Word Processing tips for students

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Abstract

This document covers some *Microsoft Word for Windows 2000* topics that are useful for students and others who type reports and essays.

The examples given in this document used *Microsoft Word for Windows 2000* on CCS *Windows 2000* managed workstations. Unless otherwise stated, most of the tips given here apply to *Microsoft Word for Windows 97* and other *Windows* operating systems.

Prerequisites

You need to be familiar with using a mouse and keyboard, using *Windows* desktop, *Windows* terminology. There is a diagram of the PC keyboard and parts of a Window at the back of this document for reference. You also need to be familiar with basic word processing topics such entering and editing text. Basic word processing is explained in the *Software Made Simple Guide to Word 2000*.

If you are attending a CCS workshop, or working through these notes on a CCS workstation, then you will need your CCS username and password and you will need to know how to log in to CCS workstations. CCS document 3.22 explains how to login.

All CCS documents may be obtained from CCS Help Desk (Malet St MB1071 10:00 – 20:00 Mon – Fri term times, 10:00 – 18:00 Mon – Fri during vacations). They are also available on the Web at
http://www.bbk.ac.uk/ccs/docs/

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About this Document

➢ Words that you type or choose are in **bold type,** e.g. Choose **Programs** from the **Start** menu.

➢ Press KEY1 + KEY2 means press both keys together e.g. press CTRL + Z

➢ Press KEY1, KEY2 means press each key consecutively e.g. press A, B.

➢ Exercises for you to practice as you work through the notes are labelled **Exercise**, e.g. **Exercise 1 Importing Database Objects.** The steps that you do to complete the exercise are marked by round bullets (•).

1 Introduction

This document describes some core topics that you will find useful when typing essays and reports or designing survey forms. As *Microsoft Word for Windows 2000* is a powerful word processor we cannot hope to cover all the features, but we will practice using the on-line help so that you can find out for yourself how to do other tasks.

Topics that we will cover today are:
➢ Short cut keys. We will use the on-line help to find out about these.
➢ Creating a form using a *Microsoft Word for Windows 2000* table. For today's example you will create a survey form. You can apply the technique to other documents where you need to line text up neatly.
➢ Inserting a graphic into your document. Today you will use clip art examples from the *Microsoft* clip art gallery. You can also use this techniwue to insert graphics that you have created yourself.
➢ Footnotes and Endnotes. Commercial training material tends to omit this topic. It is also a common query at CCS Help Desk.
➢ Inserting *Microsoft Excel 2000* tables in your document (you may wish to skip this section if you do not use *Microsoft Excel 2000*)
➢ Configuring *Windows 2000* to use foreign language keyboard settings (you may wish to skip this section if you do not use foreign languages).

2 Short Cut Keys

Switching between the mouse and the keyboard slows down the speed at which you can type. Although you can control formatting (bold, italic etc.) using buttons on the tool bar and insert symbols using the **Insert** menu it is very slow and cumbersome. You will probably memorise the short cuts that you use most but it is useful to know how to look them up if you need a new one.

Exercise 1 Using Help

- If you have not already done so login and start *Microsoft Word for Windows 2000*
- Click on **Help** on the *Microsoft Word for Windows 2000* menu bar. When the Help Menu appears, click on **Microsoft Word Help**. (Or press **F1** to start Help).
- In the *Microsoft Word for Windows 2000* Help window click on the **Answer Wizard** tab to bring it to the top.
- In the box labelled **What would you like to do** type **short cut keys** and click on the button labelled **search**.
- Scroll down the list of topics and click on **Insert symbols and special characters** to select this topic. Your help window should now look like Figure 1
- In the right hand side of the window you will see a list of topics. Click on the topic **Insert an international character by inserting a short cut key**.
- If you wish to print out the list for reference then click on the print icon.

Figure 1 Help Window
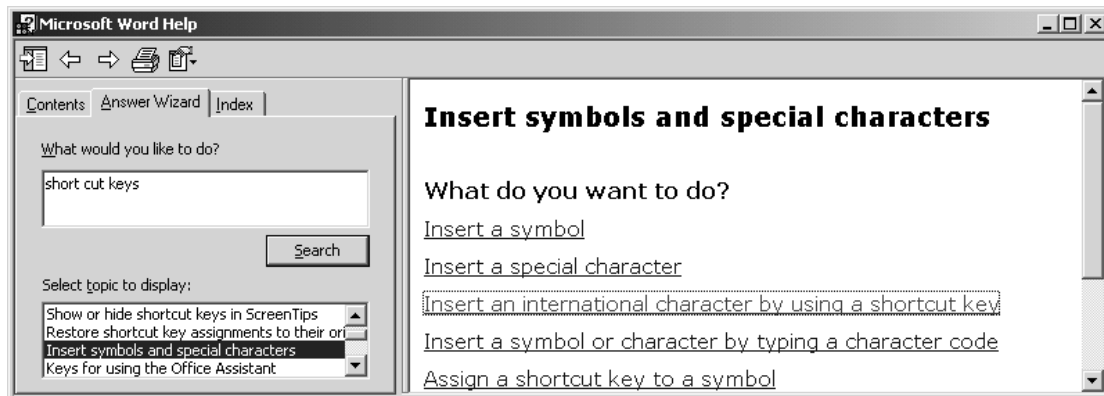
When you have finished using help there is no need to close it. You can *minimise* it, i.e. reduce it to its smallest size. If you want to refer to help again you can *restore* it to its original size. In the next exercise you can either use the mouse or you can practice keyboard shortcut alternatives. The **+** sign (e.g. **ALT + Tab**) indicates that you should press the keys at the same time. Press them quickly, as you would for normal typing. Do not hold them down.

