

# Microsoft Word Essentials

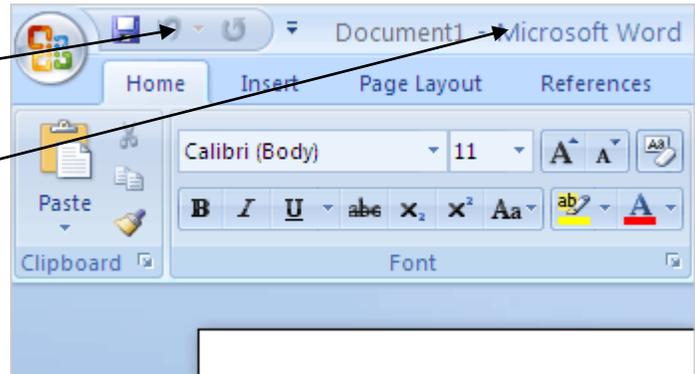
## (Tips and Tricks)

### The Word User Interface:

The interface consists of three main sections; the **Top**, the **Ribbon** and the **Status Bar**.

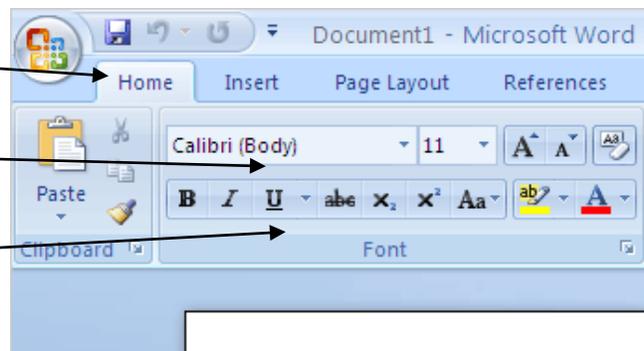
#### 1. Top

- a) **Quick Access Toolbar**  
Contains icons for frequently used commands. These are customizable.
- b) **Title Bar**  
Displays the name of the open program as well as the open file name.



#### 2. Ribbon

- a) **Tabs**  
Divide the Ribbon into task-oriented sections.
- b) **Commands**  
Appear as visual icons or buttons within the Groups.
- c) **Groups**  
Organize related commands together for each Tab.



#### 3. Status Bar

- a) **Status** – Presents file oriented status information and tools for quick access
- b) **Zoom** – The zoom slider easily changes the magnification of the document.

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### Selecting text

1. To **select a word** – double click on the word.
2. To **select a paragraph** – triple click within the paragraph
3. To **select a sentence** – hold down Ctrl and click within the sentence.
4. To **select line** – put cursor to left of line (selection area) it turns into facing arrow/single click.
5. To **select all** - Ctrl + A, or move cursor to the left of text (selection area), Ctrl + single click.

## AutoCorrect Options

**AutoCorrect Options** (under the Office Button/Word Options/ Proofing and then AutoCorrect Options) can be used to replace certain letter sequences with words or phrases such as sou with **Southern Oregon University**.

Automatically changes the following text to the appropriate symbols.

(c) will do this: ©	(r) will do this: ®	(tm) will do this: ™
<=> will do this: ⇔	<-- will do this: ←	--> will do this: →

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## Using Office Help

### Help Button:

There are several ways to access help in Office 2007. Obviously you can get help from the program help knowledgebase by pressing F1 on the keyboard or by clicking on the Help button at the right edge of the ribbon. If you are connected to the Internet it will also search Microsoft On-line for even more information.

### Screen Tips:

Enhanced screen tips display when you rest the mouse pointer on a command. To get further help, keep the pointer resting on the command and press F1.

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## Regular tasks and things to note:

- **Zoom** - The zoom slider is to the right of the Status bar and allows you to zoom in on a page or out to all the pages of the document.
- **Right-Click** – Whenever you want to “do something **TO** something.” Remember the right click will always present a context sensitive menu; usually containing the action you would like to take. Get used to using the right-click, it will payoff for you.
- **Single Line Spacing** – You’ll notice that in Office 2007 (Word) the default type and line spacing have been changed. If you prefer the 2003 style it is simple to make it your default.
  - Go to “Change Styles” on the Home Tab and click on the down arrow
  - Click on or hover over “Style Set” then click Office 2003
  - Go back and click the down arrow on “Change Styles and choose “Set as Default”
- **Setting Defaults** – Most “Groups” (as in Font group) have an arrow at the bottom right of the group box that when clicked will open a dialog box. Set your desired default and then look for the “Set As Default” button. When clicked you will be presented a choice of: this document only or all documents. Make your choice.

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## Hey... where is my Ruler?

Turn the ruler on and off with the View Ruler icon  at the top of the vertical elevator.

## Understanding the Horizontal ruler -

The **Horizontal ruler** is used to indent, set tabs, paragraph indents, and hanging indents. Remember that it only affects the highlighted text or the paragraph your cursor is in.



- The First Line Indent marker allows you to click and drag it to define the level of the indent.



- The upper arrow is for the Hanging Indent. Click and drag to define the level of the paragraph indent from the second line on. The lower square is the Left indent which determines the location of the left side of the paragraph.



- The Right indent marker allows you to click and drag to define the level of the paragraph indent from the right margin.

## Tabs

On the left corner of the Horizontal Ruler is a box which allows you to select the tab type. After selecting the tab type you can set tabs by clicking on the Horizontal Ruler. Remove them by clicking and dragging down.



- Left Justified Tab



- Decimal Tab (Aligns numbers to the decimal point)



- Center Justified Tab



- Right Justified Tab

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## Outlines, Bullets and Lists -

- Begin bulleted list with asterisk (space)
- 1. Begin a numbered list with 1. (space)
- I. Begin outline with I. (space) **Tips** –
  1. When you're creating a bulleted or numbered list in Word or PowerPoint, you might want an item to appear on the list without a bullet. Start a new line without a bullet by pressing **Shift-Enter**. The next time you press the Enter key, the new line will continue the bulleted or numbered list.
  2. Reorganize Outlines by selecting the lines and then demoting or promoting by using the increase  or decrease  indent buttons on the Format Menu.
  3. When Word automatically starts an outline for you it indents several spaces to the right of the margin. Maybe you don't want it indented or maybe you'd like for the sub-levels to be indented differently. All you have to do is click on the first letter or number of the outline and drag the outline to the position you desire.

## Quick Parts

If you use the same piece of text frequently, such as a return address, a disclaimer, or a legal statement, then quick parts is for you. Select the text and go to the Insert Tab. Then under Text select Quick Parts. By saving to the Quick Parts Gallery you can easily add the text to any document.

