Lesson – 7
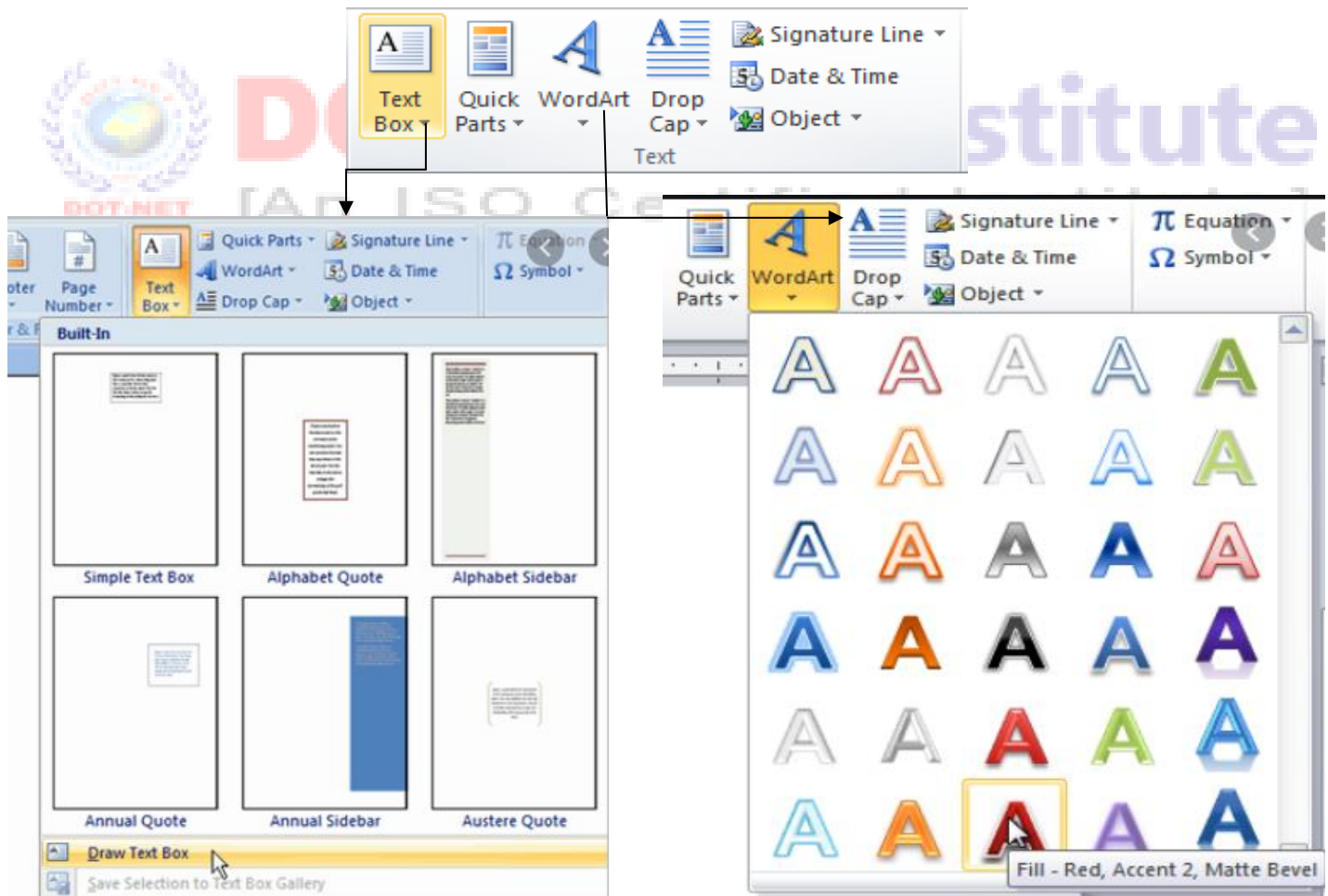
Insert Toolbar (Menu)

Text

The text clipboards have useful options to work in MS word such as Text box, Word Art and Drop Cap etc.