Exercise 2 Minimising and Restoring Help.

- Make sure that the **Help window** is the *active window*, either by clicking anywhere in the window or by pressing the **ALT + Tab** keys until a box appears round the *Help icon* (see right).
- Click on the **minimise button** (see *Parts of a Window* diagram at the end of this document) or press the **Alt + space + N** keys.
- Click on the **Help icon** on the taskbar (see Figure 2) or use **ALT + Tab** to select it. The help window will reappear on the screen.

Figure 2 Task Bar

Right click to display task bar menu

Sometimes it is useful to be able to refer to Help as you are working on your document. In addition, when you have found the topic that you want you can hide the search windows so that what you see is just the information that you need.

Exercise 3 Arranging Windows

- Make the **Help window** the *active window*.
- Click on the **Hide button** (see right). Your help text will now occupy the whole help window.

- Move the mouse pointer to a clear part of the task bar and *right click* (see Figure 2) to display the *task bar menu*. Click on **Tile Windows Horizontally**. Your screen should now look like Figure 3. If you cannot see the item that you want, use the scroll bars at the side of the window to locate it.
- Click on your document to mak it the active window so that you can edit it while viewing Help on the screen.

Figure 3 Tile Windows Horizontally
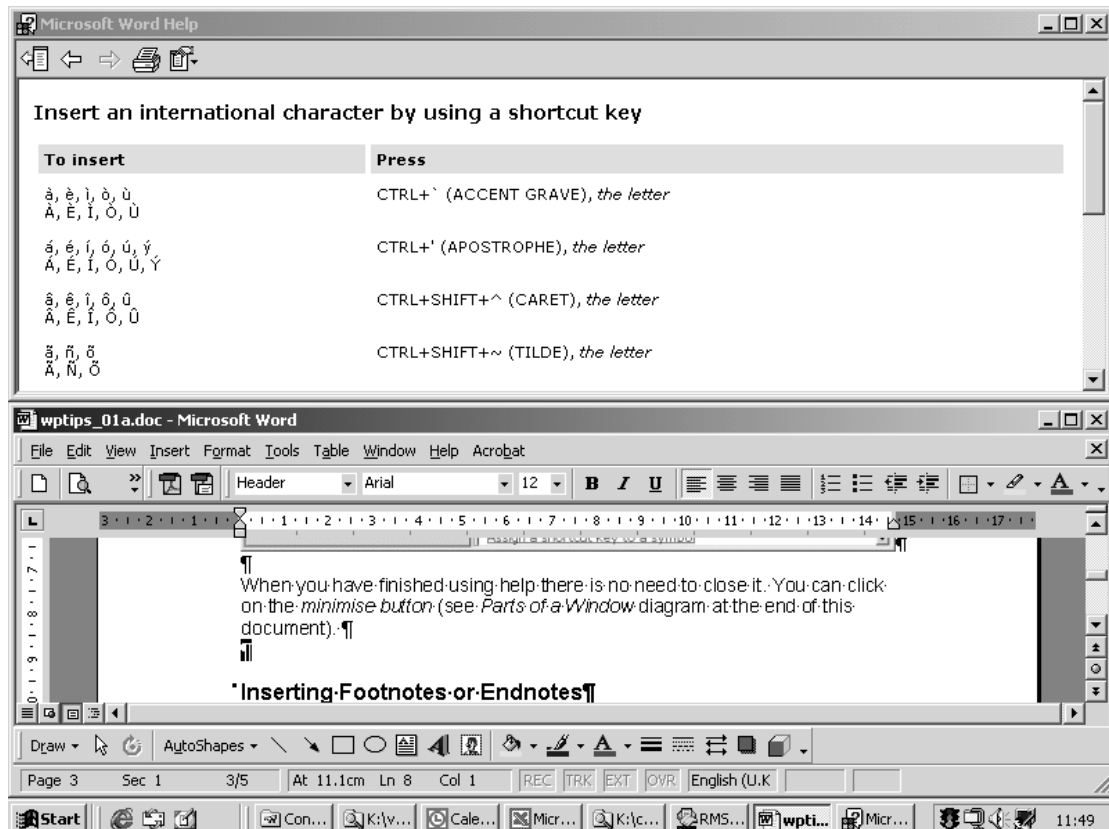
Exercise 4 Inserting symbols

- Type the following text:

