

# Word Software Shortcuts & Tips

## **April 2010 Newsletter:**

The function in Word for Envelopes and Labels encompasses more than those two words might convey. Included under the title of Labels are business cards, index cards, rolodex cards, and notebook divider tabs, just to name a few.

## **September 2009 Newsletter:**

Ever type a list in word and then decide you'd like it in alphabetical order? Although it's on the TABLE menu, the SORT option also works on text that is not part of a table. Simply select the text to be sorted, choose Table / Sort and click OK – your lines of text will be sorted alphabetically. If needed, you can change the default for Z

If you like keyboard shortcuts, you can print your own reference list – choose File / Print and in the Print What section, choose Key Assignments. You will generate a multi-page table of keyboard shortcuts.

## **January 2009 Newsletter:**

### OMITTING FIRST PAGE NUMBERS

Create a different first page header/footer in your document: simply use the 'Different first page' option in the Page Setup dialog (in Word 2003, it's File -> Page Setup -> Layout tab -> Different first page; in Word 2007 it's Page Layout tab -> Page Setup -> Layout tab -> Different First page).

## **The Drawing Toolbar**

The drawing toolbar is mostly used in PowerPoint, but is also available in Word and Excel. It defaults to showing at the bottom of your screen. If it is not visible, open the View menu and choose Toolbars, then choose Drawing. This toolbar is handy because it has shortcuts for creating all types of shapes, lines, word art, diagrams, and other graphics within your presentation, document, or spreadsheet. At the right of the toolbar are icons to adjust the thickness or type of a line or arrow as well as boxes that lead to menus of shadow and 3D options for your various graphics. Experiment with this and let your creativity show!

## **Internet Extras:**

If you've got so much formatting that undoing them individually would be frustrating, try using Word's equivalent of a text-formatting eraser. Select your block of text and press Ctrl+Spacebar.

## Word Software Shortcuts & Tips

AutoText is a great time saver and there are many ways to insert AutoText when you need it:

1. Start typing the entry's name. Midway through, a bubble appears with the entire entry. Press Enter at that point to insert the whole thing.
2. Type the entry's name and then press F3
3. Display the AutoText toolbar, click the All Entries button, select the submenu name, and choose an AutoText entry
4. Choose Insert / AutoText / AutoText / select an entry in the AutoCorrect dialog box / click the Insert button.

### **October 2008 Newsletter;**

To fully manipulate graphics in version 2007, you'll first need to insert a drawing canvas. Click the Insert ribbon, click the Shape button, and select New Drawing Canvas. Place your graphics – pictures and shapes – into the canvas and you will be able to group and layer them as in any previous version of Word. If you're simply using one graphic, no drawing canvas is necessary.

Part of using Tables is to make selecting a formatting of rows and columns easier.

Cells – select one by clicking in it or use a click and drag action to select several cells (boxes) at once.

Rows – place the cursor in the left margin and click to select one row, or click and drag to select several rows.

Columns – move the cursor to the top of the column and click once when it changes to a fat down-pointing arrow, or click and drag the down arrow to select several columns.

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## June 2008 Newsletter:

We all make mistakes and early on in school we learned how to 'erase' our mistakes. Here are several ways to 'erase' mistakes in Word where the function is called UNDO.

- Edit/Undo (erases the last action)
- The Undo icon on the standard toolbar. (Arrow curved and pointing left)
- The drop down arrow next to the Undo icon on the standard toolbar – allows 'erasing' of up to 99 actions.
- CTRL + Z

Here's one that was news to me! There's a calculator included in Word.

All toolbars can be customized, and you'll need to do that to have access to the calculator.

Once the calculator is on your toolbar, simply enter a formula in a word document and then select it, click on your calculator button and the unformatted answer will appear in your status bar at the bottom left of your screen. The answer is also copied into the clipboard for you to quickly paste into your document.

