30 WORD TIPS & TRICKS

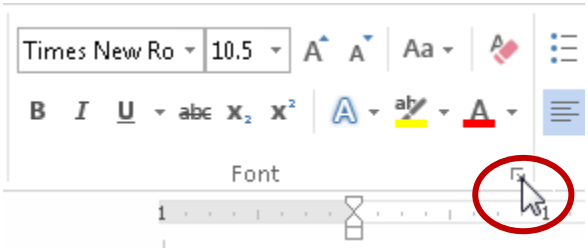
To Make You a WORD PRO!

FONT FIXES

1. Change default font

The default font for any new Word document is Calibri (Body) – size 11. This may not be a font you like or want – so why keep it that way? You can change your default font to be exactly as you want without changing it every time.

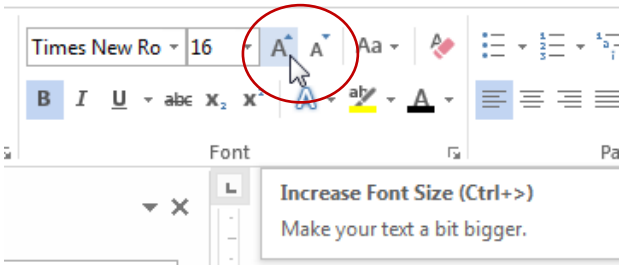
To do so, click on the corner arrow in the Font group.



Select the font you want for a default along with style (regular, italic, bold) and the size. (Automatic font color is black). Click **SET AS DEFAULT**, and then click **OK.**

Your next new document will be set up with your favorite font, ready to go.

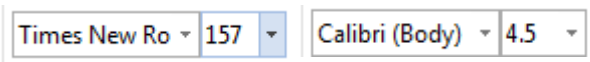
2. Increase/decrease Font



Easily increase or decrease font size by clicking the large A or small A, respectively. Or use the keyboard shortcuts for even quicker transition.

CTRL,SHIFT > increases font size CTRL, SHIFT < decreases size

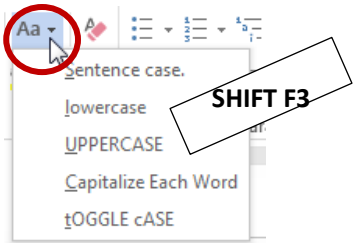
And…did you know that you can type in any number in the font size? It doesn't have to be one of the selections – even up to a half size such as 4.5.



CTRL+ makes a word subscript/ **CTRL, SHIFT +** makes a word superscript

If you need a quick superscript, highlight the word, and press CTRL and the PLUS sign. For subscript, press CTRL, SHIFT, and the PLUS sign.

3. Toggle Case



Want to go from lower case to upper case or vice versa without retyping everything? Or maybe you want words placed in title case. Change capitalizations the easy way with a click of a button: whether you would like to convert the text to lower case, Sentence case, or UPPERCASE. Highlight the text, click on the "Aa" pull-down, and select your choice. If you'd like to use the keyboard shortcut, it's **SHIFT F3.**

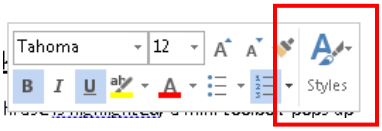
TEXT TRICKS

4. Convert to Plain Text

When you copy snippet from a web page into Word, all styles, hyperlinks, and formatting come with it. If you want text only without the garbage, select the down arrow on the **PASTE** icon, and click **KEEP TEXT ONLY**.

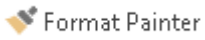
To remove the style from any block of text in Word –select the block and press **Ctrl+Space Bar**.

5. Use the Mini-Toolbar to Quickly Set Heading Style



When you highlight a word or phrase, a mini-toolbox pops up saving you time from clicking on the ribbon. Simply choose your formatting styles directly from the mini-toolbox, including setting a heading style.

6. Use the Format Painter



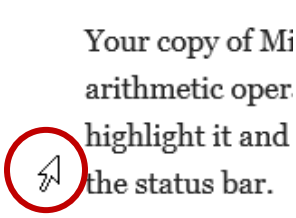
Like the style you've chosen? Use the Format painter to apply that format to a new word or phrase. Instead of highlighting each word or phrase and setting formats on each one, set it up once, and then use the Format Painter to apply the same style.