"Tell me Garçon", said Miss Marples thoughtfully, "was he a très élégante gentleman with a moustache? "Sure was, Lady" the waiter replied. "Then it was my old friend M. Hercule Poirot" she said.
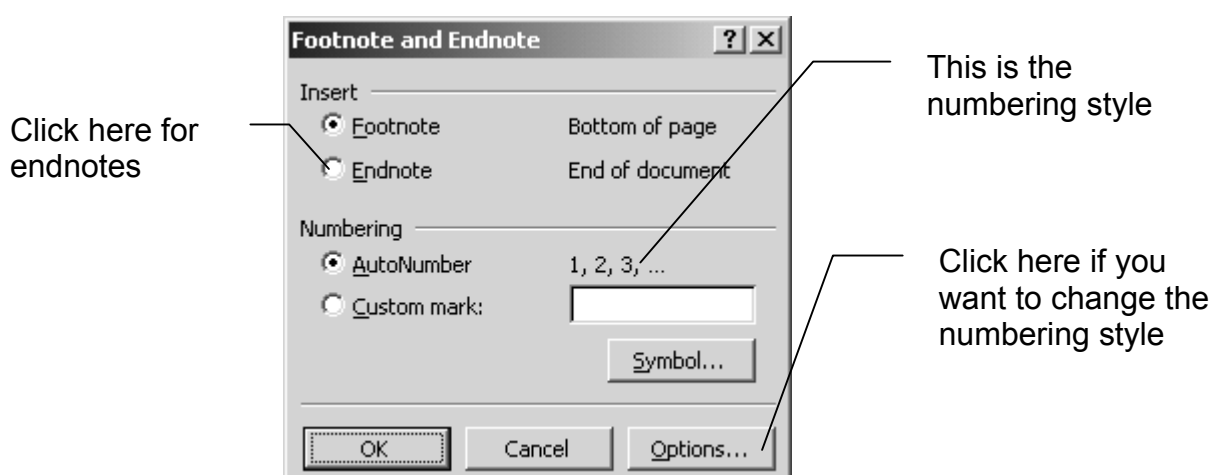
- Save your work as **N:\My Documents\story.doc**

3   Inserting Footnotes or Endnotes

By using the automatic numbering features of *Microsoft Word for Windows 2000,* you do not have to work out where footnotes should be placed on the page, nor how to number them. *Microsoft Word for Windows 2000* does it for you. Footnotes are numbered in the order in which they appear.

Exercise 5 Inserting Footnotes

- Place the insertion point at the end of the word **Marples***.*
- On the **Insert** menu, choose **Footnote.** The footnote dialogue box appears (Figure 4).

Figure 4 Footnote Dialogue box

Click here for endnotes

This is the numbering style

Click here if you want to change the numbering style

- Let us insert footnotes and use the default numbering style (1, 2, 3 …). There is no need to change anything, so click on **OK**
- The insertion point will move to the bottom of the page. Type the following text in the footnote area.

  Miss Marples likes to show off her knowledge of French so she drops a few French words into the conversation, even though the waiter was born in Clacton-on-Sea and has never travelled further than the end of Clacton pier.

  You will see that the *footnote reference* after the word *Marples* is 1 and the *footnote text* at the bottom of the page also has a reference of 1.
- After the word **Garçon** insert a footnote **His name is Fred**. You should see that this new footnote has the reference 1 and the footnote reference next to *Marples* has been updated to 2.

If you delete a footnote, *Word* will also adjust the numbering accordingly. Let us delete the *Garçon* footnote. To do this, delete *only* the note reference in the main text:

Exercise 6 Delete a footnote

- Place the insertion point just after the note reference, and press the BACKSPACE key – the number should become highlighted.
- Press the BACKSPACE again to delete it.

This will have the effect of deleting both the note reference *and* the text of the note. *Microsoft Word for Windows* will adjust the numbering of the other footnote Note that if you deleted only the text of the footnote, the note reference would still be there in the main text.

You can edit your footnote text by selecting the text in the footnote and editing it just as you do in a main document. Be careful to select the footnote text, and not the reference number. As footnotes usually occupy a small area, you may find it easier to use the cursor keys to move around, rather than the mouse.

Exercise 7 Edit footnote text

- In the footnote text replace the word **Clacton** with the word **Walton**.
- At the end of your document type

  Fred was walking along the pier when he met Miss Marples. "Hi Lady" he said.

- After the word **Fred** insert a footnote **The waiter**

You can also convert footnotes to endnotes, i.e. they will appear at the end of the document.

Exercise 8 Changing footnotes to endnotes

- On the **Insert** menu, click **Footnote**.
- Click **Options**.
- Click **Convert**.
- Click the option you want

If you want to use a different numbering style then choose **Footnotes** from the **Insert** menu (*Microsoft Word for Windows 2000* uses the **Footnote** dialogue box for manipulating both footnote and endnote formats). Use the **Options** button to change the number format.

- Save and close **Story.doc** (there is no need to exit from *Microsoft Word for Windows 2000*)

4   Creating a Survey Form from a Word Table

On typewriters typist used *Tab stops* to line up columns of text or numbers. However, this is not recommended with wordprocessors. Tab settings can vary between computers, causing the lay out to vary. If you want to line up text, for example, when creating a survey form, then the easiest way is to create a table. By default, *Microsoft Word for Windows 2000* will put borders round the cells (boxes) in the table. However, you can easily remove the borders.

