



Microsoft Word Tips & Tricks

Tips for Office 97 and Up

- **To add filler text to work with** type =rand(5,10)
5 is the number of paragraphs and 10 is the number of sentences per paragraph. You may adjust numbers to fit your needs.

- **Learn to use Undo.** Make a mistake? Press [Ctrl]Z or choose Undo from the Edit menu right away. Keep pressing [Ctrl]Z to backtrack through and undo the most recent editing changes you've made.

- **Save often.** Use [Ctrl]S or click the Save button on the Standard toolbar. Save your work frequently. You can also instruct Word to automatically save your work periodically. Open the Tools menu, select Options, click the Save tab, and activate the Save AutoRecovery Info Every option. You can specify an interval from 1 to 120 minutes.

- **Quickly move around in a document.** To move to the top of a document, press [Ctrl][Home]. To move to the bottom of a document, press [Ctrl][End]. To go to the top of the next page, press [Ctrl][Page Down]. For the top of the preceding page, press [Ctrl][Page Up].

- **Four ways to select a block of text.**
 1. Use the mouse. Just click and drag the mouse to select text.
 2. Use [Shift] plus the arrow keys. Hold down [Shift] and press an arrow key to select text in the desired direction. To select a word at a time, press [Ctrl][Shift] and the left or right arrow key.
 3. Use the mouse with the [Shift] key. Move the mouse pointer away from the cursor position, hold down [Shift] and click to select all the text between the cursor and the place where you clicked.
 4. Frustrated when you try to select text with the mouse past the bottom of the currently visible page and Word leaps past what you want to select? Those are the times to use [Shift] plus the down arrow key instead of the mouse.

- **Select a word.** Double-click on it. If a space immediately follows the word you select, the space gets selected, too. Punctuation is ignored.

- **Select a sentence.** Hold down [Ctrl] and click anywhere in the sentence. Why would you want to select a sentence? To change something about the sentence's appearance, to count the words or letters in the sentence by opening the Tools menu and choosing



- Word Count, to run a spelling or grammar check on the sentence, or to copy, move, or delete it.
- ❑ **Select a paragraph.** Triple-click within the paragraph or move the mouse just past the left margin of the paragraph. When the pointer changes to a right-pointing arrow, double-click to select the whole paragraph.
 - ❑ **Select a table.** Select a table by holding down [Alt] and double-clicking anywhere in the table.
 - ❑ **Select all the text between the cursor and...** To select all the text between the cursor and the end of the current line, press [Shift][End]. To select the text from the cursor through the end of the current paragraph, press [Ctrl][Shift] and the down arrow. To select the text from the cursor to the end of the document, press [Ctrl][Shift][End].
 - ❑ **Select an entire document.** Press [Ctrl]A. Why would you want to? To change the font or to add or remove formatting. Once you've selected the entire document, apply the formatting to everything, and either leave it applied or apply it again to remove it. For example, suppose some text in your document is underlined and you want nothing underlined. To avoid spending time visiting each underlined section of text and un-underlining it, select the whole document with [Ctrl]A. Press [Ctrl]U to apply underlining to the entire document, then press [Ctrl]U again to remove the underlining. Be careful when you use [Ctrl]A. If you accidentally press [Delete] or type a keystroke and erase everything, don't panic and don't fret. Just press [Ctrl]Z or choose Undo from the Edit menu.
 - ❑ **Grow font, shrink font.** Here are three quick ways to change the size of selected text: Use the Format dialog box. Use the Font button on the Formatting toolbar, or use the Grow Font and Shrink Font shortcuts, which are [Ctrl] plus the open- and close- square bracket characters, respectively.
 - ❑ **Choose the correct view.** The first five commands on the View menu often confuse even experienced Word users. They are: Normal, Online Layout, Page Layout, Outline, and Master Document. The default view is Normal, but you'll probably want to work in Page Layout most of the time—it's the WYSIWYP ("what you see is what will print") view.
 - ❑ **Expand your vocabulary.** Word has a built-in thesaurus. Press [Shift][F7] or open the Tools menu, select Language, and then Thesaurus. Word will display a list of synonyms for the word you've selected or the word closest to the cursor.
 - ❑ **Make friends with the right mouse button.** Don't be afraid to right-click on a block of text or a table cell. The shortcut menu offers immediate access to some handy formatting options.