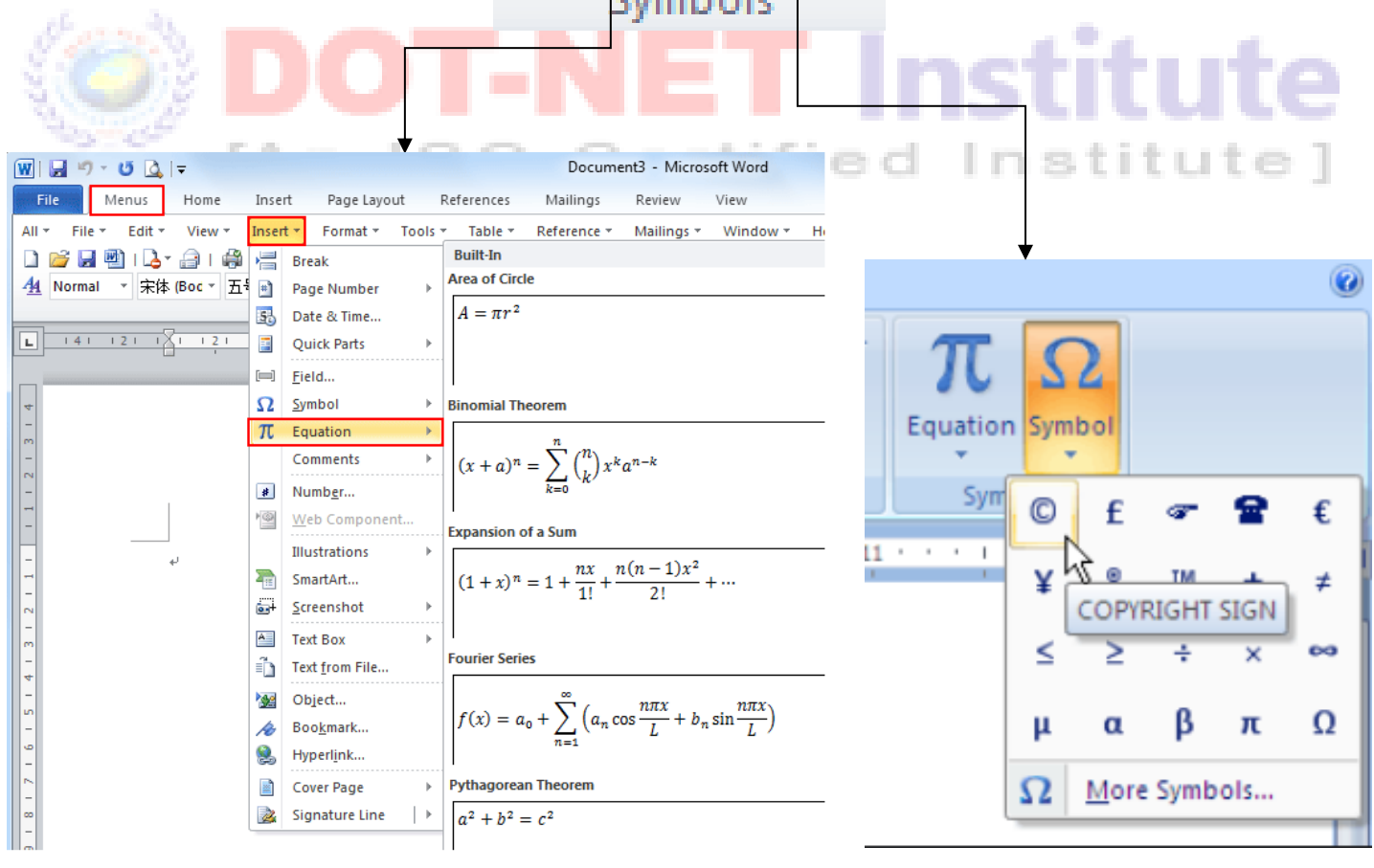|	
Text Box	: Insert preformatted text box.
Quick Part	: Insert reusable pieces of content.
Word Art	: Insert decorative text in your document.
Drop Cap	: Create a large capital letter at the beginning of a paragraph.
Signature Line	: Insert a signature line that specifies the individual who must sign.
Date & Time	: Insert the current date or time into the current document.
Object	: Insert an embedded object.

Symbols

Equation : Insert common mathematical equation or build up your own equations using a library of math symbols.