Exercise 9 Create a table

- Open a new document and insert 3 or 4 blank lines. We will use them later.
- Use *Hover Help* to locate the **Insert Table** button on the *Standard Toolbar* (If you cannot see the button click on **>>**to see more buttons). Click on the button.
- When the table template drops down drag to create a **2 X 4** table (see Figure 5)

Figure 5 Insert Table

Table button

Click here for more buttons

Drag to create 2X4

4 x 2 Table
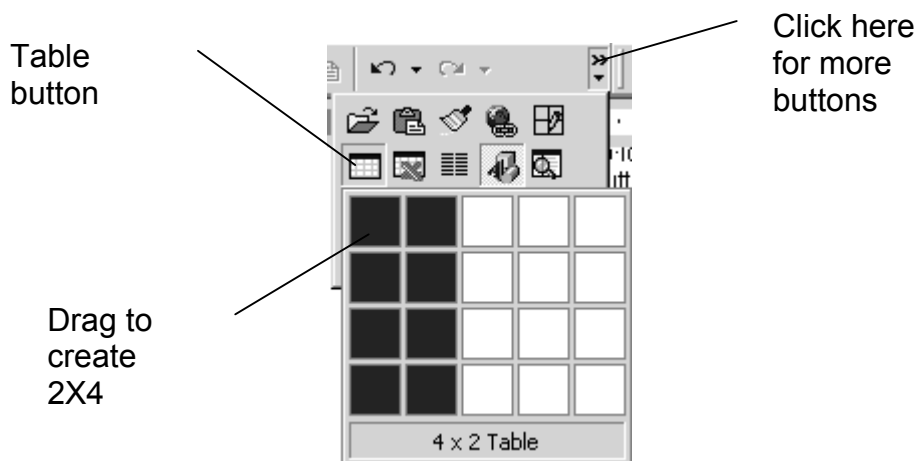
- Type the data shown in Figure 6, using the TAB key to move between fields. Subsitute your own title, name etc. as indicated

Figure 6 Enter Data in a Table

Title: (Ms/Mr/Mrs/Miss/Dr/Other)	Enter your title here
First Name(s)	Enter your first name here
Last Name(s)	Enter your last name here
School or Department	Enter your School or department here

- Use the *Answer Wizard* to find out how to *remove the border* from your table. If you cannot remember how to use the *Answer Wizard* please refer to Exercise 1.

Exercise 10 Create a table with check boxes

- Create the table shown in Figure 7.
- To insert the check boxes ☐ choose **Symbol** from the **Insert** menu. Choose a suitable font. I used **Wingdings 2**, but you may find if you are using your own computer that you have different fonts installed. Then click on the symbol to select it & click on **OK**. If you use the same symbol frequently then you may wish to assign a short cut key to it using the **ShortCut Key** button.
- To insert a larger box such as the one labelled 'Other (Please Specify)' simply select the cells that make up the box, and add a border.

Figure 7 Survey form example

Are You Doing	BA/BSc/LLB	☐
	Taught Postgraduate Course	☐
	Research Degree	☐
	Other (Please Specify)	

Are You Studying	Part Time	☐
	Full Time	☐

- Save your document as **N:\My Documents\Survey.doc** and close your document

5 Inserting a graphic

In the following exercise we will use an example from the *Microsoft* clip art gallery. However, the techniques that you will learn are also applicable if you need to insert your own graphics that you have created with a graphics package such as *Adobe Photoshop* or *Paintshop Pro*.

Exercise 11 Insert A Picture

- In *Microsoft Word for Windows 2000* open a new document.
- From the **Insert** menu choose **Picture, Clip Art** (Figure 8).

Figure 8 Choose Clip Art from the Insert menu
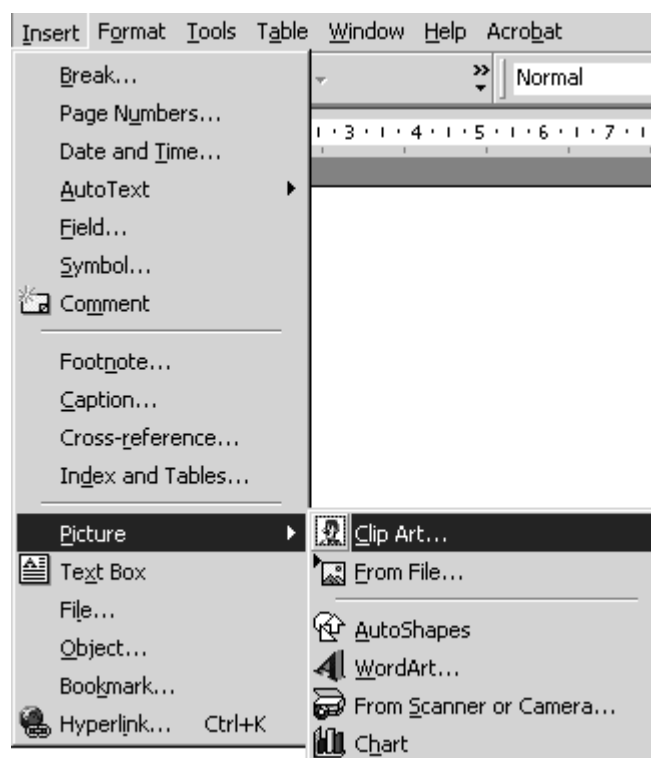
- When the **Insert Clip Art** window appears, click on a category to select it. If you cannot see the category that you want, use the scroll bars. You can also type key words in the box labelled **Search for clips** then press the **Enter** key.
- A selection of graphics that satisfies your elected criteria (key word or category) will appear. Click on the one you want to select it. A menu of options appears (Figure 9). You can find out what the options stand for by holding the mouse pointer over the buttons on the menu (do not click) so that a label appears that tells you what the button is for.

