



# Microsoft WORD

## Tips and Tricks



## OPEN

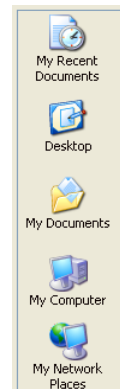
### ◆ Open Multiple Documents

To open more than one document, press the CTRL key and select all of the documents. Then, click on the OPEN button.

### ◆ Shortcuts in 'My Places'

You know the bar on the left side of certain dialog boxes (such as Open, Save As, or Insert Picture) is called 'My Places' and is intended to let you quickly go to certain folders such as My Recent Documents, Desktop, My Documents, My Computer, and My Network Places.

Did you know you can add, delete and reorder shortcuts on the 'My Places' bar? And change the look of the icons?



- Add a shortcut:
  1. On the **File** menu, click **Open**.
  2. In the **Look in** list, click the drive, folder, or Internet location that contains the folder where you want to create a shortcut to in the My Places bar.
  3. Click the desired folder and click **Tools > Add to "My Places"**. Your shortcut appears in the **My Places** bar to the left of the folder and files list.
  
- Delete a shortcut:
  1. On the **File** menu, click **Open**.
  2. On the **My Places** bar, right-click the shortcut that you want to delete, and then click **Remove**.

**NOTE:** You can only delete shortcuts that you've added to the **My Places** bar. You cannot delete default places such as **My Documents**.



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- Right click:

Right click on the 'My Places' bar to display the options:

These options will let you reorder and display small or large icons.





### ◆ 'Favorites' folder in 'My Places'

The Favorites folder is a good place to store shortcuts to files and folders you use often. The original file or folder is not moved - a shortcut is created. Storing shortcuts in the Favorites folder gives you quick access to any file.

Click the desired file or folder and click **Tools > Add to Favorites**.

### ◆ File Management - OPEN and SAVE AS dialog boxes

You can delete and rename files and create new folders in the OPEN and SAVE AS dialog boxes.

- NEW FOLDER: Click on the  icon to create a new folder on the disk displayed in the LOOK IN:/SAVE IN: box.
- DELETE: Select the file you want to delete. Click on the  icon or click **TOOLS > DELETE**.
- RENAME: Select the file you want to rename. Click **TOOLS > RENAME**.

## EDIT

### ◆ Right Click

Right click will display an option list. The contents of the option list will depend on what the mouse is pointing to. Two of the handiest uses of the right click are to quickly correct typos and grammar errors and find synonyms.



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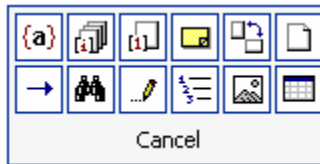


### ◆ Browse Objects

Do you use the 'browse objects' at the bottom of the vertical scrollbar to move around your document quickly?



Click on the circle  to display these options:




Field	Endnote	Footnote	Comment	Section	Page
Go To	Find	Edits	Heading	Graphic	Table


### ◆ White Space

In print layout view, you can quickly eliminate wasted space on the screen by hiding the white space at the top and bottom of a document.

Point to the space between the bottom of one page and the top of the next page.




The mouse pointer turns into 2 white boxes with arrows . Click once to hide the white space and a black line now separates the two pages. Click on that line

when the mouse pointer turns into 2 white boxes with arrows  and the space returns.

### ◆ Split Screen

If you need to look at two parts of your document at the same time, use a Split Screen.

1. Point to the split box at the top of the vertical scroll bar. 
2. When the pointer changes to a double line, drag the split bar to the position you want.

To return to a single window, double-click the split bar.

To move or copy text between parts of a long document, split the window into two panes. Display the text or graphics you want to move or copy in one pane



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and the destination for the text or graphics in the other pane, and then select and drag the text or graphics across the split bar.

### ◆ **Move Images** in Word to the Exact Position You Want

When you position an image in a Word document, it automatically aligns (or snaps) to an invisible grid, which helps keep everything lined up.





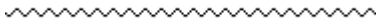
If you ever need exact control over the placement of your image, you can temporarily override the grid. The image must not be set to be “in line with the text.” To verify this:

1. Double-click the image or select Object under Format on the menu bar, and select the Layout tab.
2. Under Wrapping style, choose any style except “In line with the text.”
3. Then, click OK.