To customize your toolbar:

Right click any toolbar

Choose Customize

Click the commands tab in the dialog box

Scroll to ToolsCalculate in the commands

Click and drag the command to any of your toolbars (to the Quick Access toolbar in version 2007)

## February 2008 Newsletter:

When you have a line of text that needs to be both left and right aligned – you need to use Tabs.

1. Click on Format
2. Choose Tabs
3. Click the Clear All button.
4. In the Tab stop position box, enter the width in inches of the editable area of your document.
5. Check the RIGHT option
6. Click OK

Now, type some text, hit Tab, type some more text. Before the tab is left justified and after the tab is right justified!

Since this alignment will remain for the rest of your document, you'll probably want to repeat steps 1-3 within a line or two.

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## Sept 2007 Newsletter:

Erase those persistent lines—Auto Format will replace a line of hyphens, underlines or tildes with a horizontal line automatically. When this happens and it won't go away, it's probably because it is actually a border below the paragraph. To remove, select Format | Borders and Shading, and select NONE. The ruler along the top of the screen is there to help you change and identify margins, tab settings, and indents as well as place graphics and text boxes (if you don't see it, click on View | Ruler).

If you've typed text in a case setting other than the one you want, highlight the text then press Shift-F3—this will rotate the text through title case, uppercase, and lowercase.

Editing a long document? To find where you left off in your last session, open the document and use the Shift-F5 key combination to move the cursor to the position it was in when the document was last saved and closed.

When you attach an envelope to a document, (Tools | Envelopes) printing the document will also print the envelope. The envelope is always added at the beginning of the document, but it is not considered Page 1! So, if you need to print the envelope only or the document only, use the Print Pages option in the Print dialog box and know that the envelope is Page 0 and the document, or letter, begins on Page 1.

## May 2006 Newsletter:

- Word automatically saves information such as the author's name in your documents. If you'd like to share your documents without sharing your personal information, Choose Tools / Options and click on the Security tab. In the privacy options panel, select the Remove Personal Information From the File On Save check box and then click OK. A great idea if your document will be on the Internet!
- AutoCorrect is designed to help automatically correct common spelling errors and capitalization typos. You can add entries to the AutoCorrect table to fix your most common spelling errors or to have Word recognize your common abbreviations.
- Setting up a different header or footer for the first page or for even and odd pages requires two steps. First, use File / Page Setup / Layout and check the appropriate box for different first page or different odd/even. Second, use View / Header and Footer to enter your desired text and formatting. Note – you should already have two pages of text before entering your header or footer or you'll be repeating step 2 after the text is entered.

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- At the bottom of the vertical scroll bar (typically on the right of your screen), there are three buttons for browsing.
  - The top button, looking like two stacked triangles pointing up, typically takes you to the previous page.
  - The bottom button, two stacked triangles pointing down, typically takes you to the next page.
  - The center button, when clicked, presents a pop-up palette of things to browse for. Pointing at any one of the items will display text explaining the browse for item (page, section, comment, etc)

### February 2006 Newsletter:

- Pressing control and the spacebar turns off all formatting features.
- Use Format Painter without the mouse: Ctrl-Shift-C to copy the formatting and Ctrl-Shift-V to paste the formatting.

### October 2005 Newsletter:

- The PICTURE tab in the Format/ Picture dialog box allows you to set the color of the selected picture to WATERMARK. This places a 'faded' version of the picture on your page, which can then be moved to the back from the Draw menu.
- In most Office programs, if you have multiple files open and want to close them all quickly, hold down the SHIFT key while clicking on the FILE menu. The Close option will now say CLOSE ALL.

### Internet Extras:

To insert text into an AutoShape, right-click on the AutoShape and then choose Add Text from the resulting shortcut menu. Word will place the insertion point inside, where you can begin typing.