Figure 9 Insert clip

Click here
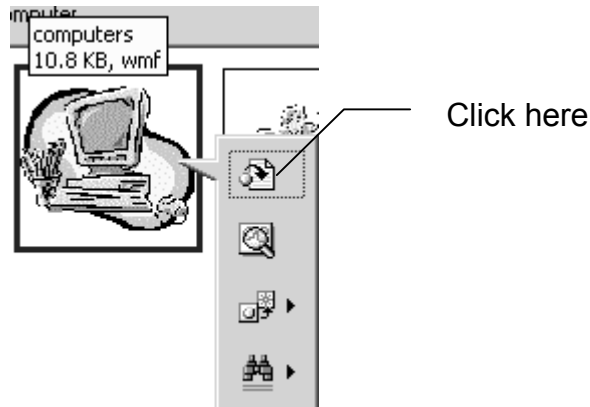
- Click on the **Insert Clip** button.
- If you are going to insert more pictures then minimise the clipart window. If you are not going to use it again then close it.

If you wanted to insert a picture of your own, you would choose **From File** instead. You would then browse for the file and open it.

Exercise 12 Format a picture

- In your *Microsoft Word for Windows 2000* document click on the picture to select it.
- Click on the **centre justification button** on the toolbar (or use short cut keys **CTRL+E**). If you cannot see the button click on **>>** to see more buttons.

You will find other options for formatting pictures on the **Format** menu. You need to click on it to select the picture first for the picture formatting options to become available on the menu. When the picture is selected, a box appears round it (see right). You can change the size of the picture by dragging the corners of the box. You can wrap text round your picture using the *Layout* tab.

You can also draw a variety of objects such as lines, arrows, and text boxes using the *Microsoft Word for Windows 2000* drawing toolbar (Figure 10). If the toolbar is not shown at the bottom of your document then from the **view** menu select **toolbar, drawing**.

Figure 10 Drawing toolbar
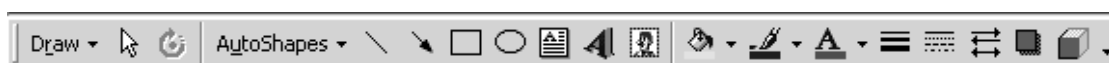
Often you will want to label important features in your graphics. *Microsoft Word for Windows 2000* provides an object called a *callout* for this.

Exercise 13 Label a graphic

- On the drawing toolbar click on **Autoshapes**.
- On the autoshape menu click on **Callouts** and click on your preferred shape of callout (Figure 11).

Figure 11 Choose a label shape
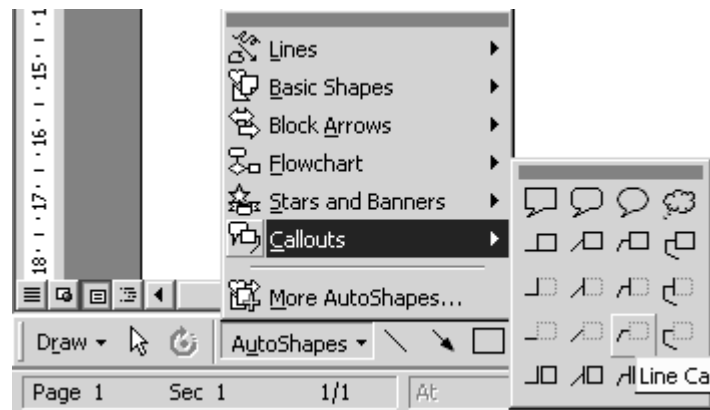
- Draw a callout shape on your figure and type some text to label it. If you wish to change the position of the callout object select and drag it to a new position.

The diagrams of the PC keyboard and parts of a window at the back of this document show some examples of how callouts can be used.

Microsoft Word for Windows 2000 can automatically number captions to objects such as tables and figures. You will find this feature useful in long reports where you may wish to re-order tables or figures.Let us insert a caption for a figure.

Exercise 14 Insert a caption

- Position the cursor just below your picture.
- Click on the **Insert** menu
- Click on **Caption**
- In the box labelled **caption** click in the **label** box and choose **Figure** from the drop down menu
- Type a suitable label for your picture in the caption box
- Click on **OK**
- You can select the caption and use the justification buttons to justify it as you wish.

If you were to insert another figure before figure 1 in your document then the new figure would become figure 1 and the existing figure 1 would be renumbered figure 2.

6   Working with tables from *Microsoft Excel 2000*

If you do not use Microsoft Excel 2000 then you may wish to skip this section.

A common requirement if you are writing reports is to be able to include tables and charts that have been created using another program such as *Microsoft Excel 2000* in a *Word for Windows 2000* document. The techniques described here can also be used to copy objects from other programs such as *Minitab, and SPSS.* If you are working with tables in another program such as *Minitab* or *SPSS* then you may find that you need to save the table as an *Excel* spreadsheet first.

