

# Indispensable Tips for Word Users

No matter how long you've been using Microsoft Word, you can always learn new techniques to help you work faster and smarter. Here are some of my favorite tips and tricks for Word, organized into three sections: The Basics, Advanced Tips, and Things You Don't Have to Do.

## **The Basics**

- ❑ **Learn to use Undo.** Make a mistake? Press <Ctrl>Z or choose **U**ndo from the **E**dit menu right away. Keep pressing <Ctrl>Z to backtrack through and undo the most recent editing changes you've made.
- ❑ **Save often.** Use <Ctrl>S or click the **S**ave button on the Standard toolbar. Save your work frequently. You can also instruct Word to automatically save your work periodically. Open the **T**ools menu, select **O**ptions, click the **S**ave tab, and activate the **S**ave **A**uto**R**ecovery **I**nfo **E**very option. You can specify an interval from 1 to 120 minutes.
- ❑ **Quickly move around in a document.** To move to the top of a document, press <Ctrl><Home>. To move to the bottom of a document, press <Ctrl><End>. To go to the top of the next page, press <Ctrl><Page Down>. For the top of the preceding page, press <Ctrl><Page Up>.
- ❑ **Open menus and select commands from the keyboard.** Press <Alt> plus the letter that's underlined to open a menu such as **F**ile, **E**dit, **V**iew, and so on. Once a menu is open, you don't need to press <Alt> to select a command; just press the underlined letter of the command you want to select. Here are some common examples: Quick print preview: <Alt>F,V. Quick save as: <Alt>F,A. Quickly reopen the first document in the most recently used file list: <Alt>F,1.
- ❑ **Four ways to select a block of text.**
  1. Use the mouse. Just click and drag the mouse to select text.
  2. Use <Shift> plus the arrow keys. Hold down <Shift> and press an arrow key to select text in the desired direction. To select a word at a time, press <Ctrl><Shift> and the left or right arrow key.
  3. Use the mouse with the <Shift> key. Move the mouse pointer away from the cursor position, hold down <Shift> and click to select all the text between the cursor and the place where you clicked.
  4. Frustrated when you try to select text with the mouse past the bottom of the currently visible page and Word leaps past what you want to select? Those are the times to use <Shift> plus the down arrow key instead of the mouse.
- ❑ **Select a word.** Double-click on it. If a space immediately follows the word you select, the space gets selected, too. Punctuation is ignored.
- ❑ **Select a sentence.** Hold down <Ctrl> and click anywhere in the sentence. Why would you want to select a sentence? To change something about the sentence's appearance, to count the

words or letters in the sentence by opening the Tools menu and choosing Word Count, to run a spelling or grammar check on the sentence, or to copy, move, or delete it.