<b>Keystroke shortcuts for moving around in a Word Table</b>	
<b>Shortcut</b>	<b>Action</b>
Tab	Next Column in the same row Or Next/New row in the same table
Shift+Tab	Previous Column in the same row
Alt+Home	Start of the row
Alt+End	End of the row
Up Arrow	Row above
Down Arrow	Row below
Alt+Page Up	Top of the Column
Alt+Page Down	Bottom of the Column

## Word Software Shortcuts & Tips

If you are working in a long document, you might want to try inserting Bookmarks. These can then be used as hyperlinks to move quickly through your document or return to a specific text.

To insert a Bookmark:

- Click where you want to place the bookmark
- Choose Insert / Book mark
- Type in a descriptive name (no spaces allowed)
- Click the Add button

To use a Bookmark:

- Choose Insert / Bookmark
- Double-click the name of the desired Bookmark
- Click Close

Have a group of documents you work on regularly? Here's a feature that may make that task a little easier – the WORK menu! First, customize your menu bar by adding the Work Menu – choose Tools / Customize, click the commands tab, find the “Built-in Menus” category, choose Work and drag it to where you 'd like it to appear on your menu bar. Clicking on the WORK menu offers an “Add to Work” option that you can use to create a list of documents and then use to quickly access those documents.

### **January & May 2005 Newsletters:**

In these newsletters we repeated tips from early newsletters.

### **Sept 2004 Newsletter:**

If you're using graphics in Word and need to do some cropping (cutting off from the edge toward the middle), select the graphic and open the Picture Toolbar. The crop tool icon is two intersecting right angles. Move the pointer to a selection handle and start dragging. The dotted line tells you what part of the graphic you are cutting off. If you don't like the results, click the Reset Picture button on the toolbar to undo it.

### **Internet Extras:**

Need to find a “non-printing” character in the Word FIND dialog box? Click the MORE button within the dialog box and then click the SPECIAL button. A list of special characters (such as Tab) that Word can search for appears, choose one and start searching for your non-printing character!

If you create a lengthy table in a Word document, you may feel a need to have the column headings at the top of each page. To have Word put them there automatically, place the insertion point anywhere within the table's first row, then choose TABLE / Heading Rows Repeat (or Table / Headings). Word will now automatically repeat the row contents wherever the table breaks across pages.

# Word Software Shortcuts & Tips

## **April 2004 Newsletter:**

Your tables and graphics in a word document can have captions just like your favorite newspapers and magazines! Click to select the table or graphic, then choose INSERT / CAPTION. In the caption dialog box, fill in as appropriate and click OK.

Using the EDIT / FIND command in word, you can find non-printing characters like Tab. Click on MORE and then SPECIAL and you'll see a list of the characters Word can search for. Choosing FORMAT allows you to look for Bold, etc.

## **Internet Extras:**

Changing line spacing was easy on the typewriter just move the little lever. In word, you can use Format / Paragraph, place your cursor in the paragraph you want to change (remember a paragraph in Word starts and ends with a carriage return – or press of the enter key) and press one of these key combinations:

[Ctrl] 1 for single spacing

[Ctrl] 5 for 1 ½ spacing

[Ctrl] 2 for double spacing

We all know that Word has a dictionary – the book that generates those squiggly red lines. It also comes with a thesaurus! Three ways to find out what options the thesaurus has for a word you have typed:

Highlight the word and choose Tools / Language / Thesaurus

*Or* Right-click the word and choose Synonym from the pop-up menu

*Or* click on the word and use the key combination Shift + F7

## **January 2004 Newsletter:**

Instead of just using ClipArt to spice up your documents, why not use AutoShapes to create the look you need? AutoShapes are on the drawing toolbar and include arrows, hearts, flowchart symbols, and thought bubbles. Select the shape you want and then click and drag in your document to 'draw' the shape!

Put captions on your graphics or tables within your document – right-click to select the object to have a caption and choose Caption. You can accept the default value or enter your own preferences.

## **September 2003 Newsletter:**

You can change the grammar rules used by WORD – Tools/Options – Spelling & Grammar – drop down for “writing style” – choose one of the five – click OK.

For version XP, but may work in older versions as well:

To see the formatting associated with particular text, Highlight the text; select Format/Reveal Formatting. The Task Pane will display the font, language, alignment and indentation information.

