Word Tips and Tricks

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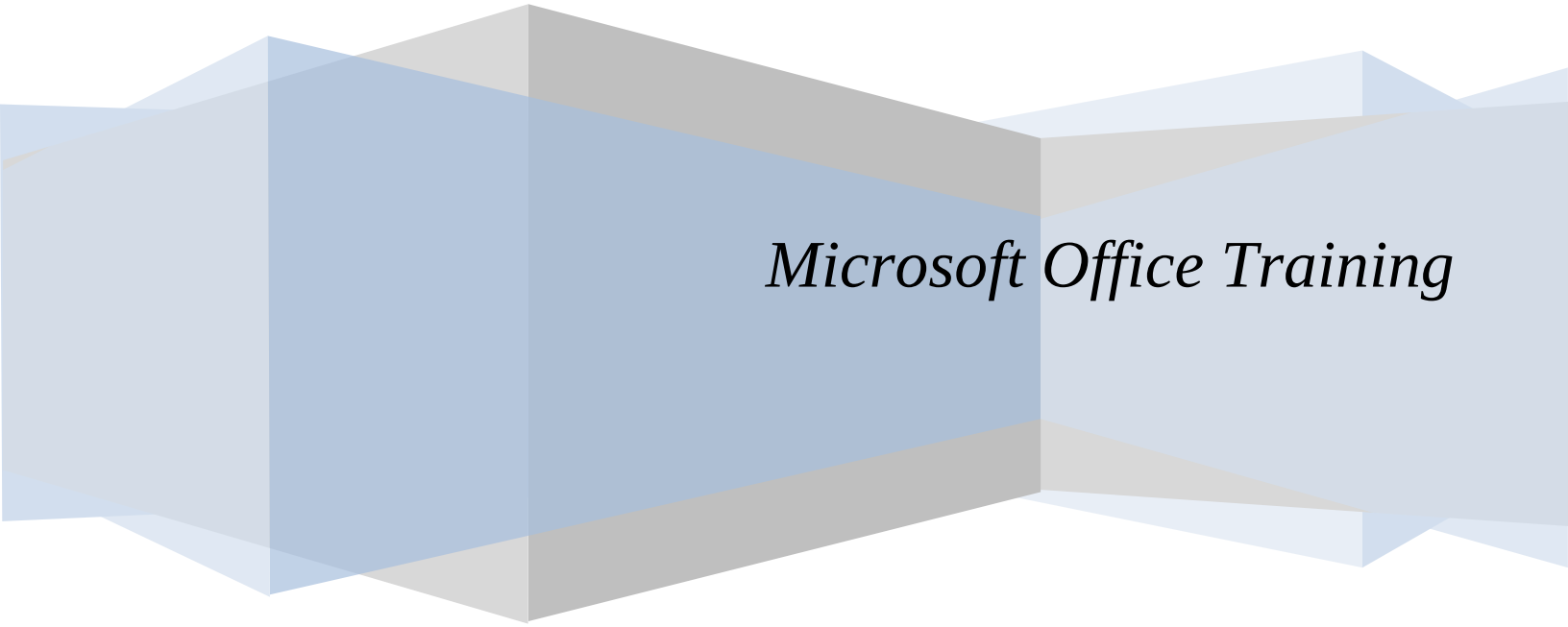

Microsoft Office Training

Word Tips and Tricks

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Word Tips and Tricks

Click and Type

To type anywhere on the document you place the cursor over that area and when you double click it will place it either left justified, centered or right justified on that line. (You'll see an indicator icon below the cursor).

Proofing

Spelling

Spelling errors are denoted by a wavy red line. You can use the right click to find the correct spelling or add an item to the dictionary.

Grammar

Grammatical inconsistencies are denoted by a green wavy line and can be assessed by right clicking the item.

Thesaurus

The Thesaurus will easily find alternate words (synonyms and homonyms) when needed.

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: →

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.

Show/Hide

The Show/Hide feature is a great tool for finding hidden formatting symbols and marks such as Paragraphs, Tabs, Page Breaks, etc.

Styles and Formatting

Styles and Formatting provides a great way to layout your document more rapidly and efficiently.