- Select a paragraph.** Triple-click within the paragraph or move the mouse just past the left margin of the paragraph. When the pointer changes to a right-pointing arrow, double-click to select the whole paragraph.
- Select an entire line.** Single-click in the left margin next to the line you want to select. At this point, the pointer will be pointing back to the right toward the line you want to select.
- Select a table.** Select a table by holding down <Alt> and double-clicking anywhere in the table.
- Select all the text between the cursor and...** To select all the text between the cursor and the end of the current line, press <Shift><End>. To select the text from the cursor through the end of the current paragraph, press <Ctrl><Shift> and the down arrow. To select the text from the cursor to the end of the document, press <Ctrl><Shift><End>.
- Select an entire document.** Press <Ctrl>A. Why would you want to? To change the font or to add or remove formatting. Once you've selected the entire document, apply the formatting to everything, and either leave it applied or apply it again to remove it. For example, suppose some text in your document is underlined and you want nothing underlined. To avoid spending time visiting each underlined section of text and un-underlining it, select the whole document with <Ctrl>A. Press <Ctrl>U to apply underlining to the entire document, and then press <Ctrl>U again to remove the underlining. Be careful when you use <Ctrl>A. If you accidentally press <Delete> or type a keystroke and erase everything, don't panic and don't fret. Just press <Ctrl>Z or choose Undo from the Edit menu.
- Change case.** To quickly change from upper to lower case, highlight the text you wish to change, then click on **F**ormat, **C**hange **C**ase.... Select the correct case, and click **O**K.
- Grow font, shrink font.** Here are three quick ways to change the size of selected text: Use the Format dialog box. Use the Font button on the Formatting toolbar, or use the Grow Font and Shrink Font shortcuts, which are <Ctrl>[ and <Ctrl>].
- Choose the correct view.** The first five commands on the **V**iew menu often confuse even experienced Word users. They are: **N**ormal, **O**nline **L**ayout, **P**age **L**ayout, **O**utline, and **M**aster **D**ocument. The default view is **N**ormal, but you'll probably want to work in **P**age **L**ayout most of the time - it's the WYSIWYP ("what you see is what will print") view.
- Rename an existing document.** Use **S**ave **A**s. When you need to use an existing document as the basis for a new one, don't overwrite the old document. As soon as you open it, press <Alt>F and then press **A**. (Or open the **F**ile menu and choose **S**ave **A**s.) Then immediately type a new name or change some part of the old one.
- Print envelopes.** Want to address your envelopes in the printer? Type an address in a blank document or open a letter. Open the **T**ools menu and select **E**nvelopes **A**nd **L**abels. Click the **E**nvelopes tab, enter the return address if you want one, and click **P**rint.

- ❑ **Expand your vocabulary.** Word has a built-in thesaurus. Press <Shift><F7> or open the **T**ools menu, select **L**anguage, and then **T**hesaurus. Word will display a list of synonyms for the word you've selected or the word closest to the cursor.
- ❑ **Make friends with the right mouse button.** Don't be afraid to right-click on a block of text or a table cell. The shortcut menu offers immediate access to some handy formatting options.
- ❑ **Paste plain text.** When you copy and paste text from a Web page or another document, the text brings its formatting into your document. To get around that behavior, copy the text and place the cursor where you want to insert the copy. Then, open the **E**dit menu, choose **P**aste **S**pecial, and select the **U**nformatted **T**ext option.

### **Advanced Tips**

- ❑ **Instant AutoCorrect.** Right-click on a word that's flagged as misspelled. If a correct suggestion appears on the shortcut menu, choose it from the AutoCorrect submenu to create an AutoCorrect entry.
- ❑ **Fine-tune blank lines.** If you're trying to squeeze extra text on a page, you don't have to open the **F**ormat menu. You can fine-tune the vertical space a blank line occupies between lines of text. Select the paragraph mark in the blank line and use the <Ctrl>> (Grow Font) or <Ctrl>< (Shrink Font) shortcuts to increase or decrease the size of the paragraph mark, thereby increasing or decreasing the height of the blank line.
- ❑ **Effortless AutoText.** Save time by inserting AutoText automatically. Type an entry name and press <F3>. Or take advantage of Word's AutoComplete feature. Just open the **T**ools menu, select **A**utoCorrect, click the **A**utoText tab, and turn on the **S**how **A**utoComplete **T**ip **F**or **A**utoText **A**nd **D**ates option. With this feature active, Word will show a **S**creen**T**ip after you begin typing an **A**utoText item. Just press <Enter> and Word will insert the item for you. (This feature works the same way with dates and days of the week.)
- ❑ **Marker display.** Work with paragraph markers and tabs displayed. Simply click the **S**how/Hide ¶ button on the Standard toolbar. Displaying those normally hidden characters helps you avoid inadvertently deleting objects or changing formatting; it also helps you figure out funky alignment and extra white space problems.
- ❑ **Use AutoCorrect as a text expander.** You don't have to keep typing those long words or phrases you have trouble with. Come up with a three or four-letter abbreviation for it and add it to AutoCorrect. For example, say you often need to type *Indianapolis*. Press <Alt>**T** (to open the **T**ools menu) and press **A** to select **A**utoCorrect. Type *indy*, press <Tab>, type *Indianapolis*, and press <Enter> twice. Now, any time you type *indy* followed by a space or any punctuation, Word will "automatically correct" that spelling and replace it with *Indianapolis*. You can save up to 255 characters in an AutoCorrect entry. (If you need more characters or you want to include pictures along with text, use AutoText instead.)
- ❑ **Clear a table.** If you need to delete the contents of all the cells in a table, just select the table and press <Delete> (not <Backspace>).
- ❑ **Display built-in styles.** When you create a document, Word starts you out with five basic styles. If you need to apply a more specialized style, hold down <Shift> and click on the