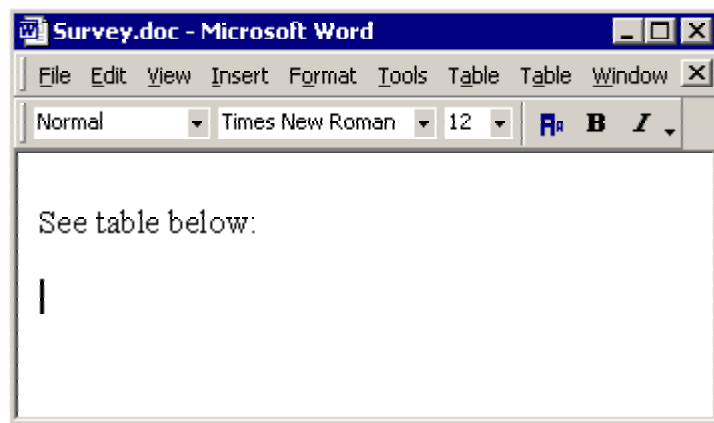
- ❑ **Fine-tune blank lines.** If you're trying to squeeze extra text on a page, you don't have to open the Format menu. You can fine-tune the vertical space a blank line occupies between lines of text. Select the paragraph mark in the blank line and use the [Ctrl][G] (Grow Font) or [Ctrl][S] (Shrink Font) shortcuts to increase or decrease the size of the paragraph mark, thereby increasing or decreasing the height of the blank line.



- ❑ **Don't Press [Backspace] over and over.** You don't have to press [Backspace] a dozen times to delete a word or phrase. If you type something and then change your mind, pressing [Ctrl][Backspace] to delete a word at a time is much faster than pressing [Backspace] over and over again. There's only one thing more wasteful: using the mouse to click on the beginning of the word or phrase and then pressing [Delete] repeatedly. If you get overzealous with [Ctrl][Backspace] and delete one word too many, press [Ctrl]Z to bring it right back.

Tips for Office 2000 and Up

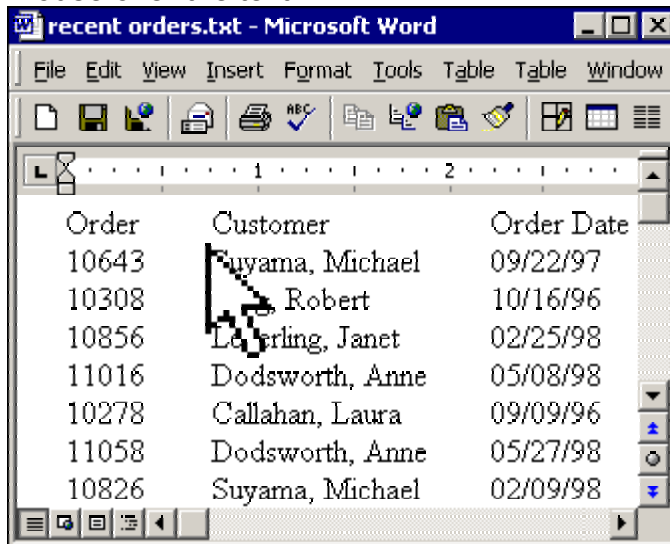
- ❑ **Use Your Keyboard to Quickly Change the Case of Text.** Select the text you want to change and press SHIFT+F3. Each time you press the F3 key, the text case switches between Title Case, UPPERCASE, and lowercase.
- ❑ **Type Out a Table in Word.** You can create tables in Microsoft Word by simply typing out a string of PLUS SIGNS (+) and MINUS SIGNS (-). Start the row with a PLUS SIGN (+) and then type MINUS SIGN (-) until you have the column width you want. To add a new column type PLUS SIGN (+) again. When you're done type a final PLUS SIGN (+) and press ENTER. Word turns your text into a table. To add more rows to your table, move to the last cell in the table and press TAB.



* If this tip doesn't work for you, then you need to turn on the AutoFormat feature in Word. To do this, on the Tools menu, click AutoCorrect. Then, click the AutoFormat As You Type tab and select the Tables check box.



