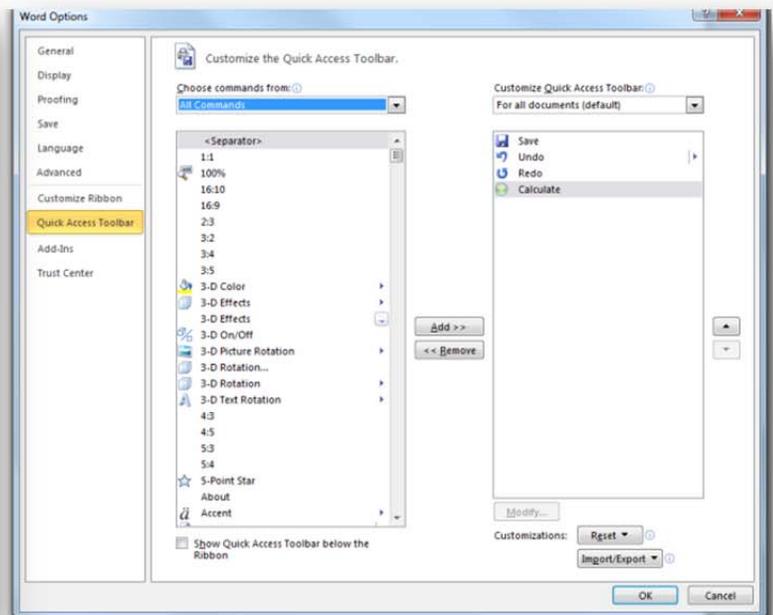
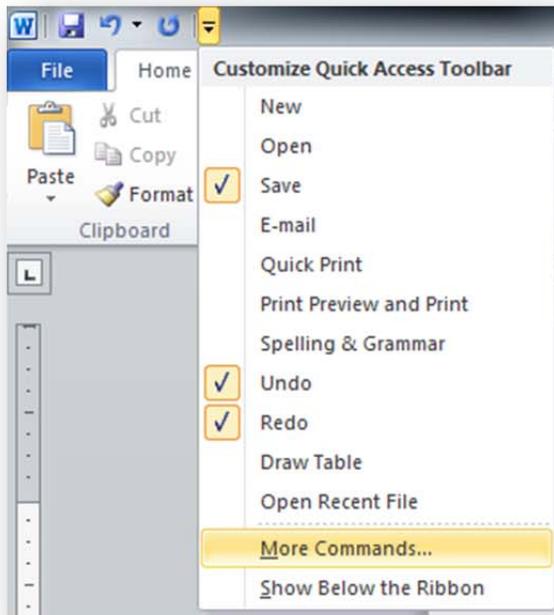




Calculator in Microsoft Word

- Go to the Quick Access Toolbar that is located on the title bar and from the drop down box select *More Commands*
- Select *All Commands* from the **Choose Commands** box
- Search for the *Calculate* command in the **Separator** field
- Click on the *Add* button located in the middle of the dialog box
- Hit *OK*

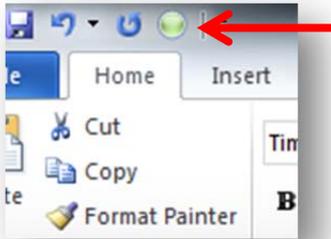


- Highlight the information that you want *Word* to calculate

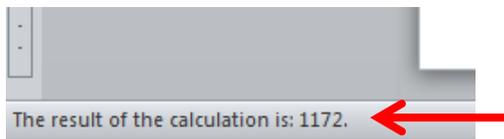
The **Calculate** command takes the following six operators:

- Addition: +
- Subtraction: – or place the number to be subtracted in parentheses, ()
- Multiplication: *
- Division: /
- Percentages: %
- Exponentiation and roots: ^

- Hit the *Calculate* button.



- Your total will appear in the *Status Bar* (located in the lower right hand side of your page).



Note: The total is also stored on the clipboard, so you can press CTRL+V to paste the result in your Word document or copy it into another program.

- If you omit the operator, the calculator assumes you want to add up the numbers.

Example: 18 19 25 101 1009

- The calculator works anywhere including in paragraphs containing intervening text.

Example:

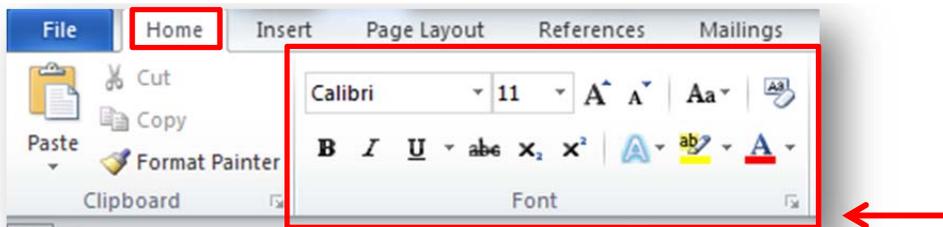
We had 19 boys and 26 girls attend our TAFA conference.

- Do not include the equal (=) sign as you will only confuse the calculator and you will receive an error message.

Change Default Font Settings in Word

To change the default font setting in Microsoft Word:

- Go to the **Home** tab, and then click on the Font drop down arrow box that is located in the **Font** group section



- A *Font* dialog box will appear. Select your desired font, style, or size. You are also able to change the font color, underline, and so much more. Watch your font change as you make changes in the Preview section
- Click on the “*Set As Default*” button in the lower right hand side of the dialog box
- From the Pop Up box, choose “*All documents based on the Normal template*”
- Select OK

