# Cách hiện thanh công cụ trong Word

## 1. Hiện thanh công cụ trong Word 2016, 2013

Nếu còn thanh menu, nhấn vào biểu tượng menu như hình dưới rồi lựa chọn Show Tabs and Commands, và nó sẽ hiện thanh công cụ trong Word trở lại.



Ngoài ra còn 2 tính năng khác có thể khám phá trong mục này đó là:

- Auto hide Ribbon: Tự động ẩn thanh công cụ.

- Show Tabs: Chỉ hiển thị thanh menu còn thanh Commands thì đóng lại.

Và kết quả sẽ được như hình dưới:



✤ Trong trường hợp mất cả thanh menu lẫn Commands thì hãy vào file.



#### Trong File lựa chọn Options.



Tại phần Customize Ribbon nhấn vào Reset.

| General<br>Display<br>Proofing  | Customize the Ribbon and keyboard sh<br>Choose commands from<br>Popular Commands   | Customize the Ribbon @   |
|---|--|--|
| Save<br>Language<br>Ease of Access<br>Advanced<br>Customize Ribbon<br>Quick Access Toolbar<br>Add-ins<br>Trust Center | Accept Revision<br>Add Table<br>Add Table<br>Add Table<br>Add Table<br>Add Table<br>Correct<br>Connac List 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Xác nhận việc **Reset** này lại một lần nữa.

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| Language<br>Ease of Access | Accept Revision                              | Main Tabs<br>* Blog Post<br>Insert (Blog Post) |              | 4      |
| Advanced                   | C Microsoft Office                           | ×  | oval         |        |
| Quick Access Toolbar       | Delete all Ribbon and Concess Toolbar custon | nizations for this program?                    |              |        |
| Add-ins                    | Wis No                                       |  | roup Rei     | 100210 |
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| Jaimier                    | pm   |  |              |        |
|                            |  | 1.0  | DK A         | Cancel |

Sau đó thoát ra ngoài sẽ thấy mọi thứ sẽ trở lại như cũ và giao diện đã hiện thanh công cụ trong Word 2016, 2013 trở lại.



## 2. Hiện thanh công cụ trong Word 2010, 2007

Tương như trên để hiện thanh công cụ trong Word 2010, 2007 thì chỉ cần nhấn vào biểu tượng mũi tên như hình dưới đây.



Ngay lập tức sẽ hiện thanh công cụ trong Word.

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✤ Trong trường hợp mất tất cả bao gồm commands và menu thì nhấn vào file.



Tại đây lựa chọn **Options**.



Tại phần Customize Ribbon nhấn vào Reset chọn Reset all.

|                      | Choose commands from:          |    |            | Customize the Ri    | (Donc)             |  |
|----------------------|--------------------------------|----|------------|---------------------|--------------------|--|
| Proofing             | Popular Commands               |    |            | Main Tabs           |                    |  |
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|                      | Keyboard shortcuts: Customize_ |    |            |                     | Reset only selecte |  |
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Xác nhận việc **Reset** này lại một lần nữa.



### 3. Hiện thanh công cụ trong Word 2003

Để hiện thanh công cụ trong Word 2003 nhấn vào **View > chọn Toobars** và lần lượt tích vào **Standard** và **Formatting**.

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Kết quả sẽ được như hình dưới đây, giao diện hiện thanh công cụ trong Word đã trở lại như cũ.



Nguồn http://thuthuat.taimienphi.vn/cach-hien-thanh-cong-cu-trong-word-32671n.aspx

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