arrow beside the Style box. Word will expand the Style list to include all its built-in styles. Just select the one you need and Word will apply that style and add it to your document.

- Quick table column total.** Put the cursor in the last cell in a column of numbers. Open the **Table** menu, select **Formula**, and press <Enter> to accept the default Sum function.
- Styles as you go.** Define styles on the fly: Format a paragraph the way you want, type a name in the Style box, and press <Enter>.
- Quick Field Toggle.** Press <Alt><F9> to quickly toggle field code display on and off.
- Add a border to a page.** To add a border to page (like we did in this document), open the **Format** menu, select the **Borders and Shading** option, and click the **Page Border** tab.
- Faster Go To.** Double-click the left end of the status bar to bring up the **Go To** tab so you can jump to an item in your document such as bookmark, a specific page, a table, a section, and so on.
- Splitsville.** See two parts of a document at the same time by choosing **Split** from the **Window** menu and clicking to place the split bar where you want to divide the document window. Separate vertical scroll bars allow you to bring different portions of text into view - and you can set different view preferences for each pane (such as normal view in the top pane and page layout in the bottom). To restore the panes to a single window, just double-click the split bar or drag it beyond the top or bottom of the window.
- Selective word count.** Need to know how many words, characters, paragraphs, or lines appear in a portion of a document? Just select the text you want to run the count on prior to choosing **Word Count** from the **Tools** menu.
- Trimming ragged text by turning on hyphenation.** When text contains many long words and your left and right margins are close to one another, your right margin can look ragged. To help smooth out that edge, choose **Language** from the **Tools** menu, select **Hyphenation**, click in the **Automatically Hyphenate Document** check box, and click **OK**.
- Copy formatting to more than one block of text.** To copy the formatting from the current word or paragraph, click the **Format Painter** button on the Standard toolbar and then select the word or block of text to which you want to apply that formatting. To copy the same formatting to more than one block of text, double-click on the **Format Painter**. Then you can apply the formatting to several different blocks of text. To turn off the **Format Painter**, just click it or press <Esc>.
- Jump quickly between documents.** If you work with a lot of open, overlapping documents, here's a quick way to cycle between them: Press <Ctrl><F6> to jump from one to the next; <Ctrl><Shift><F6> will jump you backward.
- Insert and format symbols.** For instant access to thousands of special symbols, like foreign characters and wild and crazy icons, open the **Insert** menu, choose **Symbol**, and look through the selections available with different fonts and subsets of fonts. After you insert a special character or symbol, you can then select it and use <Grow Font> and <Shrink Font> on it!

**Create a desktop shortcut to a document.** To create a document shortcut, first highlight some text to serve as a target in the document and click the **Copy** button. Next, minimize the Word window or drag it out of the way so you can see the Windows desktop. Then, right-click on the desktop and choose **Paste Shortcut**. You'll probably want to change the shortcut name to something more meaningful. To do this, click on the shortcut to select it and then press <F2> to activate the label for editing. Type the desired name and press <Enter>. Close your document, clicking **Yes** to save your changes. You can even exit Word, if you want. Then simply double-click on the desktop shortcut. Word will open the associated document, navigate to your target text, and select it.

**Inserting my filename in the bottom of my document.**

1. Click on the **View** menu - **Header and Footer**. In the Header and Footer Toolbar that appears, switch to the Footer by clicking on the "Switch between header and footer" icon.
2. Click on the **Insert Autotext Header and Footer** and choose **Filename**.

Voila! The filename gets added to your footer!

