Lesson 6 The Status bar

The Status Bar

The *Status Bar* is located at the bottom of the Word window and gives you an "at a glance" snapshot of important information regarding your current document (e.g. number of pages, number of words, proofing errors, etc.).

Figure 22 - Status Bar

The status bar is important in word because as it says

it gives you important information, especially if you have specific instructions for your document.

It is not often that this Status Bar is used, but still familiarize yourself with the options should you need them at any given time.

It is good to know all the functions on a Word document before starting out on your journey in the Microsoft Word document.

But remember that with any option it may be a temporary change and you need to go back and revert back to the original when you are done with the task.

This applies any of the options that you have learnt about in previous lessons.

LIVEWORKSHEETS

Customize the Status Bar

1. Right-click the **Status Bar** (See Figure 23).
2. In the *Customize Status Bar* drop-down menu, click an **option** to add it (See Figure 23).
3. When finished, click anywhere **outside** the *Customize Status Bar* drop-down.

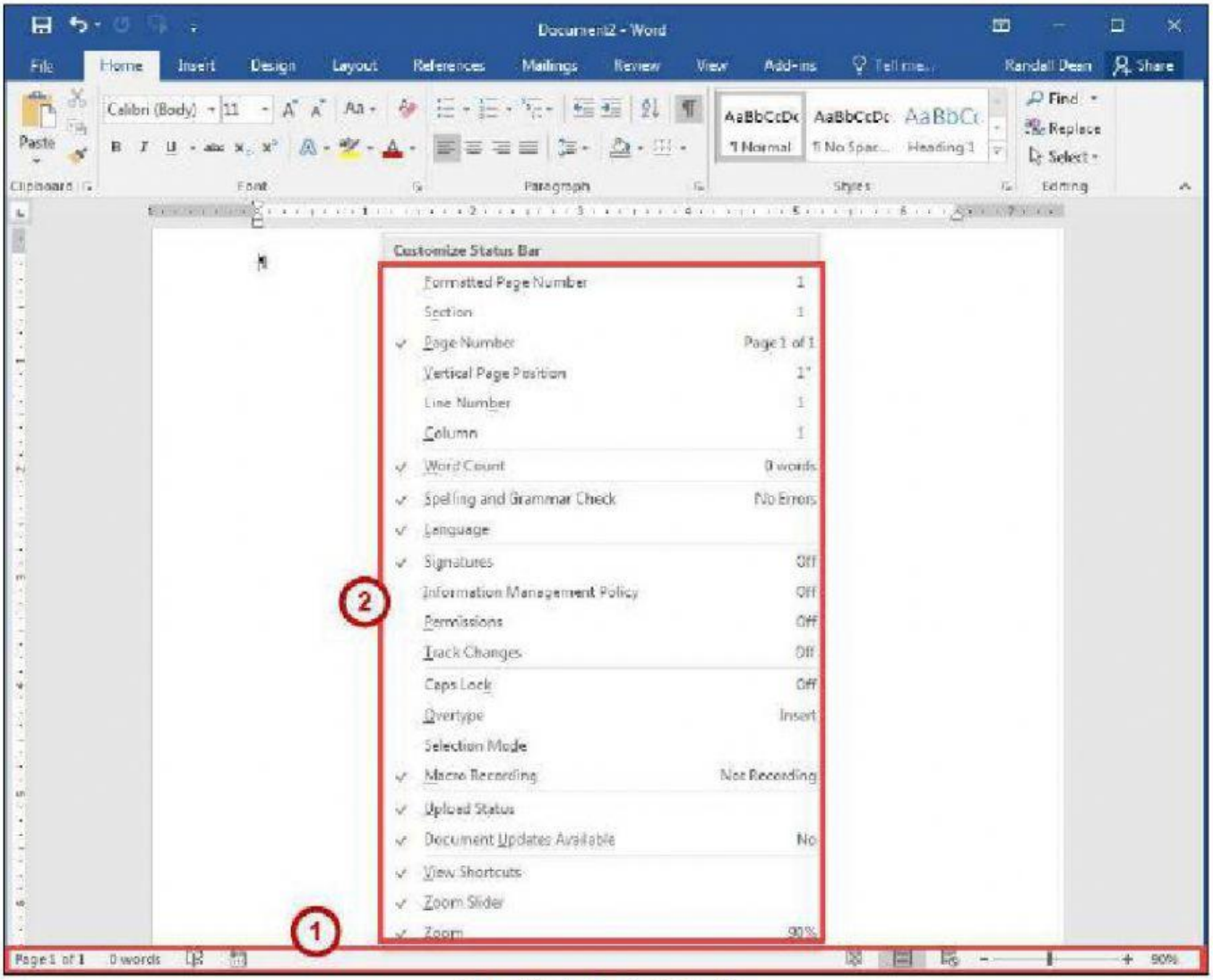

Figure 23 - Customize Status Bar

LIVEWORKSHEETS

Questions

1. Describe where and how you will open up the menu for the Status Bar.

2. What information is on Status Bar that can be useful to you when typing your document?

LIVEWORKSHEETS