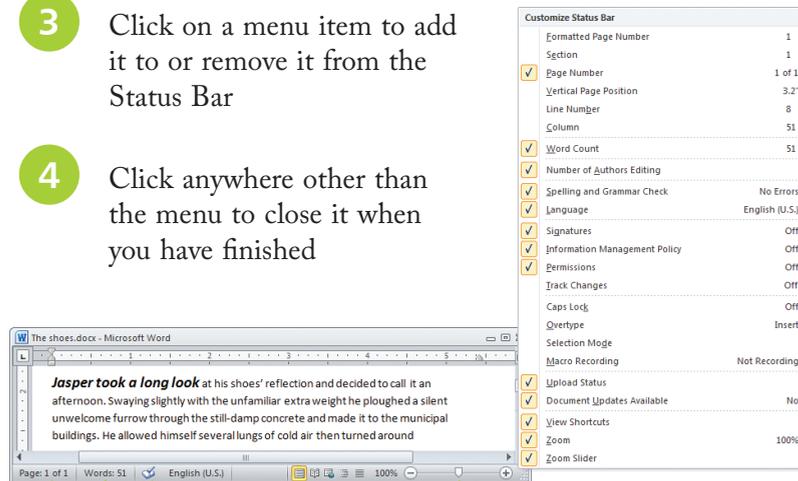


The Status Bar

The Status Bar is the horizontal strip at the bottom of the Word screen. It normally shows details of general settings and display options, and can be used for adjusting the zoom level.

Customizing the Status Bar

- 1 Right-click anywhere on the Status Bar to call up the Customize Status Bar menu
- 2 All the Status Bar options are listed, along with their current values. For example, in this illustration we can see that the Vertical Page Position is 3.2 inches – even though this is not normally displayed in the Status Bar
- 3 Click on a menu item to add it to or remove it from the Status Bar
- 4 Click anywhere other than the menu to close it when you have finished



Current Page

Spelling & Grammar Check

Page Views

Drag here to resize the main window

Number of words selected / total number of words

Dictionary

Zoom Level