**How do I use the data in your Excel spreadsheet as a part of my Word document?**

1. Copy the data from Excel.
2. In the Word document, select <Edit><Paste Special>.
3. Word gives you the option to paste as an Excel Worksheet object.
4. Now, when you double-click on the pasted data in Word, you can edit it as if you were working in Excel. (The toolbar also changes to show the Excel toolbar)

**Delete or edit your comment in Word.** Right-click on the comment. Click on **Delete** or **Edit** comment.

**Change the user information in Word.** To change the User Information used by Word:

1. Click on the **Tools** drop down menu.
2. Select the **Options** command.
3. Select the **User Information** tab.
4. Edit the information as required.
5. Click on the **OK** button to close the dialog box.

**Convert Word documents that contains AutoShapes to HTML pages.** When you convert a Word document to an HTML file, you will find that any AutoShapes within the document will not show up in the HTML formatted document. To fix this problem, cut each AutoShape to the Clipboard and paste it back as a picture. The file can then be converted to an HTML document.

- ❑ **Convert a linked object into an embedded object.** To convert a linked object into an embedded object click on the linked object to select it and then press <Ctrl><Shift><F9>.
- ❑ **Insert a Table of Contents.** Mark all items that you wish to appear within the table of contents with header styles.
  1. To create a table of contents, position the insertion point at the location that you wish to display the Table of Contents and then click on the **Insert** drop down command.
  2. Select the **Index and Tables** command.
  3. Select the **Table of Contents** tab.
  4. Select the required format and click on the **OK** button.
- ❑ **Generate paragraphs of sample text.** Enter the command: =rand(x,y) where **x** is the number of sentences per paragraph and **y** is the number of paragraphs. A number of sample text paragraphs will then be generated allowing you to experiment with the various Word commands. This does not appear to work on some installed versions of Word. Try it and see!
- ❑ **Jump to a page from a Table of Contents.** Double-click on the page numbers as displayed within a Word generated Table of Contents.
- ❑ **Use the hidden 'Save All' command.** Press the <Shift> key while clicking on the **File** drop down menu and you will see a 'hidden' **Save All** command.
- ❑ **Add your signature To Word.** This is a convenient way to sign your letters in Microsoft Word, with just a click of a mouse. You will need a scanner to complete this operation, or an image file with your signature
  1. Sign your name on a blank white sheet of paper. Make sure it is straight. Use a ruler as a guide. Scan the signature at about 25% scale. This keeps the file size down. Save it as a .BMP, PCX, or WMF.
  2. Open Microsoft Word. Under the **Insert** menu select **File** and load the file you created in step #1. Using the squares on the border, size the signature to your liking.
  3. Now you are ready to automate the procedure and build it into a command. Highlight the text and signature. Select **Autotext** from the **Insert** menu. Select **New** and then type in a name for the command. Now you have a built in signature.
  4. Using Your Signature: At the end of your document, add 2 or 3 line feeds. (RETURNS)

Type the name that you gave the signature from the previous step. Hit the <F3> key and WOW!! You Got It.

- ❑ **Create and use macros.** A macro is used to automate tasks in Word. It is simply a series of commands that you set up to be executed with just a few keystrokes or a new toolbar button. I recommend using keyboard shortcuts for macros because it's quicker to hit a few keys than to hunt

around on the toolbar for the right button. When you assign the keyboard shortcut, try using <Ctrl><Alt><Shift>key, because you will find that more of these combinations are available than <Ctrl>key. Before deciding to assign the shortcut, be sure that it is described as unassigned when you press the combination of keys.

To create a macro, on the **T**ools menu, select **M**acros, then **C**reate **N**ew **M**acro (**R**ecord **N**ew **M**acro in Word 2000). Next, name your macro and assign it to the keyboard or the toolbar. Any actions you perform from this point on will be recorded in the macro. It makes no difference how long this takes, so take your time and avoid making mistakes. When you are finished, click the Stop button, which is the square on the Macro toolbar. To run your macro, press the assigned keyboard shortcut or toolbar button.

