Menu Items Hidden in Office 2000 and Office XP

The default in both these is to hide some of the menu choices. To uncover the hidden menu items can be done in either of the many programs that are parts of these suites. For instance, in WORD

- 1. Click Tools
- 2. Select Customize
- 3. Click the Options tab
- 4. Check the "Always show full menus" box.

Revised 6/6/2009 JMM