1. Use the **Styles** commands under the **Home** tab. Here you can easily apply the Style you want and review how each one looks on your document by hovering over the style icons.
2. Keep in mind that Styles carry over to other parts of Office. So if you use or create a style in Word it will be available to you in PowerPoint.
3. By right-clicking on a style you can see where that style is used throughout your document. If you then modify the style it will change all instances.

Table of Contents

Creating a table of contents is easy if you use styles. Remember not to use a style for the Title of the document but do use them for each level and sub-level. Then use the References Tab/ Table of Contents to insert your table into a new page.

Remove Formatting

Ever try to fix formatting that refuses to change? You can start with a clean slate by removing all formatting from the selection—select the block of text and press Ctrl-Shift-N.

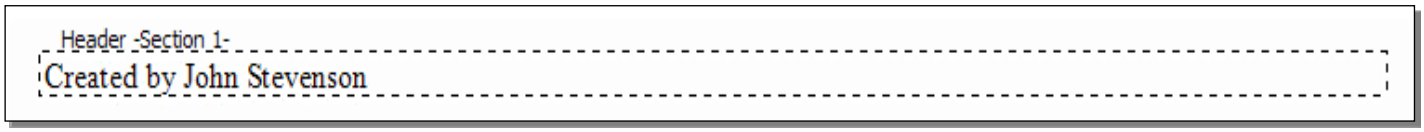
Page Breaks

To control Widow/Orphan Page Breaks go to the Format Menu and select Paragraph. Then select the Line and Page Breaks Tab and check the box for Widow/Orphan Control. This prevents a break where the result would be a single line on the next page.

Use the Insert Menu and select Break to cause a particular type of page break to occur.

Headers and Footers

To add headers and footers to a document, open the View Menu and select Header and Footer. This will automatically give you a dotted area (see below) at the top of the page in which you can type or use the Insert AutoText to make your header. By using the Switch between Header and Footer icon in the pop-up menu you can then add your footer. These headers and footers will be shown on each page.



Format Painter

Format Painter copies the text formatting of the area where the cursor is located. If you select an entire paragraph or cell and then click on the icon, Format Painter will also copy the paragraph or cell formatting. You can then "paint" the copied formatting into other parts of the document by simply highlighting text.

By double-clicking on the Format Painter icon, you can apply the copied formatting repeatedly until you press Esc or the Format Painter icon once again.

Draw a Line

You can create a line across the page of your Word or Outlook document with just a few keystrokes. Type three consecutive hyphens and press Enter to get a normal line. Type three underscores and Enter, and you'll get a bold line. And if you type three equal signs and press Enter, you'll get a double line.

Tables

Tables create columns of information where ever you desire on your page. You'll find the easy table tool under Insert. Just highlight the number of columns and rows that you want to start with and it inserts them into your document at the cursor's position.

Tips:

To select a single cell look for the dark black arrow by placing your cursor at the left side of the cell and then click. Any modifications made will now only affect the cell you have selected.

To remove the dark black lines from around a table remember they are borders. Highlight the whole table, right-click and choose "Table Properties". Then choose the "Borders and Shading" button and then choose None. There will still be faded lines but these are "grid lines" and will not be printed.

Keyboard Shortcuts

F7	Run the spell-checker.
F12	Opens the Save As dialog.
Shift+F3	Toggle through lowercase, initial capital, and uppercase selected text.
Shift+F5	Jumps to the last change you made in the document.
Ctrl+F6	Toggles between open documents.
Ctrl+A	Select all.
Ctrl+B	Bold selection.
Ctrl+C	Copy selection.
Ctrl+P	Print
Ctrl+V	Paste copied selection.
Ctrl+X	Cut selection.
Ctrl+Z	Undo
Ctrl+Home	Beginning of document
Ctrl+End	End of document
Ctrl+Enter	Inserts a hard page break.
Ctrl+Shift+>	Increase font size.
Ctrl+Shift+<	Decrease font size.
Ctrl+Shift+N	Clear all formatting for selected text
Shift+Print Screen	Screen capture of whole screen to clipboard
Alt+Print Screen	Screen capture of active window to clipboard

Class Notes: