

50 Microsoft Word Tips

- 1. Use Undo** - made a mistake? Press Ctrl-Z or choose Undo from the Edit menu right away; keep pressing Ctrl-Z to backtrack through and undo all the most recent editing changes you've made.
- 2. Save often** - press Ctrl-S or click the Save button on the Standard toolbar - save frequently; you can also instruct Word to automatically save your work periodically (open the Tools menu, select Options, click the Save tab, and activate the Save AutoRecovery Info Every option - you can specify an interval from 1 to 120 minutes).
- 3. Quickly move around a document** - to move to the top (start) of a document, press Ctrl-Home; to move to the bottom (end) of a document, press Ctrl-End; to go to the top of the next page, press Ctrl-PageDown; for the top of the previous page, press Ctrl-PageUp.
- 4. Use menus and commands from the keyboard** - press Alt plus the underlined letter to open a menu, such as File, Edit, View, 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 (some useful common examples: Quick Print Preview: Alt-F,V; Quick Save As: Alt-F,A. Quick reopen the first document in the most recently used file list: Alt-F,1).
- 5. Fours ways to select a block of text** - use the mouse: just click and drag the mouse to select text; use Shift plus the arrow keys (hold down Shift and press an arrow key to select text in the desired direction); to select one word at a time, press Ctrl-Shift and the left or right arrow key; use the mouse with the Shift key (move the mouse pointer away from the insertion point position, hold down Shift then click to select all the text between the insertion point and the place where you clicked). Are you frustrated by trying to select text with the mouse past the bottom of the currently visible page when Word leaps past what you want selected? Those are the times to use [Shift] plus the down arrow key instead of the mouse.
- 6. Select a word** - double-click on it; if a space immediately follows the word you select, the space gets selected, too, punctuation is ignored.
- 7. Select a sentence** - select a sentence; hold down Ctrl and click anywhere in the sentence.
- 8. 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 entire paragraph.
- 9. Select a table** - select a table by holding down Alt and double-clicking anywhere in the table.
- 10. Select cells in large tables using the keyboard (Word 2003)** - as the size of a table increases, the harder it becomes to use the mouse as your sole means of navigation. For example, to select a column with the mouse, you need to move the pointer along the top gridline of the first cell in the column until it changes to a down arrow and then click. However, using the keyboard simplifies this process. Position the pointer anywhere in the column, press Alt, then select any cell. To use the keyboard to select an entire table, click anywhere in the table and [with Num Lock off] press Alt-5 on the numeric keypad. Like Excel, Word XP and 2003 also let you press Ctrl to select non-adjacent cells; for example, to select columns 1 and 3 using the keyboard, press Alt, click somewhere in column 1, press Ctrl-Alt, then click somewhere in column 3.
- 11. Select all the text between the insertion point and ...** - to select all the text between the insertion point and the end of the current line, press Shift-End; to select the text from the insertion point to the end of the current paragraph, press Ctrl-Shift and then Down Arrow; to select the text from the insertion point to the end of the document, press Ctrl-Shift-End.

