

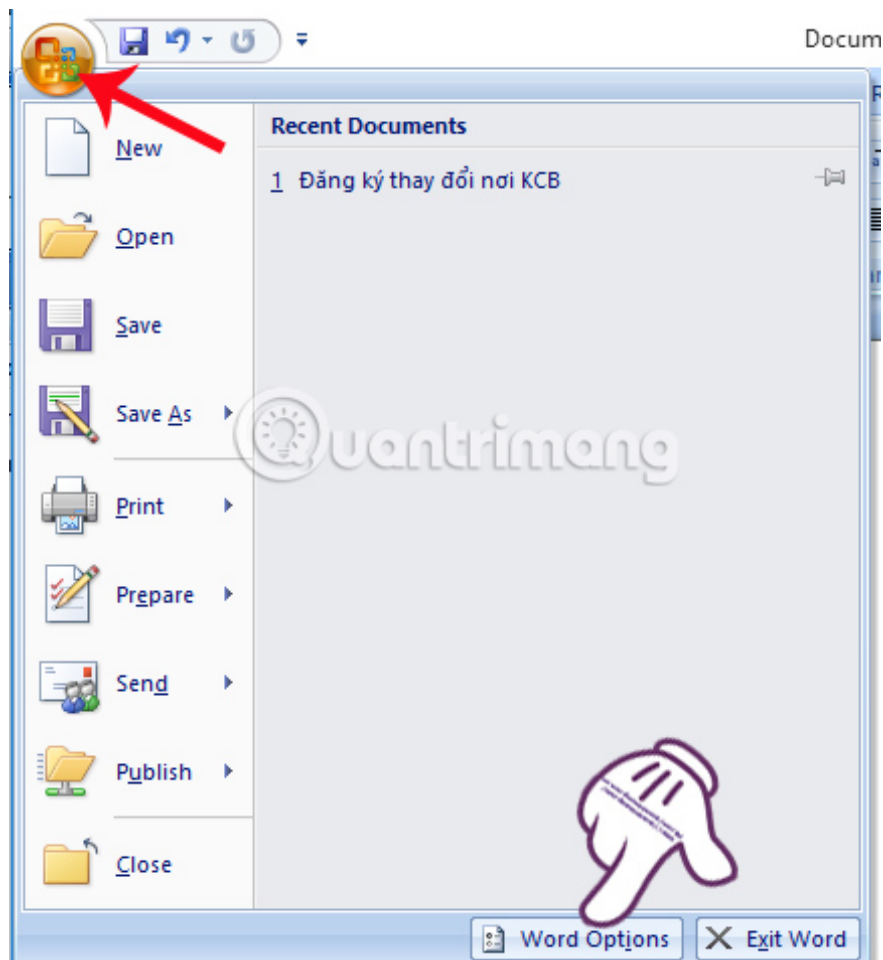
How to scroll bar scrolls horizontally and vertically in Word and Excel

Because of accidentally changing certain settings on Word or Excel, the scroll bar scrolls horizontally, vertical scrolling suddenly disappears. This sometimes makes it difficult for users to conduct text content processing, or Excel data spreadsheets.

Usually with horizontal or vertical scroll bars in Word, Excel helps us easily handle the content of documents or tables. However, by unintentionally customizing certain settings, this horizontal and vertical scrollbar on Word or Excel is gone. Although it is not too serious, sometimes it makes it difficult for users to handle the content of documents or data. So how to re-display the scroll bar on Word and Excel?

Step 1:

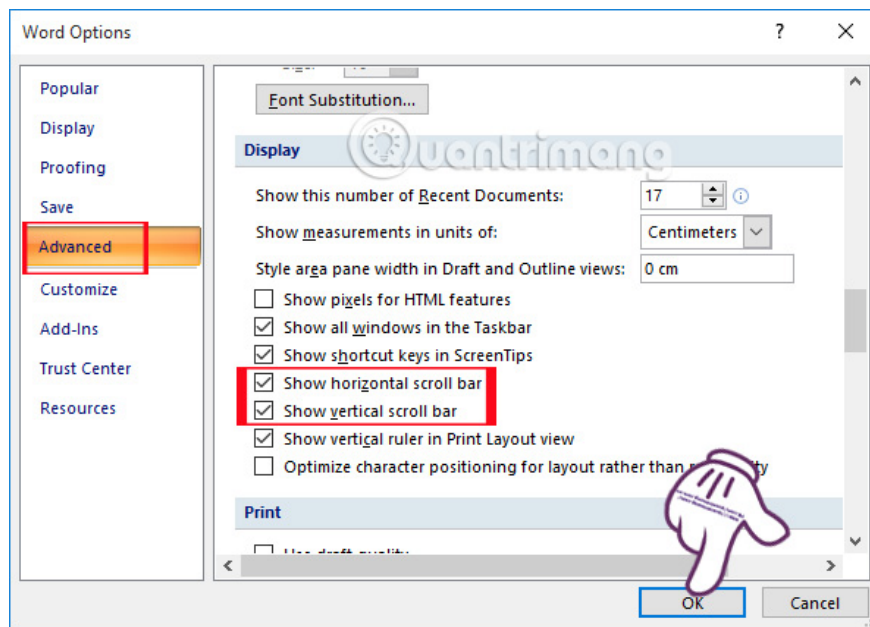
First of all, we open Word or Excel. Then, click on **the Office icon** above and select **Word Options** . In the case of Word, Excel 2010 and 2013, click on the File menu and also select Options.