- **Select Columns of Text in Word.** To select a vertical block of text in Word, such as a column of numbers, press and hold down ALT, and then drag your mouse over the text.



Then, you can delete it or copy it into another file. So easy!

- **Quickly Replicate Text or Graphics in Word.** Here's a quick way to make copies of text or graphics in Word:

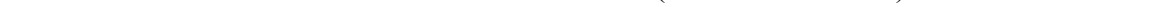
1. Select the item or text you want to copy.
2. Press and hold down the CTRL key.
3. Then use the mouse to drag the item to the desired position.

A copy of the original item is made right where you want it. This is helpful when you're creating a document that will include a lot of repeated text or images.

- **Add Attractive Horizontal Lines in Word.** It's easy to add a variety of horizontal divider lines to Word documents. To create a solid, black line for example, type three HYPHENS (-) at the beginning of a new paragraph and then press ENTER. Typing three UNDERSCORES (_) will make a thicker line, and so on. See the table below for a guide to the types of lines you can create:

TO CREATE A LINE LIKE THIS TYPE THIS AND PRESS ENTER

--- (Three HYPHENS)



___ (Three UNDERSCORES)





=== (Three EQUAL SIGNS)

(Three POUND SIGNS)

*** (Three ASTERISKS)

*If you're having trouble making this tip work, try this:

1. Select AutoCorrect from the Tools menu.
2. Click the AutoFormat As You Type tab.
3. Then select the Borders check box under the Apply as you type heading.

- **Increase or Decrease Line Spacing in Word.** To quickly change the line spacing of a paragraph in Microsoft Word:

1. Select the text you want to change.
2. Do one of the following:
 - To set line spacing to single-space lines, press CTRL+1.
 - To set line spacing to double-space lines, press CTRL+2.
 - To set line spacing to 1.5-line spacing, press CTRL+5.

- **Insert Accents and Special Characters in Word.** If you are tired of the complex steps involved in inserting accents and special characters, here is a fast and easy way.

To insert an accent or special character by typing a character code:

1. Click where you want to insert the accent or character.
2. Make sure the NUM LOCK is on.
3. Hold down the ALT key, and then, using the numeric keypad, type the character code.

Here are some commonly used codes:

TYPE THIS CODE TO GET THIS CHARACTER

129	ü	155	¢
130	é	160	á
133	à	164	ñ
135	ç	171	½
138	è		
148	ö		



- ❑ **Insert Current Date and Time** . You can insert the current date into a Word document by typing ALT+Shift+D. You can insert the current time by typing ALT+Shift+T.
Every time you open or print the document, the date and time will be updated, so don't use this method if, for example, you're adding a date that must remain the same, as in a journal entry.
ALT+Shift+D becomes 2/23/2001.
ALT+Shift+T becomes 12:00 PM.
- ❑ **Turn text into a graphic.** Select the text, then press **Ctrl + X** to cut the text to the clipboard. Select **Edit/Paste Special**. Double click **Picture**.
- ❑ **Use AutoCorrect to store a graphic.** Select the graphic. Select **Tools/AutoCorrect** then click the **AutoText** tab. Type a name for the entry (**logo**) for example then press enter. To change text to your graphic type text (**logo**) in document and press F3.
- ❑ **Show or hide toolbars.** Right click any toolbar then select the toolbar from the list.

**Advanced
Tip**

- ❑ **Remove dozens of extra returns.** Great for when you have pasted text from a webpage or an email.
 1. Press **Ctrl + Home**, then press **Ctrl + H**
 2. Type **^p^p** in the **Find What** box and **&&&&** in the **Replace with** box.
 3. Click the **Replace All** button, then click **OK**.
 4. Now type **^p** in the **Find what** box, click in the **Replace with** box, then press the **Spacebar** (to replace all paragraphs with a space)
 5. Click the **Replace All** button, then click **OK**
 6. Now type **&&&&** in the **Find what** box and **^p^p** in the **Replace with** box.
 7. One more time. Click the **Replace All** button, then click **OK**. Press **Esc** to close the dialog box.
- ❑ **Save Documents in One Fell Swoop.** Let's say you're working on four Word documents and the phone rings. You want to save all your documents, but if you try to save each individually, the answering machine will beat you to your caller.
To save all of your documents at once, hold down the Shift key and open the File menu. The File menu will give you two new options:
 - Save All
 - Close All

Keyboard Shortcuts in Microsoft Word

Copy, Cut and Paste

Ctrl + C	Copies the selected text to the clipboard.
Ctrl + X	Cuts the selected text to the clipboard. (When you <i>paste</i> after having cut, the text disappears from its original "cut" location and moves to where you <i>pasted</i> it).
Ctrl + V	Pastes the contents of the clipboard to the current location (ie. where the cursor is).
Ctrl + A	Selects the entire document. This shortcut is particularly useful in conjunction with the copy and cut shortcuts.