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12. **Select multiple, non-contiguous words (Word 2003 only)** - select a word, then hold Ctrl and double-click an additional word or words, this will select the words regardless of whether they are adjacent to each other.
13. **Select an entire document** - press Ctrl-A, this is handy when you need to change the font or 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, just press Ctrl-Z or choose Undo from the Edit menu).
14. **Find multiple instances at once (Word 2003 only)** - use the Find command to count and highlight the occurrences of a particular word; open the Find dialog box by pressing Ctrl-F or choosing Edit, Find; type the word(s) you want to locate in the Find What text box, select the Highlight All Items Found In: check box, press Enter or click the Find All button - Word shows the number of instances of that word occurring in your document and selects them so that they are easy to spot and edit).
15. **Grow Font, Shrink Font** - here are three quick ways to change the size of selected text: choose Font from the Format menu and specify the desired point size, click the Font Size button on the Formatting toolbar and select an entry from the drop-down list, or use the Grow Font and Shrink Font shortcuts, which are Ctrl and the right-hand/left hand square bracket characters, respectively.
16. **Rename an existing document** - use Save As 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 then press A (or open the File menu and choose Save As) then immediately type the new name.
17. **Print envelopes** - want to address your envelopes in the printer - type an address in a blank document or in a letter, open the Tools menu and select Envelopes And Labels (Word 2003 users choose Letters And Mailings and then select Envelopes And Labels), in the Envelopes tab, enter the return address if you want one, then click Print.
18. **Expand your vocabulary** - Word has a built-in thesaurus; press Shift-F7 or open the Tools menu, select Language, then choose Thesaurus - Word will display a list of synonyms for the word you've selected or the word closest to the current insertion point.
19. **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.
20. **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 behaviour, copy the text and place the insertion point marker where you want to insert the copy, then, open the Edit menu, choose Paste Special, and select the Unformatted Text option.
21. **Print multiple pages of a Word document on one sheet (Word 2000/2003)** - if you regularly print large documents or send printed copies of them through the mail, you can save on both paper and postage by using Word's Zoom feature; you can print as many as 16 pages on a single sheet of A4 paper. To print four pages to a sheet, use File, Print - in the Zoom section, select 4 Pages from the Pages Per Sheet drop-down list, make any other print selections then click OK; Zoom automatically reduces the scale to fit four pages on each sheet (Zoom reduces the size of your printout without changing the document's format or any page layout settings).
22. **Instant AutoCorrect** - right-click on a word that's flagged as misspelled to display the Edit shortcut menu, if Word has a suggestion, AutoCorrect will appear on the menu - choose AutoCorrect and then select the correct version of the word from the submenu to create an AutoCorrect entry.

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23. **Effortless AutoText** - save time by inserting AutoText automatically - type an entry name then press F3, or take advantage of Word's AutoComplete feature (just open the Tools menu, select AutoCorrect, click the AutoText tab, and turn on the Show AutoComplete Tip For AutoText And Dates option); with this feature active, Word will show a ScreenTip after you begin typing an AutoText 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).
24. **Marker display** - work with paragraph markers and tab marks displayed - simply click the Show/Hide ¶ button on the Standard toolbar; displaying those normally hidden characters helps you avoid inadvertently deleting objects or changing formatting and it also helps you resolve alignment and extra white space problems.
25. **Use AutoCorrect as a text expander** - you don't have to keep typing those long words or phrases you have trouble with; think of a three or four-letter abbreviation for it and add it to AutoCorrect; for example, say you often need to type Newcastle-Upon-Tyne; press Alt-T to open the Tools menu then press A to select AutoCorrect; type newc, press Tab, type Newcastle-Upon-Tyne then press Enter twice; now, any time you type newc followed by a space or any punctuation, Word will automatically "correct" that spelling and replace it with Newcastle-Upon-Tyne (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).
26. **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).
27. **Display built-in styles** - when you create a document, Word starts out with a handful of basic styles; if you need to apply a more specialised style, hold down Shift and click on the arrow beside the Style box on the Formatting toolbar; 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.
28. **Quick table column total** - performing addition in a Word table is simple - click in an empty cell at the bottom of a column of numbers, open the Table menu, select Formula, then press Enter to accept the default Sum function.
29. **Styles as you go** - define styles on the fly: format a paragraph the way you want, type a name in the Style box on the Formatting toolbar, then press Enter.
30. **Quick field toggle** - press Alt-F9 to quickly toggle the Field Codes display on and off.
31. **Add a border to a page** - to add a border to page, open the Format menu, select the Borders And Shading command, then click the Page Border tab.
32. **Faster Goto** - double-click the left end of the status bar to show the Go To dialog or press Ctrl-G; you can jump to any object in your document such as bookmark, specific page, table, section, etc.
33. **Multiple views** - see two parts of a document at the same time by choosing Split from the Window menu then 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 outline view 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.
34. **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.

