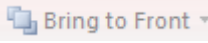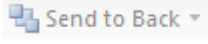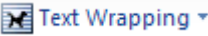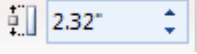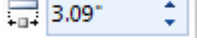
Icon	Description
Current Selection	
Plot Area	Select the chart area to format
Format Selection	Open the format dialog box
Reset to Match Style	Reset all formatting to match the selected style
Shape Styles	
Abc	Select a shape style
(scroll buttons)	Navigate through shape styles
Shape Fill	Shape fill color
Shape Outline	Shape outline color
Shape Effects	Apply visual effects (3-D, glow, drop shadow, etc.)
(dialog launcher)	More shape style options
WordArt Styles	
Quick Styles	Select a WordArt quick style
A	WordArt fill color
(outline icon)	WordArt outline color
A	Apply visual effects (3-D, glow, drop shadow, etc.)
(dialog launcher)	More WordArt style options
Arrange	
Position	Position the object on the page
Bring to Front	Bring object in front of all other objects
Send to Back	Send object behind all other objects
Text Wrapping	Change how text wraps around the object
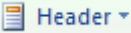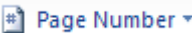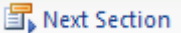
Chart Tools: Format Tab

	![Alignment icon]	Alignment
	![Group icon]	Group objects together
	![Rotation icon]	Rotation
Size		
	2.32"	Height
	3.09"	Width
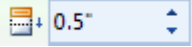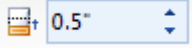
Header & Footer Tools

Design Tab
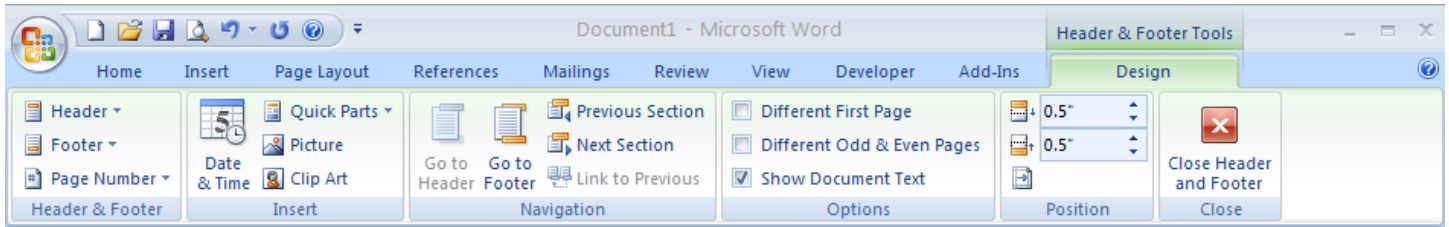
Icon	Description
Header & Footer	
Header ▾	Choose and edit a header style
Footer ▾	Choose and edit a footer style
Page Number ▾	Insert a page number
Insert	
Date & Time	Insert the current date & time
Quick Parts ▾	Insert a document quick part (Author, Abstract, Title, etc)
Picture	Insert a picture
Clip Art	Insert Microsoft clip art
Navigation	
Go to Header	Navigate to the page header
Go to Footer	Navigate to the page footer
Previous Section	Navigate to the previous section
Next Section	Navigate to the next section
Link to Previous	Link the current section to the previous section (causes the header/footer to be the same as the previous section)
Options	
Different First Page	Check the box to allow the first page of the section to have a different header/footer than the rest of the section
Different Odd & Even Pages	Check the box to allow the odd and even pages to have different headers/footers
Show Document Text	Check the box to show the document text when editing the header/footer

Header & Footer Tools: Design Tab

Position	
Position	
⊞↓ 0.5" ⇕	Header margin from the top of the page
⊟↑ 0.5" ⇕	Footer margin from the bottom of the page
⊡	Insert an alignment tab stop
Close	
❌ Close Header and Footer	Close the Header & Footer editing areas