Lesson 3   The Quick Access Toolbars

As you getting to know the word document you can now learn quick access to tools that are essential to your document.

The Mini Toolbar

The *Mini Toolbar* is a toolbar that appears when you select text. The *Mini Toolbar* provides quick access to some commonly used formatting tools, such as font, font size, bold, italics, and more.
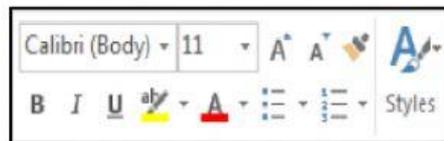
Figure 20 - Mini Toolbar

Now that you are nearly ready to type your first document lets us look at the above, "the mini toolbar."

Depending on your device you may select text or by pushing the right hand side of the mouse it will appear, but also with another option as well, which will be addressed a bit further in this lesson.

Let us look at the tool bar.

1. **Font type** There are numerous styles to choose, the most popular being, the one shown Calibri (Body) and Arial.
2. **Text size**   Here you can choose from a text size of 8 which is this or 72 which is

this.

The average size most use is between 11 and 14, but you

will find a size and style for your task as you gain more experience.

3. **The A and A.** This is a function that can be used instead of the numbers. The first A to increase the size the second A to reduce the size.

4. **Aa** This function is for selected word or words to be uppercase or lowercase.

5. **A with Eraser** This to erase all formatting and leave unformatted.

6. **B** **This is for if you need to make your text bold.**

7. **abc** This is for if you want to cross something out by drawing a line through it ~~better.~~

8. **X2** This is for typing just under the text line better.

9. **X2** This is for typing just above the text line better

10. A   This is for styles undereline shadow reflection glow

11. **Abc This function is used should you want your text to stand out.**

12.   A Different color text that you may want to use for particular tasks.

Easy Access toolbar No. 2
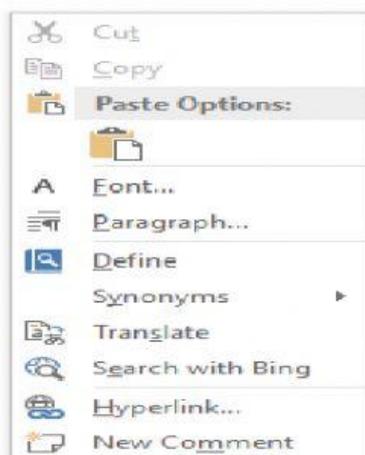
1. **Scissors** This is should you want to take a word or words out and put somewhere else. The part will be hightlighted and right click on cut icon

2. **Copy** This is should you want to copy some text to another place then you will highlight the area and right click on the copy icon.

3. **Paste** This is should you have copied text or picture you will right click on paste and it will be pasted in the space you have prepared for it.

4. **Font** This is another option for text to be edited.
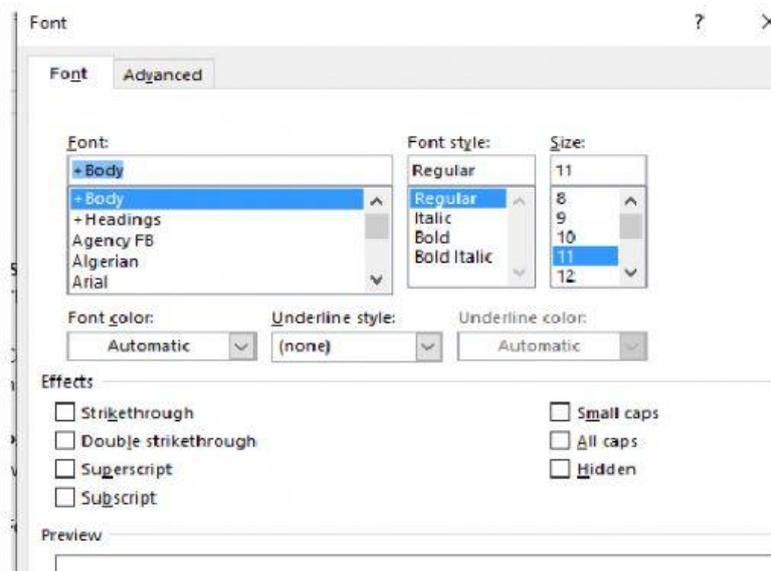
5. **Paragraph** This is part of layout should you want the text all to the right, left centre.

6. **Define** This should you require to find out a meaning of a word but you must be signed in to your Microsoft account to use this feature.

7. **Synonoms** This should you require to use the Thesaurus.

8. **Translate** This is should you require something translated from English into another language.

9. **Search with Bing** This should you need to search with the search engine "Bing."

10. **Hyperlink** This feature will be covered in a later lesson. Should you require to take another file to your document you want to add , or want to email search a document in a folder and want to link your document with it.

11. **New Comment** This is should you want to add a comment on the document from yourself or someone else like a driver or supervisor.

Questions

1. Name 3 actions that you can do from your Easy Access toolbar No2.?

2. What are some of the features in access Toolbar 1?

3. What action would you use if you wanted to take some text to another document?

4. If your supervisor wanted to add a comment to your document how could this be done?

5. You have a document that you need to link another document with it what action would you use?

1.

8. The command will be added to your *New Group* tab.

9. To rename the tab or group, right-click on the **New Tab** or **New Group** (See Figure 8).

10. Click **Rename** (See Figure 8).

11. To hide a tab, remove the **check-mark** next to the name of the tab (See Figure 8).

The above is important to know because as you go along and you need this option you will know what and how to put it into force.

All of the above functions you can practice and get to know the different actions so you can familiarize yourself for further activities.

Questions

1. **In the font section what does B *I* and U stand for?**

2. **Can you change your style and size of text ?**

3. Where would you go to have your layout correct?

4. In customize ribbon operation 6 name 3 commands you can choose to do ?