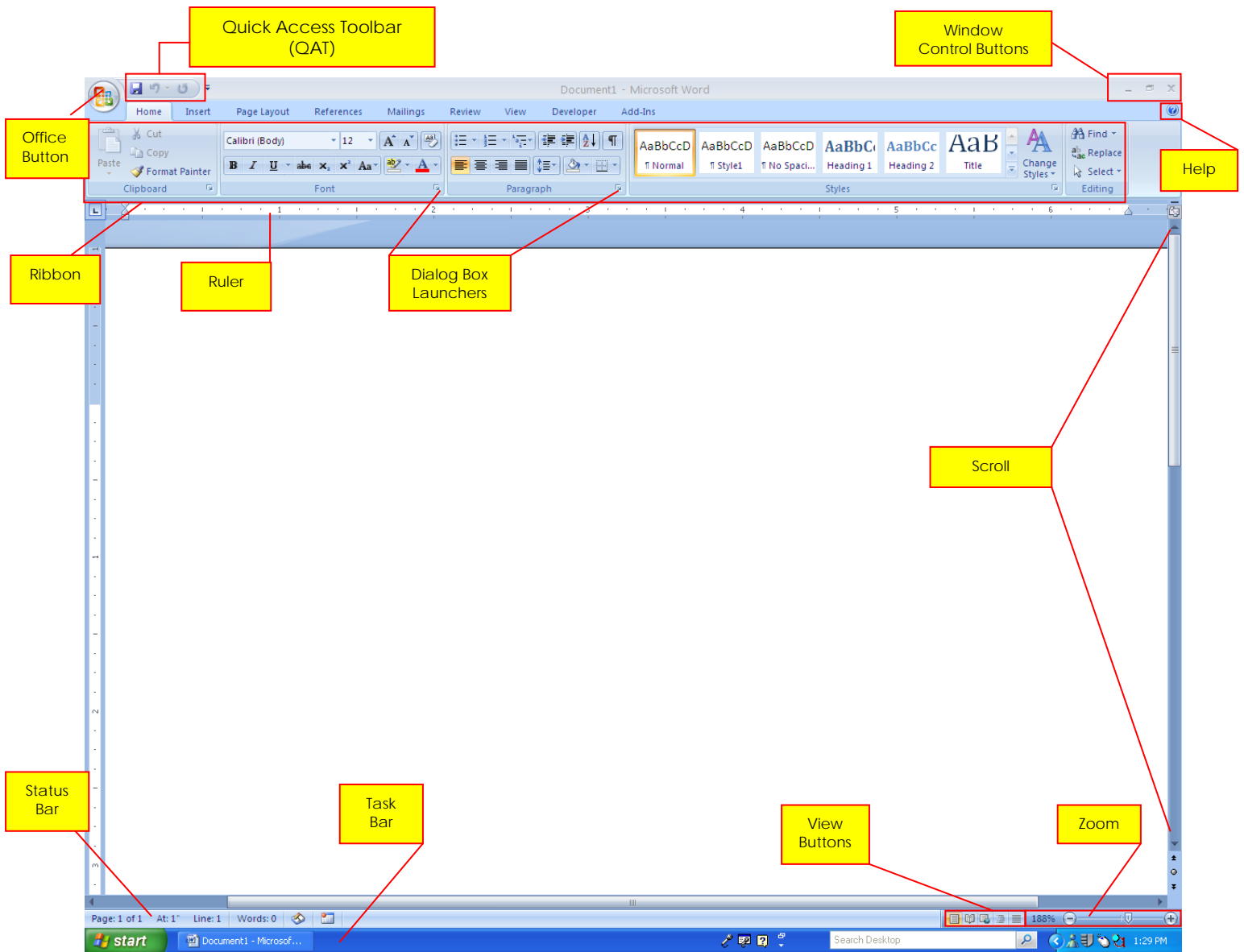
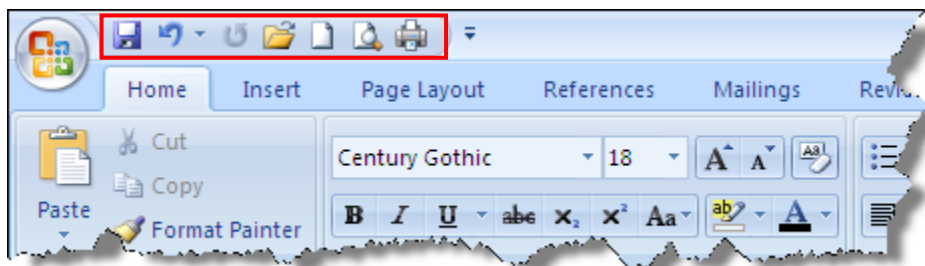


PARTS OF THE WORD SCREEN



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:
 - New
 - Open
 - Insert → Header
 - Insert → Date & Time
 - Print Preview
 - Print