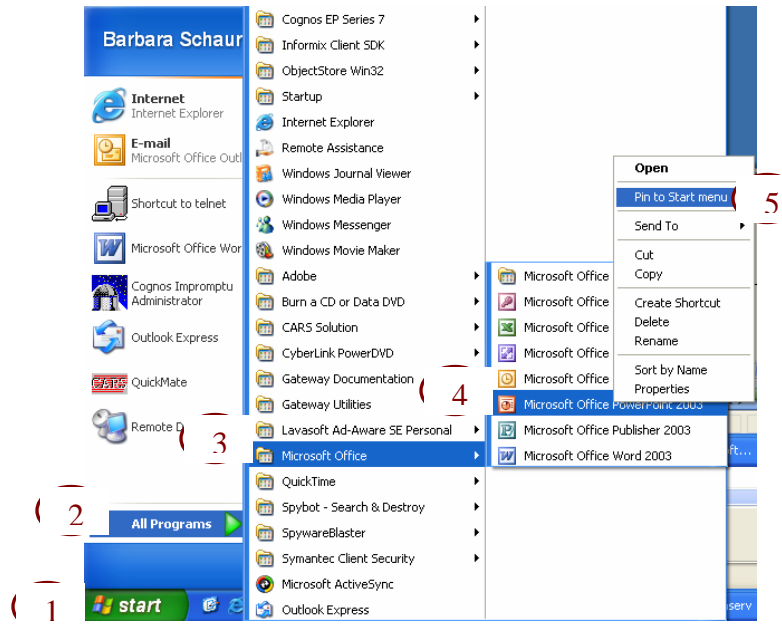


PIN PROGRAM TO START MENU

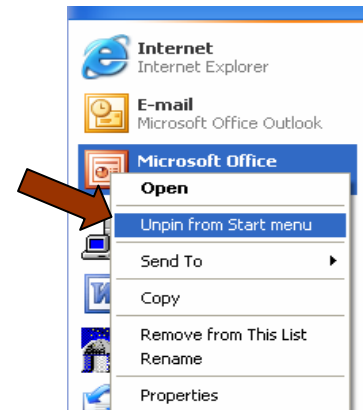
The Microsoft Office Shortcut Bar is no longer available in Office 2003. However, programs can be pinned to the Windows Start menu as follows:

1. Click Start
2. Point to All Programs
3. Then Microsoft Office.
4. Right-click the Office program you want to add to the Start menu.
5. On the shortcut menu, click *Pin to Start menu*.
6. Repeat the steps above for additional programs to be added to the Start menu.



The program will show up on the Start menu in the left column at the top.

To unpin the program from the Start menu, right click the program and choose Unpin from Start menu.



To learn more about [Windows - Desktop Management](#), follow the link, print the training handout then watch the accompanying video.