

Table 1-2 describes the functions of WordPerfect screen components.

Screen Component	Function
Title Bar	Contains the name of the document.
Menu Bar	Provides access to WordPerfect features through pull-down menus.
Toolbar	Provides quick access to frequently used features.
Property Bar	Provides quick access to appropriate tools and options, depending on the functions you are currently performing.
Margin guidelines	Indicate where the current margins are set.
Insertion point	Indicates where text will be inserted as you type.
Application Bar	Displays program, printer, and document status information, and provides quick access to features that relate to its display.

Table 1-2: *WordPerfect Screen Component Functions*

Using the Toolbar and the Property Bar to Execute Commands

Figure 1-3 illustrates the *buttons* on WordPerfect's *default*, or *standard*, *Toolbar*. By clicking the appropriate *Toolbar* button, you can execute a frequently used command quickly. Some *Toolbar* buttons have associated drop-down lists or palettes. If you place the mouse pointer over a *Toolbar* button, WordPerfect displays a *QuickTip* that contains the button's name and a description of its function.

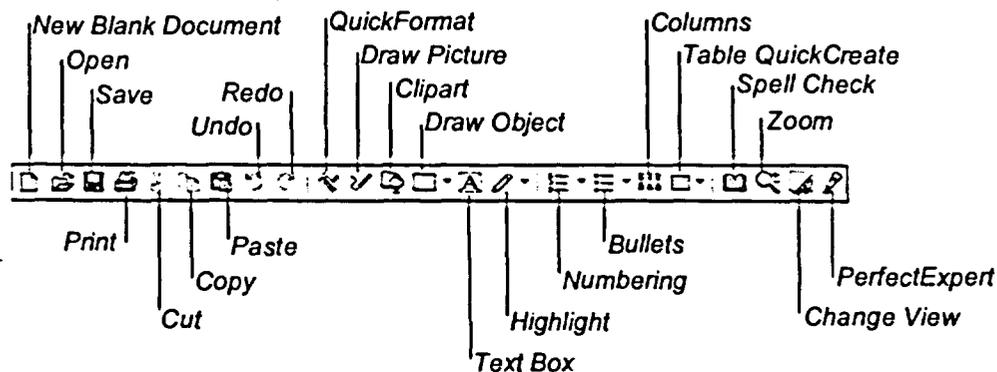


Figure 1-3: *The WordPerfect 8 Toolbar*