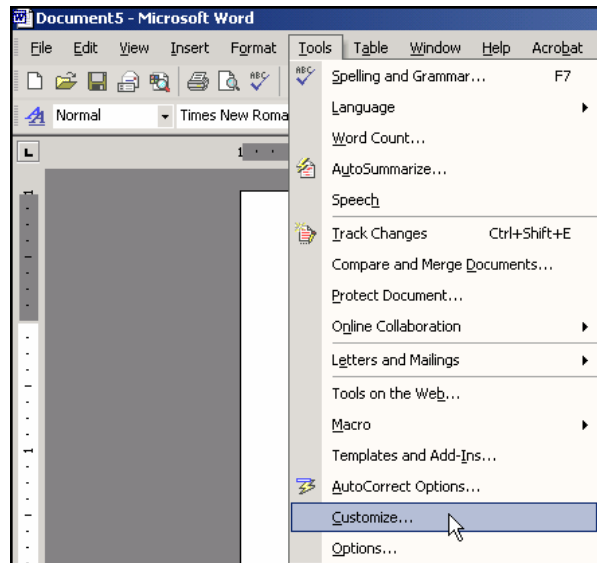
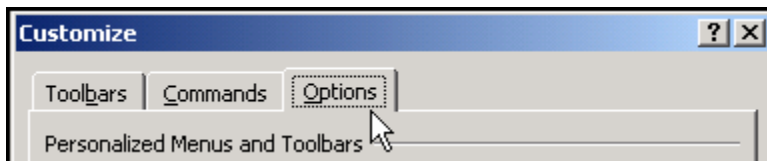


Office XP: Customizing Your Menu and Toolbars

1. Click on **START > PROGRAMS > MICROSOFT OFFICE XP > MICROSOFT WORD** or the method that you normally use to open this program.

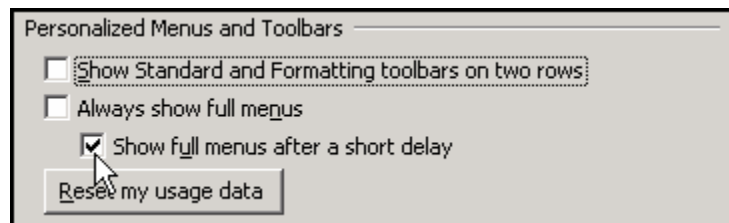


2. Click on **TOOLS > CUSTOMIZE** located on the standard toolbar.

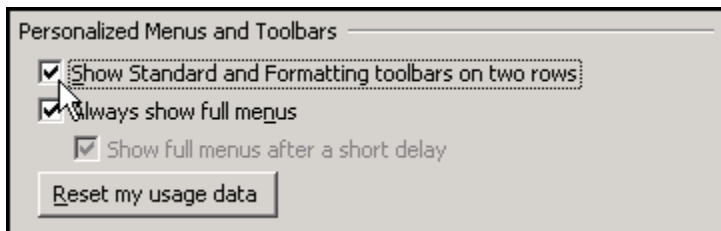
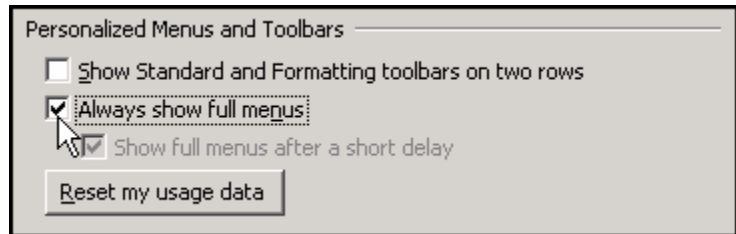


3. Click on the **OPTIONS** tab.

4. Uncheck "Show full menus after a short delay."



5. Check “Always show full menus.”



6. Check “Show Standard on Formatting toolbars on two rows.”

7. Click the **CLOSE** button.



8. These steps should place all of your toolbars in this program in two rows and when you click on an icon in your toolbar, you should see full menus.

Note: You will need to make these adjustments in Excel and PowerPoint, if you want to get the same look and feel in those software programs.

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