Exercise 15 Create a table with Excel

- Minimise the *Microsoft Word for Windows 2000* window.
- Start *Microsoft Excel 2000* and enter the data shown in Figure 12. Save your file as **N:\My Documents\experiment.xls**

Figure 12 Excel data

	A	B	C	D
1				
2				
3		**Max**	**Min**	**Mean**
4	Temperature	70	34	40
5	Rain Fall	15	3	10

- Select cells **A3:D5**
- Click on the **Copy** button on the toolbar, or choose **Copy** from the **Edit** menu (or use the short cut keys **Ctrl + C**)
- Make *Word for Windows 2000* the active program by clicking on the *Microsoft Word for Windows 2000* button. This is located on the taskbar at the bottom of the page.
- Open a new document and type the following text:

  The results for January are shown in the table

- Insert 3 or 4 blank lines at the end of your text (we will use this blank space later). Position the cursor at the end of the document and use the *Microsoft Word for Windows 2000* **paste** button (or short cut **Ctrl + V**) to paste a copy of your table into the document.
- Choose **Select, Table** from the **Table** menu. You can now use the justification buttons to position your table on the page as you wish.
- Add a caption label **Results of Experiment** in the blank space above the table. If you cannot remember how to add a caption please refer to Exercise 14.
- Save **N:\My documents\experiment.doc**.

This example fits into the page width. However, as tables are often too wide to fit on a normal (*portrait orientation)* page we will see how to format the page containing the table so that it is rotated into *landscape orientation.* If you need to have different page orientations in a document, then you need to divide the document into sections.

Exercise 16 Set page orientation

- Position the cursor in front of the table.
- From the **Insert** menu choose **Break**
- In the **Break** dialogue box, under **Section Break**, select the **Next page** *option box* by clicking on it.
- Click on **O.K.** A section break will appear in your document (see right).

  ⸺⸺⸺⸺⸺Section Break (Next Page)⸺⸺⸺⸺⸺

- Position the cursor after the section break
- From the **File** menu choose **Page Setup**.
- Click on the **Paper Size** tab.
- Select **Landscape Orientation** by clicking on the **Landscape** *option box*.
- Make sure that **Apply to this section** is selected. (If **This Section** is *not* selected then select it from the pull down menu by clicking on the down arrow on the right of the box.)
- Click on **O.K**
- Save your file again.
- Click on the **Print Preview** button. You will see that there is a landscape page in your document.
- Close **experiment.doc** and minimise *Microsoft Word for Windows 2000*.

Figure 13 Page Layout for Landscape orientation
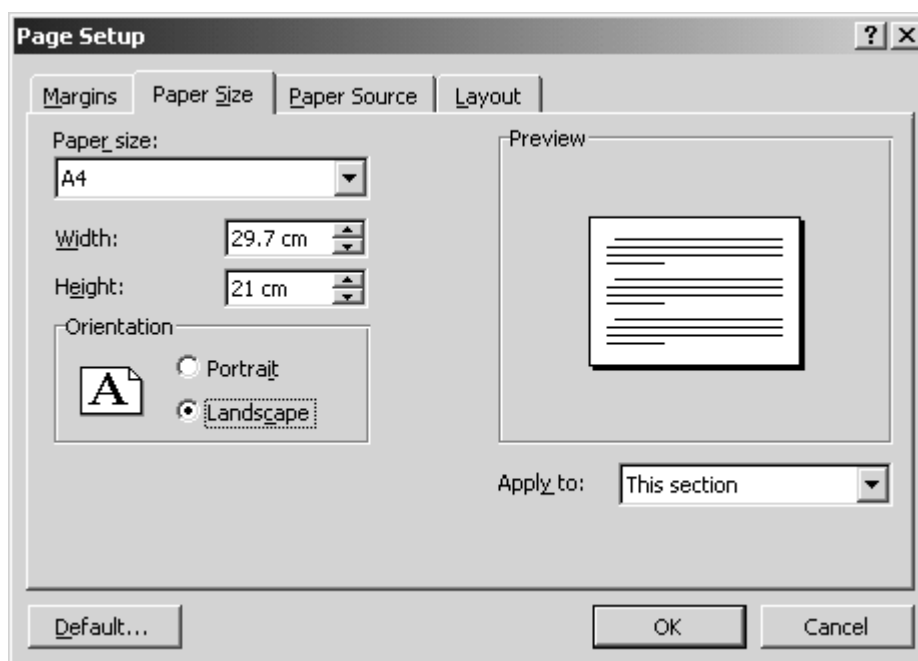
7   Typing in a foreign font

You may wish to omit this section if you do not use foreign language keys.

By default, Windows 2000 is configured to have the keyboard set up for the UK English character set, which reflects the physical keyboard used with the machine. As we saw in the earlier example, other European languages can include special characters (accent marks etc), which are not available on the UK Keyboard. They can be inserted using special key combinations. However, with non-Latin character sets, accessing characters directly from the UK keyboard is impossible, unless the relevant character sets are added to the Windows configuration. Several language groups, such as Korean, Chinese and Japanese, make use of characters that cannot be easily "mapped" to a traditional keyboard.

The configuration is in two parts: the language groups need to be installed into Windows 2000 itself. On CCS managed machines this has been done for you for the most common character sets. However, you will need to use a *Windows 2000* utility called *Control Panel* to select which keyboard settings you would like to use, which is what you will do in the following exercises.