Did you know? The **FORMAT PAINTER** works in ALL Microsoft programs!

The format painter also works on pictures, styles, and much more.

To use it multiple times, double-click the icon to keep it on.

7. Select a Line or a Paragraph



Select a whole line by hovering your mouse in the left margin until you see an arrow, and then click.

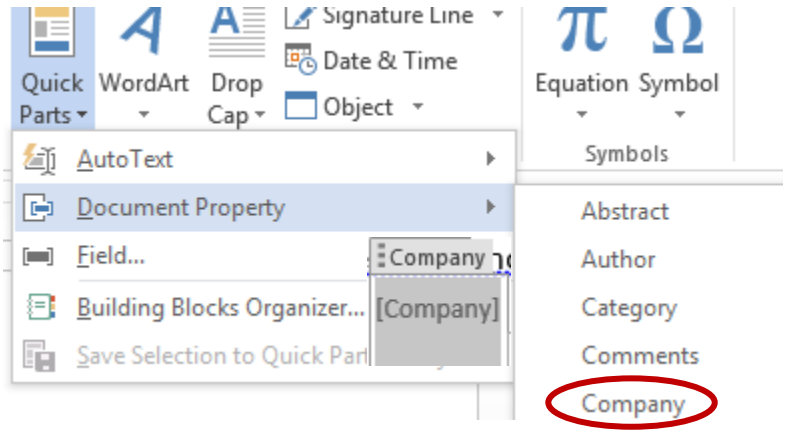
SELECT A WHOLE SENTENCE - **CTRL Click**

Easier - Press the Ctrl key and click on any word to highlight the entire sentence.

Easiest -- Need the whole paragraph? Three rapid clicks anywhere inside the paragraph will do the trick.

3 Rapid Clicks = Select the whole paragraph!

8. Quick Parts



Save hours by not typing or formatting the same text or graphics repeatedly.

Quick Parts is an efficient and speedy way to add preformatted fields into your document for merge files. But it's not limited to only those fields. With the new building blocks feature, almost any type of text or graphic can be saved and then inserted into your documents using a keyboard shortcut.

Quick Parts is on the **INSERT** ribbon.

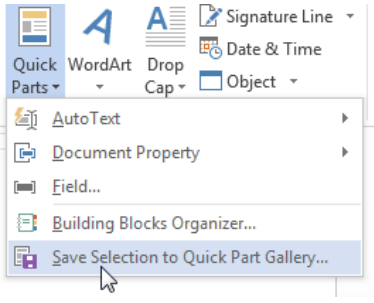
9. Building Blocks with AutoText

An even faster way is to create a building block from formatted text along with any form fields, clip art, WordArt, or more. To speed up your workflow, create building blocks for all text or graphics that you use often. This is great for canned answers or letters.

1. Make it exactly as you want it to appear.

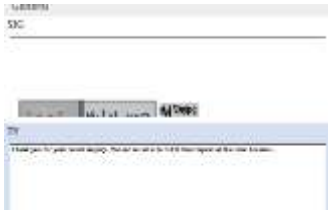
Candy Simonson/IT Trainer
Hutchens Industries
PH. #1194

2. Highlight all of it, including any clipart.

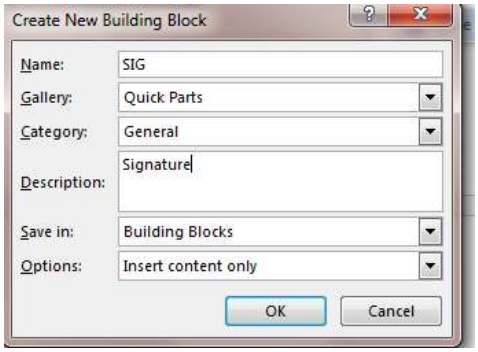


3. Click Quick Parts/ Save Selection to Quick Part Gallery and name it. (It's advisable to name it something short that you can remember).