- ❑ **Change defaults for new documents.** The defaults for new documents are: left/right margins: 1.25 in., top/bottom margins: 1 in., font: Arial, 10 pt. To change these options, choose **F**ile, then **P**age **S**etup. Set your preferred margins, and before clicking **O**K, click on **D**efault. This will now be the default for all new documents. To set the default font, click on **F**ormat, **F**ont, set your preferred default font, and click **D**efault.
- ❑ **Create a floating toolbar from a menu item.** When you choose certain menu commands or click certain toolbar buttons that have dropdown lists, Word displays a submenu or list that has a thick borderline across the top of it. Position your mouse pointer directly over the borderline. When you do, it changes color and a ToolTip appears (Drag To Make This Menu Float). Follow the ToolTip and drag the submenu to any location within the Word window. Your submenu or dropdown list is now a floating toolbar that you can position and customize as you would an ordinary toolbar. For example, if you choose **I**nsert/**A**uto**T**ext you'll see that the submenu has a solid borderline above the first menu item. You can click on the borderline and then drag it off the menu to creating a floating toolbar. You can do the same thing with toolbar buttons, such as the Font Color and Border buttons.

### **Things You Don't Have to Do**

- ❑ **Worry.** You don't have to worry about doing something wrong. Just get familiar with the program and experiment with Word features. If something looks wrong or funny, that's when you use the **U**ndo feature. Press or type the wrong thing, try <Ctrl>**Z** to undo whatever you did. Always remember you can press <Ctrl>**Z** or choose **U**ndo from the **E**dit menu to undo changes one at a time. Aside from deleting a file or failing to save a file, there's almost nothing you can do that isn't reversible.
- ❑ **Use Microsoft's conventions.** You don't have to use the term "insertion point." Just call it the cursor. That blinking thing that tells you where the stuff you type goes. Anything but "insertion point."
- ❑ **Move your hands from the keyboard.** You don't have to use the mouse to do things like open menus, select or format text, or move the cursor. You may find you work more efficiently if you're not always moving your hand from the keyboard to the mouse. Press <Home> to move to the beginning of the current line, <End> to move to the end of the current line. Press <Ctrl> and the left or right arrow to move one word in either direction.

Hold down <Shift> while pressing those keys to select the text between the cursor and the beginning or the end of the line, respectively.

- ❑ **Select the entire paragraph to change formatting or style.** You don't have to select the entire paragraph to change the paragraph's formatting or style. Just click anywhere in the paragraph and choose the desired format or style. A good example is justification. Just click anywhere in the paragraph, then click the **Align Left**, **Align Right**, or **Justify** button on the Standard toolbar.
- ❑ **Work in one document at a time.** You don't have to close one Word document before you open another. Open as many at a time as you want to. Use the <Ctrl><F6> keyboard shortcut or the **Windows** menu to move quickly between open documents.
- ❑ **Open more than one document at a time.** Display the Word Open dialog box. Depress the <Ctrl> key and select all the files that you wish to open. Clicking on the **Open** button will open all the selected files simultaneously.
- ❑ **Risk missing something you're looking for.** You don't have to visually scan and manually scroll through a document looking for a word or phrase. Use <Ctrl>F to open the **Find** tab, and let Word locate the text for you.
- ❑ **Waste time during spelling check.** You don't have to repeatedly click **Ignore** or **Ignore All** every time the spell-checker stops on a proper noun or a term that's commonly used in your documents. Click **Add** so you don't waste time checking the same words over and over.
- ❑ **Delete old text you're replacing.** If you're selecting a big block of text that you're planning to replace with new text, you don't have to delete the old text first. Select the old text and start typing the new text. The first keystroke replaces the old selected text. Don't waste time pressing <Delete> first.
- ❑ **Press <Backspace> over and over.** You don't have to press <Backspace> a dozen times to delete a word or phrase. If you type something and then change your mind, pressing <Ctrl><Backspace> to delete a word at a time is much faster than pressing <Backspace> over and over again. There's only one thing more wasteful: using the mouse to click on the beginning of the word or phrase and then pressing <Delete> repeatedly. If you get overzealous with <Ctrl><Backspace> and delete one word too many, press <Ctrl>Z to bring it right back.
- ❑ **Editing an AutoText entry in Word.** From time to time, you'll probably need to modify text you've stored as an AutoText entry. Fortunately, Word makes this a snap. First enter the AutoText item into a document by typing its name and either clicking the **Insert AutoText** button or pressing <F3>. If you're using Word 95, you can also choose **Edit/AutoText** from the main menu, select the appropriate entry, and click the **Insert** button. If you're using Word 97, you can choose **Insert/AutoText**, select **AutoText** from the cascading menu, select the appropriate entry, and click the **Insert** button. Once you've inserted the entry, make the desired changes. Then, highlight the entry and choose the **AutoText** command. In the **AutoText** dialog box, select the entry from the **Name** list box and click **Add**. When Word asks if you want to redefine the entry, click **Yes**. Word redefines the entry and closes the **AutoText** dialog box.