Note on Terminology:
Some terms in the document that may need clarification. **"Keyboard device"** refers to the physical keyboard sitting on the desk in front of you on which you type. **"Keyboard mapping"** describes the association of typed characters to the physical keys on the keyboard device. **"Complex characters"** refers to characters in languages such as Chinese, Japanese and Korean, which cannot be mapped to a single key on a Western European keyboard.

Exercise 17

- Click on the **Start** button, click on **Settings** and click on **Control Panel**
- Double-click the **Keyboard** icon (see right) in the Control Panel.
- Click on the **Input Locales** tab at the top of the keyboard properties, then click on the **Add** button (Figure 14).

Figure 14 Select the keyboard locale

- Click in the top box first to select a suitable **Input Locale** (country). The example here (Figure 15) uses Chinese (Taiwan). You should choose the one that you need.
- Click in the lower box to select the **Keyboard layout** you would like to use. Scrolling up and down both boxes will give you more options, if they are available.
- Click **OK.**

Figure 15 Select the keyboard to add
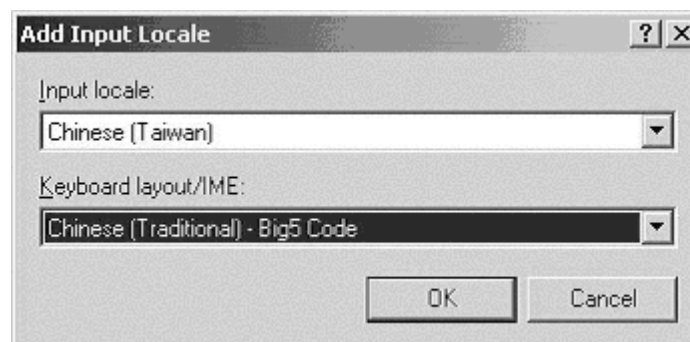
- In the next window (Figure 16) check to see that the correct keyboard has been added. You may also add other keyboards in the same way as previously shown.

Figure 16 Check Selected Keyboards
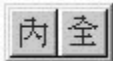
- There is also an option to change the keystrokes used to select different keyboards. When you have added a new keyboard, an "indicator" shows up in the system tray to show which keyboard you are using (more on this later). You can either click on the indicator to switch keyboards, or hit a special sequence of keys to change. By default, switching is done by hitt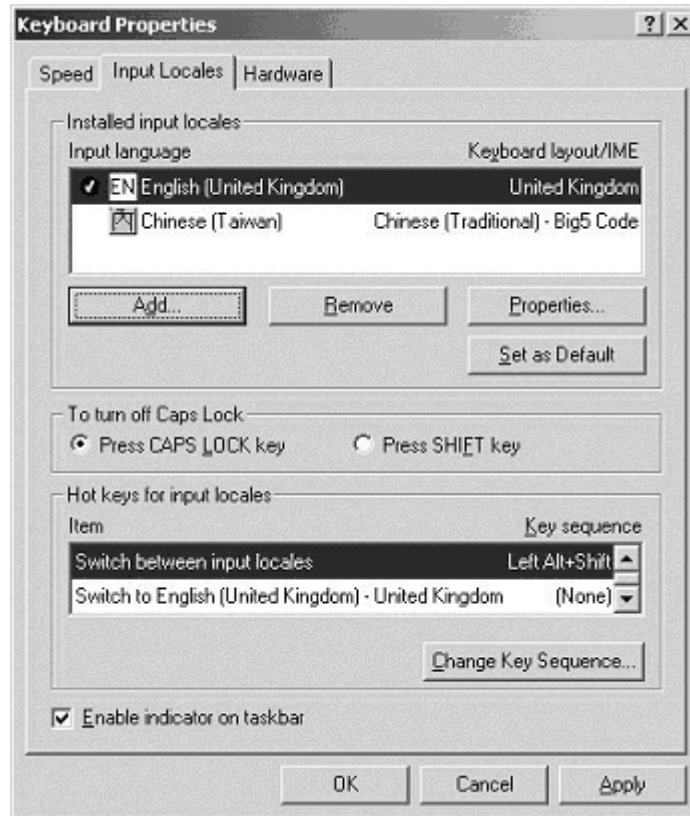ing the left **Alt** key and **Shift** at the same time. You can change it to another set of keys or add a special keystroke to specify which language you want to change to.
- Once you have finished adding your selections, click on the **OK** button to save the changes.

Many languages, such as Chinese or French, have several different locations, offering different style keyboards and different styles for dates, currency etc. The differing keyboards often will not be visible unless you select the "correct" country. For example, if you are a francophone and select your **Input Locale** as French, you will only have the French keyboard made available to you in **Keyboard Layout**. If you select French (Canada), you then be able to choose the Canadian Multilingual Standard keyboard, which has the letters arranged in the US fashion, but with the addition of easy access to accent characters.

Due to the nature of Chinese, and the many methods used to encode the characters, selection of keyboards can be quite difficult. Finding one that you are used to using can involve a bit of trial and error. The Input locales that use the greatest range of keyboards are Chinese (Taiwan) for Traditional Chinese and Chinese (PRC), for Simplified Chinese. Other language groups that use complex characters have only a few keyboards to choose from, so you ought not experience too many problems.

