

Calculator in Word?

This handy Word tool calculates numbers anywhere, even in the middle of paragraphs. Its' as easy as 1, 2, 3.

1. Add the **Calculate** button to your toolbar.
2. Select the text containing the numbers.
3. Watch the value calculate in your status bar.

(Find the Calculator in the *Commands Not in Ribbon* tools in Word 2007 and in the *Tools* commands in previous versions of Word.)