Symbol : Insert symbol that are not in your keyboard, such as copyright symbols , trademark symbols, paragraph marks, and Unicode characters.
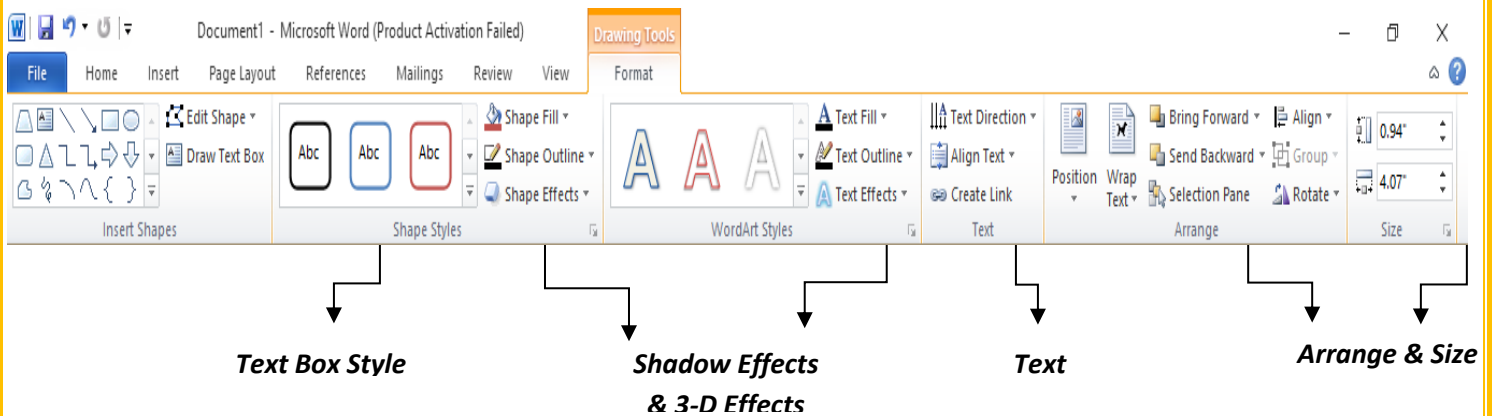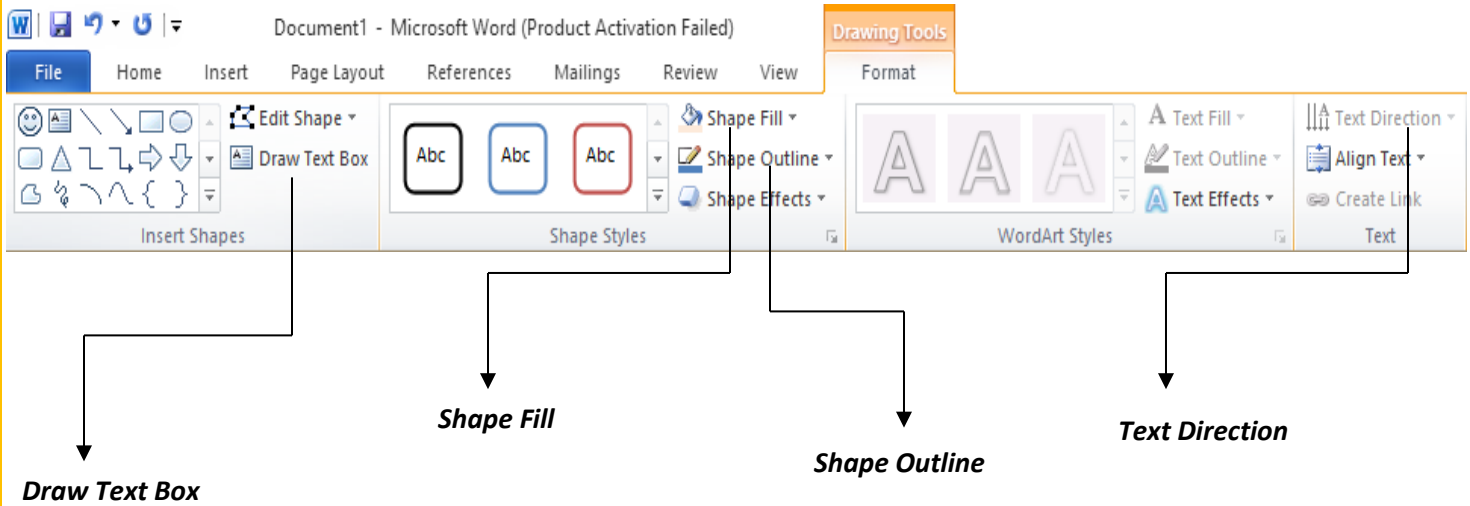
Format Toolbars

