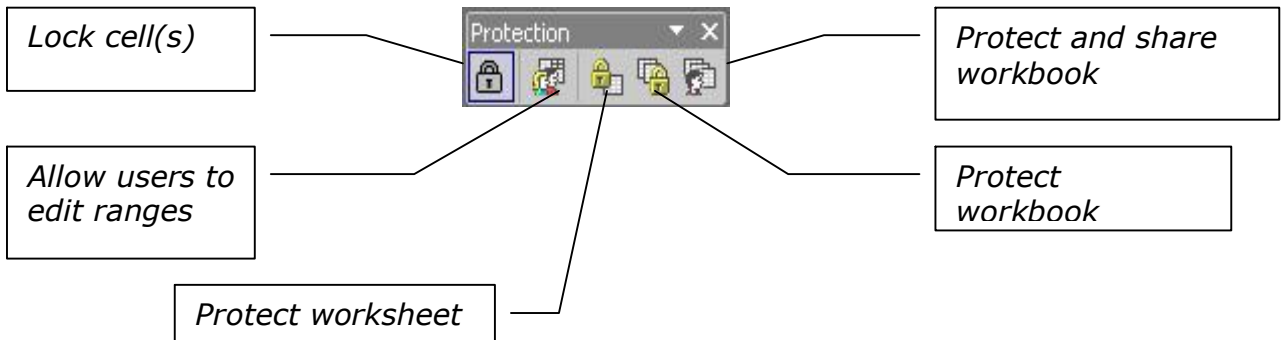


Protection Toolbar

This toolbar is designed to help you use the protection tools in Excel, and stores them in one handy place.



Customising Toolbars

You can display toolbars by right clicking on the toolbar and selecting the ones you want to show or hide. You can show all toolbars on one row.

1. *Right-click on the toolbar*
2. *Click on Customise*
3. *Click on the Options tab*
4. *Remove the tick from Show Standard and Formatting toolbars on two rows to put them both in one row, or keep it there to keep them on two rows*
5. *Remove the tick from Always show full menus to show only the most recently used commands first, or keep it there to always display full menus*
6. *Click OK*

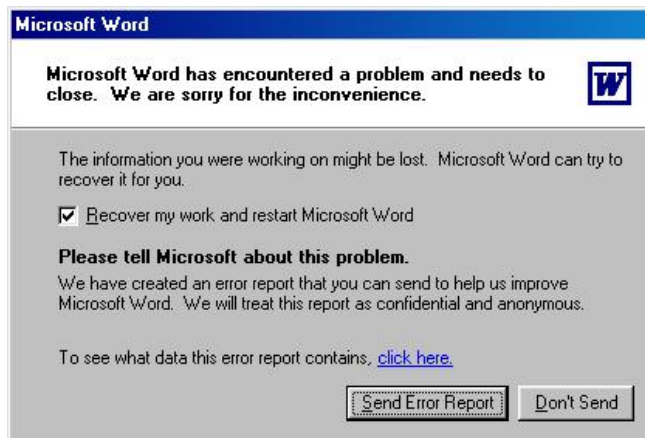


Application and Document Recovery

Application Recovery

As we all know, programs do crash. To make it easier to fix these bugs, Microsoft have built in a new application recovery feature – it will restart the program for you, save your work, and you can send an error report to Microsoft so they can fix the problem. The program prepares an error report, and all you have to do is click a few buttons to add your report to the millions that are probably clogging up Microsoft's buildings right now. Obviously, you must have an internet connection to do this.

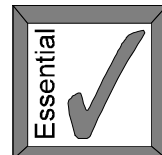
When the program crashes, you will see this screen:



1. Do not click on the Send Error Report button

Notify the Helpdesk

If your machine crashes, let the Helpdesk know, so they can log it.



Document Recovery

To recover your work when the application error box appears (using Word as an example), just tick the **Recover my work and restart Microsoft Word box**, and it should open up again with all your hard work.

If you have to restart your computer, Office will recover your work anyway – it will show you the original document, and the recovered document, so you can choose which one you want to save.