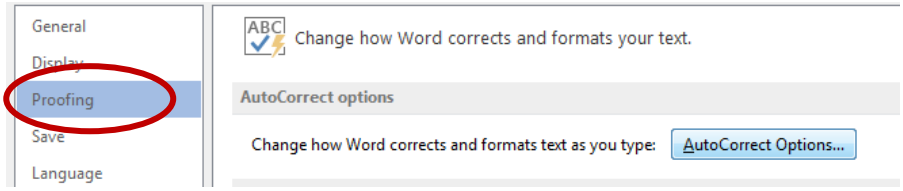
4. When you want it the next time, type the name of your building block, and then press F3 to retrieve it.



All your building blocks will show up in the Quick Parts catalogue if you forget what you had named them. Find your building block, and click to enter it into your document.

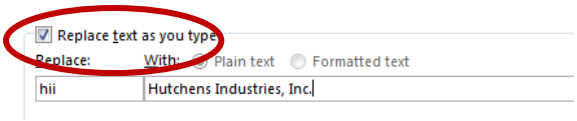


10. AutoCorrect for Troublesome Words or Use as Shortcuts



Are there certain words you never get right? Does dyslexia overtakes you and changes those letters around? Let the AutoCorrect Option help you!

1. Go to File/ Options / Proofing
2. Click on AutoCorrect Options
3. Type the word WRONG in the "Replace" field
4. Type the word correctly in the "With" field
5. Check the box to "Replace text as you type"
6. You can even use this as a shorthand feature. Type in an abbreviation or a few letters to be replaced with a phrase. Next time you type those letters or abbreviation, it will be changed when you hit the spacebar or enter.



ALIGNMENT ANSWERS

11. Convert a list into a table or put in a textbox.

There are times you cannot get your lists to align no matter what.

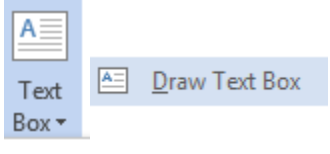
1. Go to File / Options
2. Click on Advanced
3. Scroll to Cut, copy, and paste.
4. Check "Use the Insert key for paste.

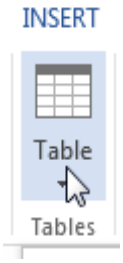
TIP> Put the list in a table or a textbox. It's a much quicker and easier way to manipulate data.

1. Go to File / Options
2. Click on Advanced
3. Scroll to Cut, copy, and paste.
4. Check "Use the Insert key for paste.

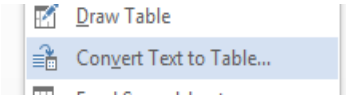
TO PUT INTO A TEXTBOX:

1. Highlight the list.
2. On the **INSERT** tab, click on **TEXTBOX**
3. **Draw Textbox.**





1. Highlight the list.
2. On the **INSERT** tab, click on **TABLE**
3. **Convert Text to Table.**



TO PUT INTO A TABLE:

1. Go to File / Options
2. Click on Advanced
3. Scroll to Cut, copy, and paste.
4. Check "Use the Insert key for paste.

12. Easy Alignment of Text or Graphics

Center text—To display selected text centered: Ctrl+E

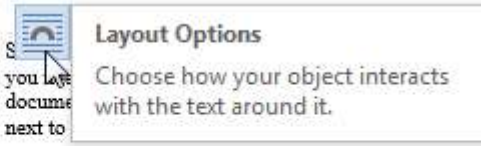
Align text left—To display selected text left-aligned: Ctrl+L

Align text right—To display selected text right-aligned: Ctrl+R

Align text justified—To display selected text justified: Ctrl+J

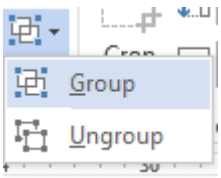
If you prefer to use the mouse, click on the alignment icons in the Paragraph group.