The Format Toolbar is the diagram editing toolbars in MS Word this toolbar always display when we edit any diagram on the top of the MS Word Screen in last of the toolbar after end of diagram editing this bar automatically show like as:

Text Box Style   Shadow Effects   Text   Arrange & Size
                        & 3-D Effects

Text Box & Styles

The format toolbars are very much useful bar in MS word, there are many types of effects in this toolbar like as:

Draw Text Box   : Insert a text box into the documents.

Text Direction   : Change the text direction within the selected cells.

Shape Fill   : Fill the selected shape with a solid color, gradient, picture.

Shape Outline   : Specify the color, width and line style for the outline of the
                           selected shape.

Draw Text Box

Shape Fill

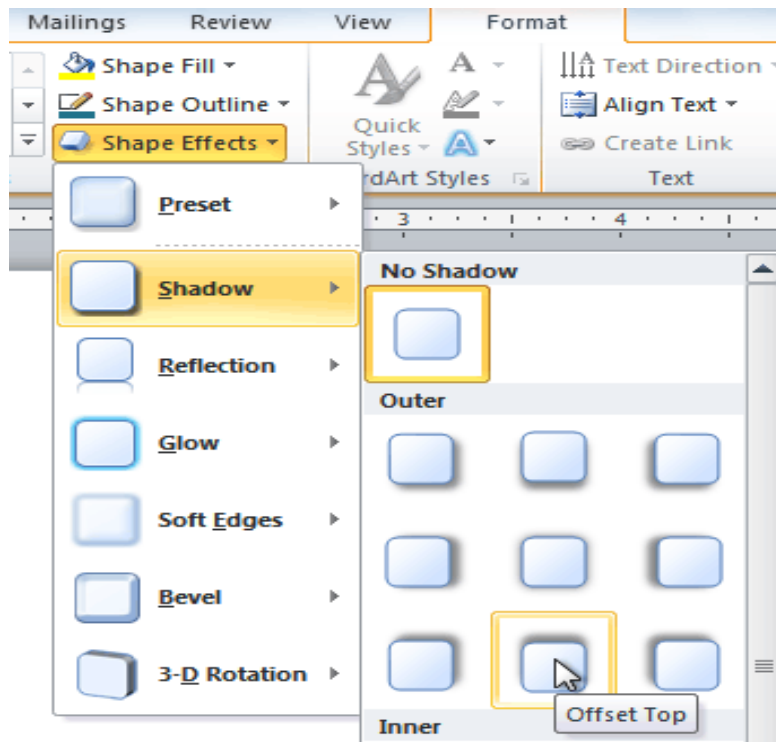**Shape Outline**

Text Direction

Shadow Effect & 3-D

These options are much valuable in format toolbar we can make or diagram with shadow effect and 3-D effect also like as:

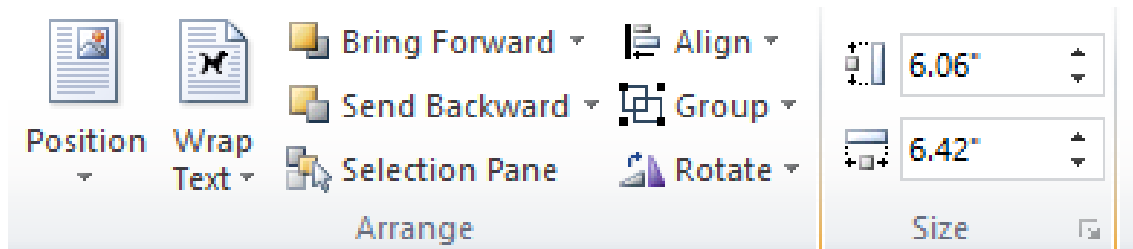**Shadow Effects**   : Add a shadow to the shape.

3-D Effects   : Add a 3-D effect to shape.

Arrange & Size Management

The Arrange & Size Management options are much useful in this toolbar. We can arrange our diagram by these options like as:

✍ *Use all the options with* ***Practical Assignment No. - 9***