

WORD PROCESSORS

Main bars

- Title bar
- Menu bar
- Toolbar
- Status bar

THE TITLE BAR

- It is at the top of the screen
- It contains the name of the program you are using (Microsoft Word, for ex.), the title of the document and three pushbuttons:
 - The “minimize window” button
 - The “maximize window” button
 - The “close window” button

THE MENU BAR

- It contains all the procedures you need to work with the program: file, edit, view, insert, format, tools, table, window, help.
- A dropdown menu will appear any time you click on a menu item
- You can avoid using the mouse by pressing the <ALT> key together with the underlined letter of each item.

THE TOOLBAR

- It is right under the menu bar.
- It contains buttons showing icons which allow you to perform actions without passing from the menu bar.
- It is possible to customize the toolbar, by adding or removing buttons.

THE FORMATTING TOOLBAR

- It helps you to control the document style, text font and size, character type, text alignment and so on.

THE STATUS BAR

- It is at the bottom of the screen.
- It contains information about objects in the window, menu commands and operations in progress.

- | | |
|-------------|-----------------|
| • 1: false | 1. Needs |
| • 2: true | 2. Types |
| • 3: true | 3. Places |
| • 4: false | 4. Is |
| • 5: false | 5. can |
| • 6: true | 6. Doesn't move |
| • 7: true | |
| • 8: false | |
| • 9: false | |
| • 10: true | |
| • 11: false | |