

## Identifying the Toolbars

Microsoft Project toolbars give you quick access to frequently used commands and procedures. In this course, you will work only with the Standard and Formatting toolbars, but you should know that Microsoft Project has twelve predefined toolbars and lets you create your own. You choose which toolbars to view by choosing Toolbars from the View menu. To find out what a button does, simply point to it with the mouse and a ToolTip will appear.

By default when Microsoft Project first starts, two toolbars are displayed on the screen: the Standard toolbar (upper) and the Formatting toolbar (lower). The Standard toolbar, shown in Figure 1-3, contains the buttons most frequently used for file handling and printing. The Formatting toolbar, shown in Figure 1-4, contains the buttons used for formatting, setting alignment, and displaying or hiding task information in a view.

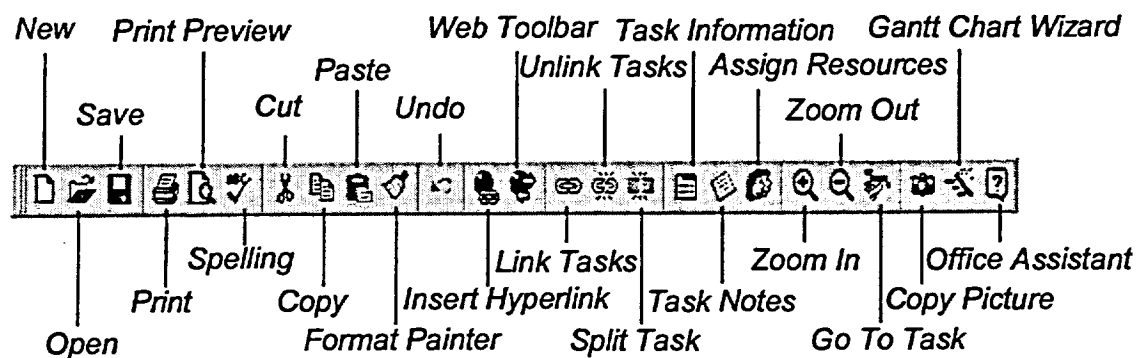


Figure 1-3: The Standard Toolbar

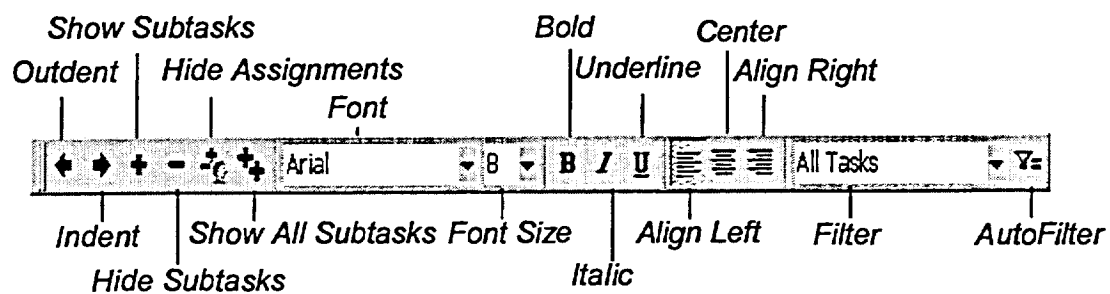


Figure 1-4: The Formatting Toolbar