Editing

Ctrl + F	Brings up the " Find " dialogue box.
Ctrl + P	Brings up the " Print " dialogue box.
Ctrl + Del	Deletes 1 word to the right of the cursor.
Ctrl + Backspace	Deletes 1 word to the left of the cursor
Alt + Backspace	Un-does the previous action. This is a really useful keystroke to know as it works not just in Word, but in the majority of Windows programs, even in programs that do not have an UNDO menu option !
Ctrl + Enter	Starts a new page in your document. (Use when you want to force the text after the cursor to <i>definitely</i> start on a new page).

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Formatting

Ctrl + B	Toggles the current font between Bold and non-Bold (to see what "toggles" means, keep hitting Ctrl+B and see what the Bold icon on the Word toolbar, does).
Ctrl + I	Toggles the current font between <i>Italic</i> and non-italic.
Ctrl + U	Toggles the current font between <u>Underlined</u> and non-underlined.

Tools

F7	Starts the Word Spell Checker .
Shift + F7	Starts the Word Thesaurus .
Ctrl + S	Saves the current document. If the document has not already been saved (ie. it is a new document), the " <u>Save As</u> " dialogue box comes up.
Ctrl + P	Brings up the " Print " dialogue box.
Ctrl + N	Starts a brand New document in a new Word window (your old document is not closed and is still accessible through the <u>Window</u> menu).

Moving Around A Document

Ctrl + Right-Arrow	Moves the cursor 1 word to the Right .
Ctrl + Left-Arrow	Moves the cursor 1 word to the Left .
Ctrl + Up-Arrow	Moves the cursor up 1 paragraph .
Ctrl + Down-Arrow	Moves the cursor down 1 paragraph .
Page-Up	Moves the cursor up 1 screen .
Page-Down	Moves the cursor down 1 screen .
Ctrl + Page-Up	Moves the cursor to the top left hand corner of the current screen.
Ctrl + Page-Down	Moves the cursor to the bottom right hand corner of the current screen.

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Home	Moves the cursor to the beginning of the current line .
End	Moves the cursor to the end of the current line .
Ctrl + Home	Moves the cursor to the beginning of the document .
Ctrl + End	Moves the cursor to the end of the document .
Ctrl + G	Brings up the Go To dialogue box which enables you to go to a specific page and/or section of your document.

Highlighting Text

Apart from **Ctrl+A** the keystrokes that follow are essentially nothing other than holding the **Shift key** down while at the same time using any of the motion keyboard shortcuts mentioned in the *“Moving around a document”* section above.

Ctrl + A	Selects the entire document.
Shift + Ctrl+Right-Arrow	Highlights 1 word to the Right .
Shift + Ctrl+Left-Arrow	Highlights 1 word to the Left .
Shift + Ctrl+Up-Arrow	Highlights 1 paragraph up from the current cursor position.
Shift + Ctrl+Down-Arrow	Highlights 1 paragraph down from the current cursor position.
Shift + Page-Up	Highlights the contents of 1 screen up from the current cursor position.
Shift + Page-Down	Highlights the contents of 1 screen down from the current cursor position.
Shift + Ctrl+Page-Up	Highlights text up to the top left hand corner of the screen from the current cursor position.
Shift + Ctrl+Page-Down	Highlights text down to the bottom right hand corner of the screen from the current cursor position.
Shift + Home	Highlights text to the beginning of the line from the current cursor position.
Shift + End	Highlights text to the end of the line from the current cursor position.
Shift + Ctrl+Home	Highlights all text to the beginning of the document from the current cursor position.
Shift + Ctrl+End	Highlights all text to the end of the document from the current cursor position.