Then press the ALT key as you drag the object into place. You'll notice that the image moves smoothly and not in increments along the grid.

### ◆ **Quickly Add Horizontal Lines**

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)
	~~~ (Three TILDES)



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### ◆ Select **Columns of Text**

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.

NOTE: This will not work if your column of text is inside a Word table.

### ◆ Select **Noncontiguous Text**

Word now allows you to select noncontiguous text like Excel has allowed for a long time. Select the first item, hold down the CTRL key and select the additional items.


### ◆ Repeat **Table Column Headings** on Subsequent Pages

To show table headings at the top of the page for a table that spans more than one page:

1. Select the heading rows of your table.
2. On the Table menu, click 'Heading Rows Repeat.'

NOTE: Word automatically repeats table headings on pages that result from automatic page breaks—but not if you manually insert a page break. Also, repeated table headings are only visible in Print Layout view or when you print the document.

### ◆ **Tables**

When working with tables, don't forget to use the TABLES and BORDERS toolbar. Many of the commands listed under TABLE on the menubar are accessible through this toolbar. Just click  on the standard toolbar to display the TABLES and BORDERS toolbar!

### ◆ **Clipboard Task Pane**

You can now cut and/or copy up to 24 items to the clipboard. The clipboard task pane will display all items on the clipboard. You can paste as many of the 24 clipboard items as you need. You can also delete items from the clipboard.



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### ◆ Get Precise Measurements on the **Ruler**

Press ALT before you click on the ruler to display precise measurements on the ruler.

### ◆ Show the **Ruler** only when needed

Remove the Ruler by clicking VIEW > RULER. To display it as needed, point your mouse pointer to the bar in the area where the toolbar is normally displayed.

### ◆ Copy Formatting Using **Format Painter**

Format Painter copies the formatting (size, font style, color, borders, etc.) from a selected object or text and applies it to the next object or text you click. To use Format Painter:

1. Select the text or object that has the formatting you want to copy.
2. On the Standard toolbar, click Format Painter.
3. Select the text or object you want to apply the formatting to and the formatting appears automatically.

NOTE: If you double-click Format Painter, you can copy the selected formatting to several locations. To turn off Format Painter, click the Format Painter button again or press ESC.

### ◆ **Watermarks**

Watermarks are text or pictures that appear behind the text. It is now very easy to add a watermark to your document. To add a watermark to a document:

1. Click Format > Background > Printed Watermark.
2. Do one of the following:
  - To insert a picture as a watermark, click PICTURE WATERMARK, and then click SELECT PICTURE. Select the picture you want, and then click INSERT.
  - To insert a text watermark, click TEXT WATERMARK, and then select or enter the text you want.
3. Select any additional options you want, and then click APPLY.



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### ◆ **AutoText** - Automate Repetitive Typing Tasks

You can use AutoText if you have something that is typed in numerous documents, such as an address, a disclaimer, or a person's title.

To create an AutoText entry for later use:

1. Select the text (or graphic) you want to store as an AutoText entry. (To store paragraph formatting with the entry, include the paragraph mark in the selection.)
2. On the Insert menu, point to AutoText, and then click AutoText. You will see your selected text in the Enter AutoText entries here box.
3. Make sure your entry contains at least four characters. Then click Add.

Word stores the AutoText entry for later use.


To insert an AutoText entry:

1. In your document, type the first four characters of the AutoText entry.
2. When Word suggests the complete AutoText entry by displaying it in a small yellow box, press ENTER or F3 to accept the entry. (To reject the entry, keep typing.)

NOTE: Many AutoText entries are preset in WORD. You can review them under the Insert menu, AutoText.

## PRINT PREVIEW

### ◆ **Edit Text in Print Preview**

You can make changes in Print Preview. Click  on the Print Preview toolbar and you will toggle between magnifier and edit mode.

When you are in the magnifier mode, the mouse pointer will be a magnifier. When you are in the edit mode, the mouse pointer will be an I beam.

In the edit mode, you can edit as usual, including using the right click.



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## SAVING/CLOSING

### ◆ Save All Your Documents at Once

You can save or close all of your open documents in one step:

1. Hold down SHIFT and click the File on the menu bar. When you hold down SHIFT, two new options appear on the File menu: Close All and Save All.
2. To save all your open documents at once, click Save All. Or, to close all your open documents, click Close All. Remember, Word will prompt you to save your changes before closing any documents.