

MS WORD 2003 Run Faster

If your WORD appears to be dragging, you can make some changes that may get more speed for you.

1. Open a document page in MSWORD.
2. Click Tools....Options.
3. The following are changes that you may want to try to speed up WORD.
 - a. Click VIEW tab and uncheck Animated Text box.
 - b. If you use Word in Normal View, then check Wrap to Window
 - c. Click GENERAL tab and uncheck Provide feedback with animation.
 - d. Increase or decrease the number of documents in the Recently Used Documents.
 - e. Under PRINT you might like to turn off the Background printing as most printers spool print jobs fast enough.

CAUTION: Make a note of each change in case the change made causes undesirable action in the way YOU like to use WORD.

WORD CALCULATOR

The WORD calculator is hidden. To revive it,

1. Select Tools...Customize.
 2. Click the Command tab and then Tools in the Category list.
 3. In right panel, locate the Tools Calculate button.
 4. Click and Drag the Tools Calculate button up onto a Word toolbar.
- Now, you may use its calculate function within a word document. Highlight numbers in your document and click the Tools Calculate Button on your Word toolbar. The results appear in the status bar in Word's lower left corner.

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