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## MS Word Toolbar

*by Author's Name*

By default, the Standard toolbar appears every time you open Word; it is usually docked below the menu bar, although it can be moved anywhere in the Word window that is most convenient for you. You can also turn the toolbar off by right clicking it and deselecting it from the list that pops up, although unless you are extremely proficient in Word and know all the shortcut keys, you will probably leave it in place. Depending on which version of Word you are using and the customization that you or another user has done to the toolbars, the buttons that appear on the bar may vary.

The following buttons are the first set on the toolbar and control file commands such as saving and searching for files:

**New File:** Creates a new Word file.

**Open File:** Opens a Word file saved to your hard drive or removable media.

**Save File:** Saves the current document.

**Email:** Emails the current document. Send to Mail Recipient (as Attachment): Emails the current document as an attachment.

**Search:** Opens a dialogue box that will guide you through a search of the current document or your entire hard

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## Typography Terms in MS Word

*by Author's Name*

The following is a glossary of some common typographic terms you may encounter when working with fonts in Word:

**Term:** Definition

**Ascender:** The part of certain lowercase letter that extends above the x-height of a font.

**Baseline:** The line along which the bases of all capital letters (and most lowercase letters) are positioned.

**Cap Height:** The height of the uppercase letters within a font.

**Descender:** The portion of a lowercase letter that extends below the base line of the letter.

**Em:** A unit of measurement equal to the current type size. For example, an em in 12 point type is equal to 12 points.

**En:** A unit of measurement equal to half of one em.

**Font:** The complete set of characters for

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## Article One (continued from page 1)

drive.

### Printing Buttons

The second set of buttons on the standard toolbar help you put the finishing touches on your final document and print it. Again, the buttons displayed on your toolbar may differ.

**Print:** Prints the current document.

**Print Preview:** Shows you how the page will look when printed.

**Spelling:** Will check the selection or sheet for spelling errors.

### Editing Buttons

The editing buttons on the standard toolbar are among the most useful. They provide you with the ability to move text around in the

document, helps ensure formatting uniformity, and allow you to correct any errors you make.

**Cut:** Removes the current selection and places it on the clipboard.

**Copy:** Copies the current selection to the clipboard.

**Paste:** Pastes the last cut or copied selection.

**Format Painter:** Copies formats from a selected object and applies it to another object.

**Undo:** Undoes the last command or action.

**Redo:** Redoes the last command or action.

## Article Three Headline

*by Author's Name*

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*by Author's Name*

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### Sidebar Headline

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### Article Two (continued from page 1)

one typeface at one particular type size, excluding attributes such as bold or italic.

**Font Family:** Group of typefaces with similar characteristics. For example, the sans serif typefaces Arial, Arial Bold, Arial Bold Italic, Arial Italic, Small Fonts, and MS Sans Serif are all part of the Swiss font family.

**Font Size:** The size of type, measured in points between the bottom of the descender and the top of the ascender (the vertical point size of a font). Sometimes referred to as the Type or Point Size.

**Font Style:** Refers to the specific characteristics of the font. The four characteristics that can be defined for fonts are italic, bold, bold italic, and roman.

**Kerning:** The adjustment of spacing between letters. Also called Letter Spacing.

**Leading:** (pronounced "ledging") The amount of vertical space between lines of type.

**Letter Spacing:** Extra space inserted between letters in a word. Also called Kerning.

**Line Spacing:** The amount of vertical spacing, expressed in points, from the baseline of one line of text, to the baseline of the next line.

**Pica:** A unit of measurement equal to

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