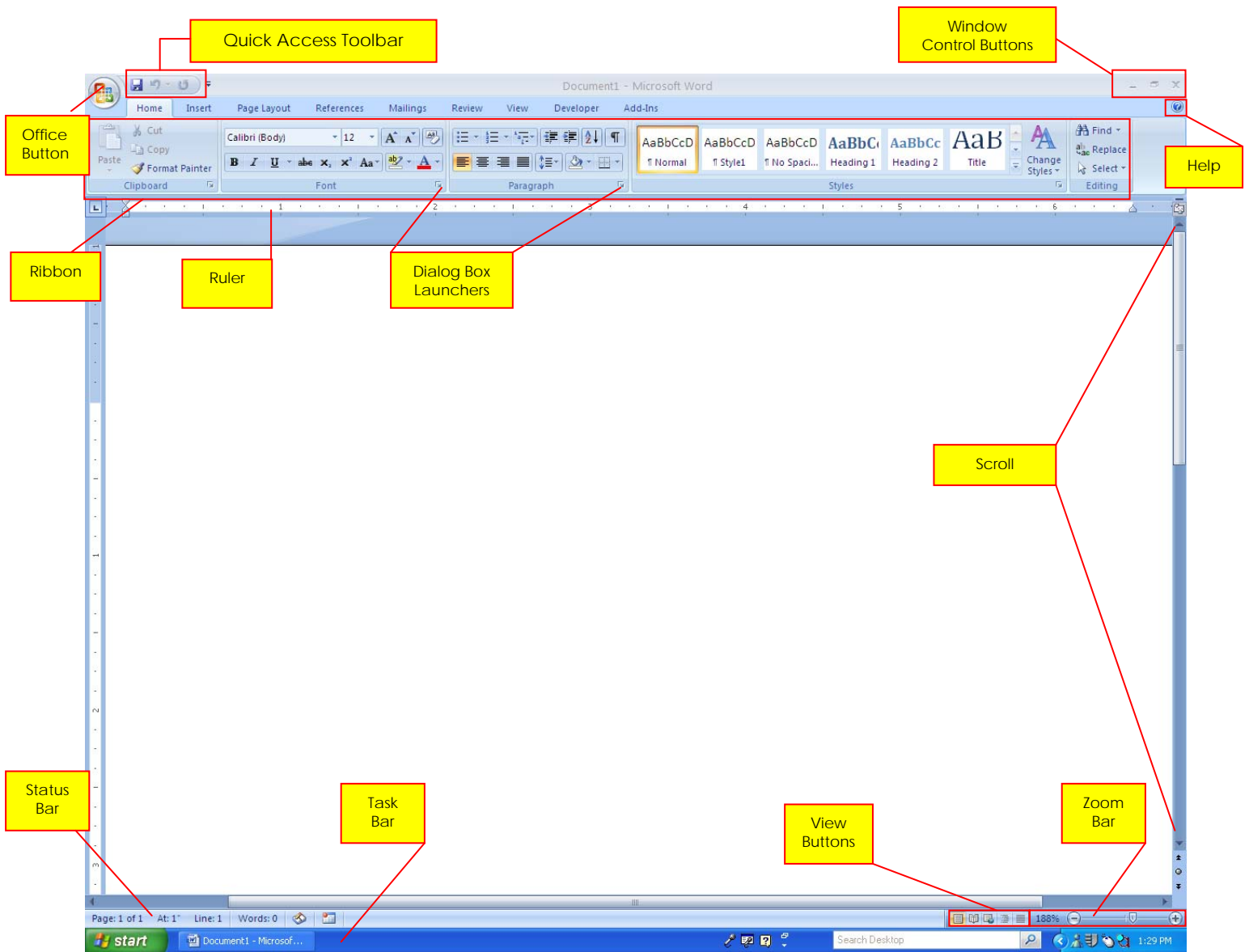
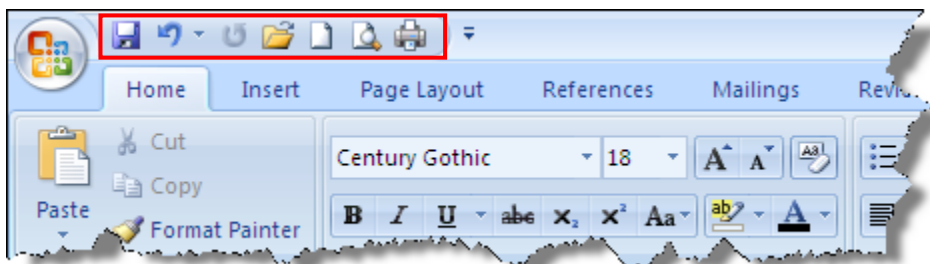


# PARTS OF THE WORD SCREEN



# QUICK ACCESS TOOLBAR



## CUSTOMIZING THE QAT:

- Click the appropriate tab
- Locate the command you want to add
- Right-click the command
- Select Add to Quick Access Toolbar from the shortcut menu
- Items to add:
  - Open
  - New
  - Print Preview
  - Print