

The *Property Bar*, illustrated in Figure 1-4, is located directly below the *Toolbar* in the WordPerfect screen. The *Property Bar* is context-sensitive, changing to display appropriate tools and menu options based on the functions you are currently performing. Like the *Toolbar*, some *Property Bar* buttons have associated drop-down lists or palettes. The default *Property Bar* is the *Text Property Bar*, which provides easy access to some of the most frequently used text editing and formatting features.

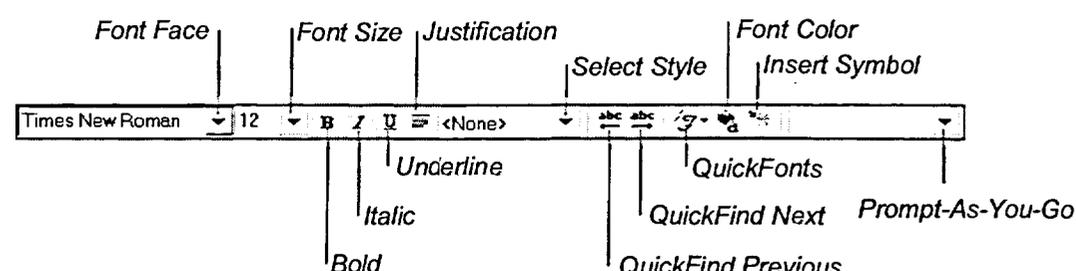


Figure 1-4: The Text Property Bar

METHOD

To display a QuickTip:

1. Position the mouse pointer over the desired item.

To use the *Toolbar* or the *Property Bar* to execute a command:

1. On the appropriate bar, click the desired button.
or
1. On the appropriate bar, click the desired button; then, from the drop-down list or palette, select the desired option.

EXERCISE

In the following exercise, you will use the *Toolbar* to execute a command.

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| <ol style="list-style-type: none"> 1. On the <i>Toolbar</i>, position the mouse pointer over the first button on the left 2. On the <i>Toolbar</i>, click the New Blank Document button | <p><i>The New Blank Document QuickTip</i> appears.</p> <p>A new blank document opens in a second document window, and the <i>Title Bar</i> displays Document2 (unmodified).</p> |
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