## **February 2003 Newsletter:**

When you use the justify setting for your text, Word automatically stretches some words to fit across the column. You can do the same thing on other text through the Spacing tab in the FONT dialog box.

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## Internet Extras:

The recently used file list appears at the bottom of the FILE menu and typically contains the last four files you have opened in WORD. If there is a file on this list that you would like to remove, here are the directions:

First press CTRL ALT – (that's three keys, the last being the dash)

(Your mouse pointer should now be a minus sign)

Now select FILE and move down to the Recently Used File List

Click on the item you would like to remove

Remember typing term papers and having to add footnotes? Yuck! Word makes that task so much easier! If you're typing something that requires a footnote (typically goes at the bottom of the page) or an endnote (typically goes at the end of the document), use the INSERT menu. Choose FOOTNOTE and follow through the dialog box to choose your settings. The note will be automatically numbered by Word and the appropriate space will be saved at the bottom of the page!

## September 2002 Newsletter:

Holding the ALT key while selecting text will allow you to select a column of information when it is not part of table, for instance a column in an agenda that was typed using Tabs.

In most Office programs, if you have multiple files open and want to close them all quickly, hold down the SHIFT key while clicking on the FILE menu. The Close option will now say CLOSE ALL.

If you're inserting Hyperlinks (web sites or e-mail addresses) in your documents, spreadsheets or presentations and don't want them to show up in blue with the underline – remove the formatting! Point at the hyperlink and click the right mouse button, from the pop-up menu, choose Remove Hyperlink and the formatting of blue underlined text will be removed.

## May 2002 Newsletter:

Save changes to all open documents hold down the SHIFT key when you click on the FILE menu. The SAVE option will now read SAVE ALL!

## Internet Extras:

**If your document is to be read on the computer rather than printed, try out some of the special text effects. When you choose Format / Font, click the Text Effects tab. We used the Las Vegas Lights effect here (No, it won't print this way!)**

If you need to edit a hyperlink in your document, right click on it and choose Edit Hyperlink from the resulting shortcut menu. This allows you to change the hyperlink without activating it

# Word Software Shortcuts & Tips

## February 2002 Newsletter:

F12 on your keyboard is a shortcut to the File / Save As dialog box.

AutoCorrect has an exception list that you can add to and delete from. To find it, choose Tools / AutoCorrect and click Exceptions.

## September 2001 Newsletter:

When you want text to appear together on the same line of your document, enter a nonbreaking space by using the key combination CTRL+Shift+Spacebar.

Use the key combination Shift+F5 to return to the last place in your document where you typed. You can use this up to three times in succession to trace your steps backward. You can even use it after having closed and re-opened the document!

## May 2001 Newsletter:

Increase your workspace by using Full Screen view—Select View / Full Screen from the menu bar (this will make the toolbars and menu bar disappear). To exit this view, click the Close Full Screen button on the Full Screen floating toolbar.

## February 2001 Newsletter:

Identify the formatting of existing text by clicking on Help / What's This. The pointer will become a question mark (?), use it to find the text in question and when you click a pop up message will describe the font and paragraph formatting.

## September 2000 Newsletter:

Use keyboard shortcuts for increasing ( CTRL+]) and decreasing ( CTRL+[ ) font height

## Internet Extras:

The PICTURE tab in the Format / Picture dialog box allows you to set the color of the selected picture to WATERMARK. This places a 'faded' version of the picture on your page which can then be moved to the back from the Drawing toolbar.

Keyboard shortcuts for changing font size:

CTRL + ] = increase font size

CTRL + [ = decrease font size

## April 2000 Newsletter:

You can change the mouse pointer I-beam to a clover symbol (easier to find quickly) by typing Ctrl/Alt/+(the one on the keypad). To change it back, press the Escape key.

## October 1999 Newsletter:

Typing three dashes followed by ENTER creates a single line.

Typing three equal signs followed by ENTER creates a double line.