

Tip- Office 2003 Quick Launch Bar

The Office Shortcut Bar is not a feature in Microsoft Office 2003. If you used the Office Shortcut Bar in Microsoft Office 2000, you can use either the Windows XP Start menu, or the Windows Quick Launch bar in Windows XP or Windows 2000, to quickly open an Office program, file or folder.

Add an Office program, file, or folder to the Windows Quick Launch bar

Show the Quick Launch bar

Windows XP

Right-click the taskbar, and then click **Properties**.

On the **Taskbar** tab:

Select the **Show Quick Launch** check box, and then click **Apply**.

Windows 2000

Right-click an empty area on the taskbar, click **Toolbars**, and then click **Quick Launch**.

Note: If you right-click an empty area on the taskbar and do not see the **Toolbars** option:

Click **Lock the Taskbar** to clear the check mark.

Tips: You can resize the Quick Launch bar or move it to another location on the taskbar:

Point to the vertical bar on the left side of the toolbar and drag it left or right.

You can create a floating toolbar by:

Dragging it from the taskbar to the desktop.

Add an Office program, file, or folder to the Quick Launch bar

In **My Computer** or Windows Explorer, click the program, file, or folder you want to add.

Then drag the program, file, or folder to the Quick Launch bar.

Add an Office program to the Windows Start menu

Windows XP Users:

1. On the **Start** menu, point to **All Programs**, and then point to **Microsoft Office**.
2. Right-click the Office program you want to add to the **Start** menu.
3. Click **Pin to Start menu**.
4. Repeat the steps above for additional programs you want to add to the **Start** menu.

Tips: You can remove a program from the pinned items list by:

Right-clicking the program and then clicking **Unpin from Start menu**.

You can change the order of the programs on the pinned items list by:

Dragging a program to a new position.

To Add a file or folder to the Windows Start menu

In **My Computer** or Windows Explorer:

Click the file or folder you want to add, and then drag it to the Windows **Start** menu.

Note: For more information about customizing the Windows **Start** menu, see Help in Windows.

If you need assistance with the Quick Launch bar, please contact the Help Desk at 617-495-8411, or via email to dls@harvard.edu.