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35. **Trim ragged text by turning on hyphenation** - when text contains many long words and the left and right margins are close to one another, the 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, then click OK.
36. **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 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, first double-click on the Format Painter button, then you can apply the formatting to several blocks of text (to turn off the Format Painter, just click the button again or press Esc).
37. **Jump quickly between documents** - if you work with a lot of open documents simultaneously, to quickly cycle/switch between them, press Ctrl-F6 (use Ctrl-Shift-F6 to cycle backwards).
38. **Insert and format symbols** - for instant access to thousands of special symbols, like foreign characters and jazzy icons, open the Insert menu, choose Symbol, and look through the characters 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 shortcuts with it.
39. **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 your Windows desktop, next, hold down Ctrl, right-click on the desktop and choose Paste Shortcut - you will 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 edit the label, type the desired name then 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 and Word will open the associated document, navigate to your target text and select it for you.
40. **Insert frequently used text with a macro** - macros are extremely handy for performing multi-step operations, including simple text entry; if you routinely use a word, phrase, or entire paragraph, you can create a macro that will automatically insert the text. To start recording your macro click Tools, Macro, Record New Macro; you will be prompted to enter a name for your new macro, specify the document template in which the macro will be stored, and enter a short description; click OK when you're ready to begin recording your new macro: Word will record every mouse click and keystroke you make until you click the Stop Recording button. Type in your text and click Stop recording. To use your new macro, click Tools, Macros, select your macro from the list of available macros then click Run. To make the process even easier, you can assign the macro to a keyboard shortcut; click Tools, Customize then click the Keyboard button; under the Categories list, scroll down and select Macros, a list of available macros will appear; select the desired macro then click into the Press new shortcut key field - press the key to which you want your macro applied then click the Assign button; return to the document by clicking Close twice and your new keyboard shortcut is ready to use.
41. **Don't Panic** - 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 Undo feature; press or type the wrong thing, try Ctrl-Z to undo whatever you did - always remember you can press Ctrl-Z or choose Undo from the Edit menu to undo changes one at a time: aside from deleting or failing to save a file, there's almost nothing that can't be undone.
42. **Don't 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 insertion point marker - 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 and press 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 insertion point and the beginning or the end of the line.

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43. **Don't select an 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 and then click the Align Left, Align Right, or Justify buttons on the Standard toolbar or press Ctrl-L, Ctrl-R or Ctrl-J respectively.
44. **Don't work with only 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 shortcut or the Windows menu to move quickly between open documents.
45. **Don't 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, just use Ctrl-F to open the Find tab and let Word locate the text for you.
46. **Don't 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 expression that is commonly used in your documents - click Add (Add To Dictionary in Word 2003) so you don't waste time checking the same words over and over again.
47. **Don't delete old text you're replacing** - you don't have to delete text that you want to replace with new text, simply select the old text and start typing the new; the first keystroke replaces the old selected text (don't waste time pressing Delete first).
48. **Don't 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 then change your mind, pressing Ctrl-Backspace to delete one word at a time is much faster; only one thing is more wasteful: using the mouse to click on the beginning of a word or phrase and then pressing Delete repeatedly (you can use Ctrl-Delete to quickly remove words in that situation); if you get overzealous deleting words and remove one word too many (or more), press Ctrl-Z to bring it right back.
49. **Don't use the default toolbar configuration** - you don't have to settle for the default toolbar configuration that shows the Standard and Formatting toolbars, click View, Toolbars to reveal a list of available toolbars; if you routinely edit documents, the Reviewing toolbar comes in very handy; use the Tables and Borders toolbar to quickly create tables or the Drawing toolbar to easily manipulate graphics; you can also edit Word's toolbars by clicking View, Toolbars, Customize, which opens the Customize window - with this you can rearrange a toolbar's buttons, add or remove buttons, even edit a button's image or create your own special toolbars.
50. **Don't count words by hand (Word 2000 onwards)** - don't waste time manually counting; Word's count function will tell you how many words and characters are in a document, paragraph, or the current selection (Word 2003 offers a Count toolbar that even simplifies the process; click View, Toolbars, Word Count to display or hide the toolbar).