

More Word Tips

Insert Key. If you accidentally hit the insert key.... Press it again. When you press Insert, you switch to Overwrite mode(OVR appears on the taskbar). In this mode, you type over text instead of bumping it out of the way.

Got a little more than a page of text? Don't just adjust the font size. In **Print Preview** (Ctrl+F2). Click the **Shrink to Fit** button, then press **Ctrl +P** to print.

Special Characters.


- © type (c)
- ® type (r)
- ™ type (tm)
- ° type Alt +0186
- ☺ type :)
- ☹ type :(
- type Alt+0149
- type Alt+0151

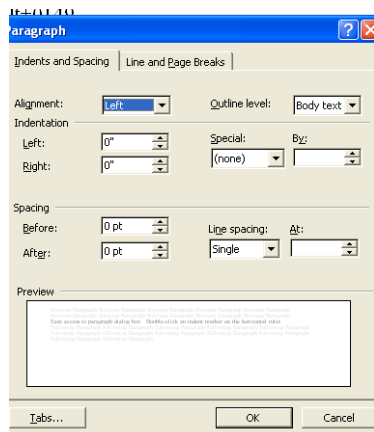
If you really want to type a (c) not a ©. Just undo (**Ctrl + Z**)

Non-Breaking Hyphen. To insert a non-breaking hyphen **Press Ctrl + Shift + Hyphen**
If you replace a standard hyphen with a non-breaking hyphen, words like non-breaking will always appear on the same line.

Non-Breaking Space. **Press Ctrl + Shift + Spacebar**

Use this if you do not want a space between two words such as your name. ex. Randy Huff

Easy access to paragraph dialog box. Double-click an indent marker  on the horizontal ruler. You will get the following:



Some cool Bullet tricks.

Type > (then a space, then type some text)

- Number one
- Number two

Type -> (then a space, then some text)

- ➔ First
- ➔ Second

Type <-- for this ←

Type ==> for this ➔

Type <== for this ←

Type <=> for this ⇔

Use a picture as a bullet.

- (1) Right click selected text. Then select **Bullets and Numbering**.
- (2) Click the **Picture** button.
- (3) Select one of the Word's pictures or click **Import Clips**, then double click one of your own.
- (4) Click **OK**.



Test this line for bullets.



This is now my new bullet.



You may have to resize it to fit.

Quick way to open Page Setup box. Double click the gray area of the ruler.

To align text vertically on a page.

- (1) Double click the gray area of the ruler to display **Page Setup** dialog box.
- (2) Click on the **Layout** tab
- (3) Choose **Center** or **Justified** from the **Vertical Alignment** drop-down list.
Click **OK**.

Too much text for one box? Flow it into more boxes.

- (1) Click the text Box tool on the Drawing toolbar, then draw two or more boxes.
- (2) Right click the border of the first box and select **Create Text Box Link**.
- (3) Click the second, empty text box with the pitcher pointer.