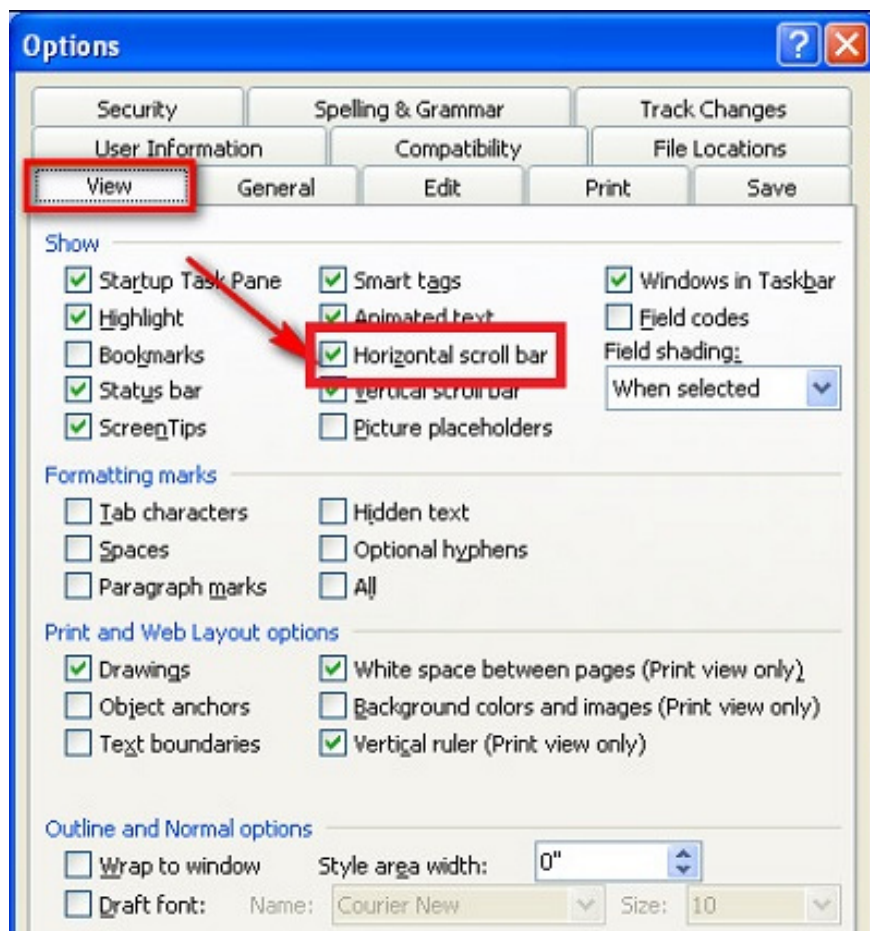
Step 2:

At the Options interface, on the left menu, we will click on the **Advanced** section and navigate to **Display**. To re-display the horizontal and vertical scroll bars on Word, we'll select the **Show horizontal scroll bar** and **Show vertical scroll bar** items.

Finally **click OK** to save this setting. When we return to the interface on Word, the scroll bar will reappear. Also, if the user wants to hide the scroll bar, just uncheck the two options.



With **Word 2003** , click on **Tools** and select **Options** , then click **View** and select **Horizontal scroll bar** and **Vertical scroll bar** to bring up the scroll bar.



With just a few simple steps, we can customize or hide the horizontal and vertical scroll bars on Word or Excel, depending on the needs of each user.

Refer to the following articles:

1. Simple way to convert PDF files to Word
1. Instructions for printing two-sided paper in Word, PDF, Excel
1. Create a quick dot (.....) line in Microsoft Word

I wish you all success!

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