- ❑ **Quickly redefining a Word paragraph style.** You don't have to access the Style dialog box to modify an existing style in Word; you can easily do so directly from Word's document window. First, apply the style you'd like to modify to a portion of document text. When you do, the style name appears in the Style text box on the Formatting toolbar. Next, modify the document text to reflect the character or paragraph formatting changes you'd like to apply to the existing style. When you've finished making changes, select the text, then click in the Style text box and press <Enter>. When you do, the Modify Style dialog box appears. Select the **Update The Style To Reflect Recent Changes** option, then click **OK**. Word then saves the formatting to the style and updates your document text to reflect the style's new settings.

## Word Hotkeys

| Shortcut                     | Function                                                                   |
|------------------------------|----------------------------------------------------------------------------|
| <Ctrl>A                      | Select all the text in a document                                          |
| <Ctrl>B                      | Bold the selected text                                                     |
| <Ctrl>I                      | Italicize the selected text                                                |
| <Ctrl>U                      | Underline the selected text                                                |
| <Ctrl>E                      | Centers the paragraph                                                      |
| <Ctrl>J                      | Justifies the paragraph                                                    |
| <Ctrl>N                      | Create a new document                                                      |
| <Ctrl>O                      | Display the Open dialog box                                                |
| <Ctrl>P                      | Print the document                                                         |
| <Ctrl>S                      | Save the document                                                          |
| <Ctrl>W                      | Close the document                                                         |
| <Ctrl>X                      | Cut the selected text or objects                                           |
| <Ctrl>C                      | Copy the selected text or objects                                          |
| <Ctrl>V                      | Paste the contents of the Clipboard                                        |
| <Ctrl>]                      | Grow Font (increase the size of selected text by 1 point)                  |
| <Ctrl>[                      | Shrink Font (decrease the size of selected text by 1 point)                |
| <Ctrl>Y                      | Repeat last action                                                         |
| <Ctrl>Z                      | Undo last change                                                           |
| <Ctrl>F6                     | Switch between open (non-minimized) documents                              |
| <Ctrl><Backspace>            | Delete one word to the left                                                |
| <Shift><Ctrl><Home>          | Select all the text from the cursor up to the top of the document          |
| <Shift><Ctrl><Page Down>     | Select all the text from the cursor down to the bottom of the document     |
| <Shift><End>                 | Select all the text from the cursor to the end of the current line         |
| <Shift><Left or Right arrow> | Select text, one character at a time, from the cursor to the left or right |

|                                              |                                                                           |
|----------------------------------------------|---------------------------------------------------------------------------|
| <b>&lt;Shift&gt;&lt;Up or Down arrow&gt;</b> | Select text, one row at a time, from the cursor up or down                |
| <b>&lt;Ctrl&gt;&lt;Home&gt;</b>              | Move to the top of the document                                           |
| <b>&lt;Ctrl&gt;&lt;End&gt;</b>               | Move to the bottom of the document                                        |
| <b>&lt;Shift&gt;&lt;F5&gt;</b>               | Move to the last point of editing (up to the last three locations stored) |