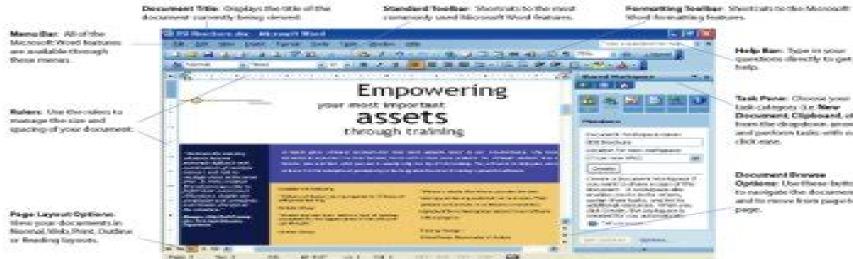
Microsoft® Word® 2003



Getting Started

Microsoft Word is a word precessing tool that you will likely use on a daily basis. Understanding the basic features and functions of litted will allow you to be more productive and efficient in your work.



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Customizing your Microsoft Word Toolbar

To customize your toolbar so that it reflects your most used and needed functions, select Wine(Roolbars)Customize, click the Commands tab and drag-and-drops the desired is one between the toolbars and the Costomian window. Click Close when finished.

Creating a Custom Short-cut Key

You can assign a shortcut key to a command, macro, first, AutoTest entry, style, or a commonly used symbol. To greate a custom short-out key.

- 1. Solocii Toolis Customizel Keyboard.
- 2. In the Categories bex click the category that contains the desired command.
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- 4.3s the Press new shortcut key bus, type the shortcut key combination you. want to aveign. Note: You must enter beyotrakes that are not commonly used when typing i.e., key combination should start with Ctrl-or Att.
- S.Chick-Asseign and Clean.

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Mr. Rohit Manglik

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