

MSWORD Add Features

To add icons to the MSWord toolbar for easy access,

1. Open MSWORD.
2. Click VIEW....TOOLBARS.....CUSTOMIZE
3. Scroll down down to the particular toolbar that you wish to add a feature, e.g. FORMAT.
4. Scroll down the list on the right column to locate the feature you wish to add, e.g. the highlighter.
5. Click the highlighter and drag it up to the toolbar.

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