Exercise 18 Using other keyboard layouts

- If you have successfully added a new keyboard, a new icon should appear in the "System Tray" in the bottom right-hand corner of the screen (see right). It is a combination of letters or an icon representing the keyboard you are using at the time. Generally, when using it for the first time, it will be set to **EN** for "English".
- To change to another keyboard, simply click on the icon and select the keyboard you'd like to use from the popup box (see right) or use the key combination (default is **Left Alt** + **Shift**)
- The icon in the system tray should then change to show you are using a new keyboard setting (see right).

If you are using a keyboard that uses complex characters, you may notice a second icon next to the language icon (in this instance, it's a pen, as shown above). Clicking on this should allow you to show or hide the "soft keyboard". The soft keyboard is useful if you are unsure which keys you use on the keyboard device to create complex characters. Another small button box may also pop up (see right). It can be used to change some of the settings, such as if you want to type English characters, but the keys are being used to create complex characters.

Once you have loaded another keyboard, the characters that you type are no longer the same as the characters on the keyboard device in front of you. For example, typing on the keys marked **QWERTY** will produce **AZERTY** if you are using the French keyboard setting.

Exercise 19 Finding out where the keys have got to

- To see a listing of keyboards and how the keys are laid out, run Internet Explorer and go to the web address **http://www.microsoft.com/globaldev/keyboards/keyboards.asp**. Unfortunately, this page cannot be viewed in Netscape Navigator.
- From the box labelled **Choose Keyboard**, click to find the keyboard you are using. Once you have selected it, a new box will pop up showing the keys (Figure 17).

Figure 17 Keyboard mappings

- Moving the mouse over special keys like **Alt GR** and **CTRL** will show other characters that can be typed while holding those keys down

You can add this page to your favourites or, as we will see in the next exercise, you can create a *Microsoft Word for Windows 2000* document for reference.

Exercise 20 Creating a document to show key mappings

- Open *Microsoft Word for Windows 2000* (or restore it and create a new document if it is already open) and *Internet Explorer*.
- Go to the web page **http://www.microsoft.com/globaldev/keyboards/keyboards.asp** in *Internet Explorer* and select the keyboard you wish to document.
- When the window showing the keyboard pops up, press the **ALT** and **Print Screen** buttons simultaneously. This takes a "snapshot" of the window that is currently on top.
- Go to *Microsoft Word for Windows 2000* and select **Edit|Paste** from the menu. An image of the keyboard window should then be copied into the *Microsoft Word for Windows 2000* document.

You may notice that certain keys are highlighted in yellow. This indicates a "hot key": if you type on it first and then select a letter, a character is generated which combines both. E.g.: Typing on the **^** and then **o** will generate **ô**.

This keyboard changes if you put the mouse cursor over the **SHIFT** and **ALT GR** keys. It is a good idea to take snapshots of these changes in the same way as above, with the mouse "hovering" over the sensitive keys. It is unlikely there will be more than 4 snapshots to take.

Caveat:
As CCS are not language experts, we are unable to advise you as to which keyboard will be the best for your purposes, particularly in regard to keyboards that make use of complex characters. We are also unable to tell you how to create complex characters. However, staff in your School or department should be able to advise you on language issues related to your academic work. One website that may be helpful to consult is http://www.andante.org/ime.html

8   The PC Keyboard

Escape Key

Tab Key

Shift Key

Backspace Key

Enter key

Shift

Arrow, or Cursor keys

The top line of the keyboard, and the numeric keypad, can in general be ignored.

Esc | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12

¬ `	! 1	" 2	£ 3	$ 4	% 5	^ 6	& 7	* 8	(9	) 0	_ -	+ =	←
Tab	Q	W	E	R	T	Y	U	I	O	P	{ [	}]	↵
Caps	A	S	D	F	G	H	J	K	L	: ;	@ '	~ #	
⇑	| \\	Z	X	C	V	B	N	M	< ,	> .	? /	⇑
Ctrl	Alt		Space Bar						Alt Gr			Ctrl

Print Scrn | Scroll Lock | Pause
Ins | Home | PgUp
Delete | End | PgDn

Num Lock | Caps Lock | Scroll Lock

Num Lock	/	*	-
7 Home	8 ↑	9 Pg Up	+
4 ←	5	6 →	
1 End	2 ↓	3 Pg Dn	Enter
0 Ins		. Del	

↑ ← → ↓

Keys which have important functions, or whose function is unclear, are shown in grey on the diagram. The most important of these are described below:

↵   The ENTER key (sometimes known as RETURN) is often used to cause a task to be carried out. Use the key with a left-turning arrow depicted on it, not the key on the far right, which actually has the word **Enter** on it. This unfortunately does not always produce the same effects!

←   Use the BACKSPACE key to erase the previous character.

⇑   The SHIFT key (there are two on the keyboard) is used in combination with another character to cause a special effect. For example, if it is held down while an alphabetic key is pressed, it causes the letter to be capitalised.

    The CTRL (*control*) and ALT keys also cause special effects when used in combination with other keys.

Esc   The ESCAPE key can often be used to cancel a task.

9   Parts of a window

Formatting Tool Bar

**Standard
Tool Bar**

Close Application Button

Title Bar

Maximise Button

Minimise Button

Menu Bar

Restore

```
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   14
   ◄ ◄ ► ►│ \Sheet1 / Sheet2 / Sheet3 /        │◄            │           ►│
   Ready
```

**Status
Bar**

**Scroll
Arrow**

Scroll Box

Worksheet

Scroll Bar