WORD 2003 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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