13. Picture Problems



Best setting: TIGHT

Save time by using the mini-layout toolbar that pops up when you click on a picture. Easily align it to have text flow around, above and below, or through. These actions are also available with a right-click

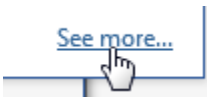


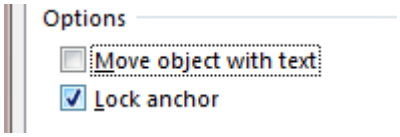
14. Group Pictures

Several pictures not playing nice? Sometimes they will move on top of each other. Fix it by setting them in a **GROUP.** Click all the pictures you want to stay together, and then go to the Picture contextual ribbon/ Arrange /Group. WARNING: This will change your layout alignment.

15. Anchor Pictures to Stay in Place

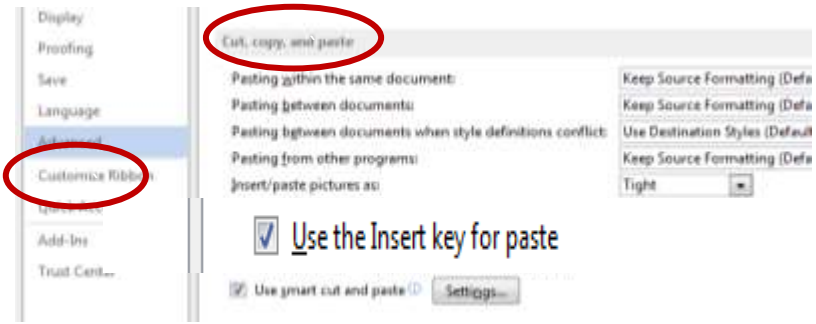
Right-click any picture to anchor it in place. Go to Size and Position, Position and then check the box for "Lock anchor." If you want the picture to stay with the text, then check the other box. (You can also find it from the mini-toolbar by clicking on "See More….")





16. Paste Solutions

Did you know you can use the **INSERT KEY** to paste? Just set it up in Word Options.



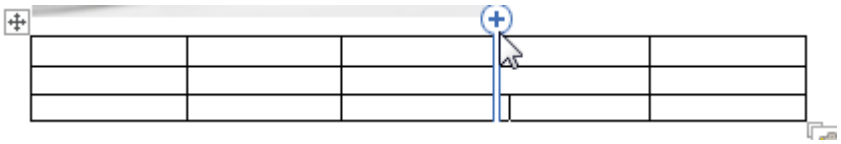
1. Go to **File / Options**
2. Click on **Advanced**
3. Scroll to Cut, copy, and paste.
4. Check "Use the Insert key for paste.

Using the Insert Key makes copying and pasting super-fast. Use **PrtScn** to copy an area, and **Insert** to paste!

17. Add Quick Table, and Quickly Add Rows or Columns

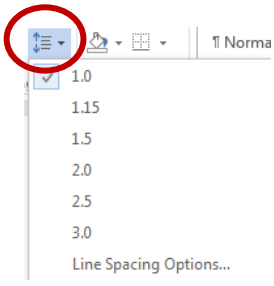
Word has pre-built tables, such as calendars, already made for you! Go to the **INSERT** tab, click on **TABLE,** and the click **QUICK TABLES** to see all the options you have.

When you work on a table, click where you want to add a row or a column, and then click the plus sign.



SPACE SOLUTIONS

18. Change Line Spacing—



To change line spacing from single to double-spaced, it's easy enough to click the line and paragraph spacing icon on the HOME tab. Quicker yet – use the keyboard shortcuts.

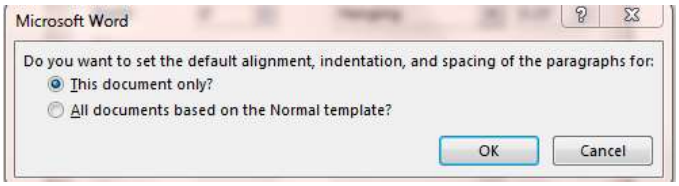
KEYBOARD SHORTCUTS
Ctrl+1 - Changes to single line spacing
Ctrl+2 - Changes to double line spacing
Ctrl+5 - Changes to 1.5 line spacing

19. Set Default Line Spacing

Nothing may be more aggravating than Word's default line spacing. Word's default for a new document is no indents and a 10-pt. line space after each paragraph.

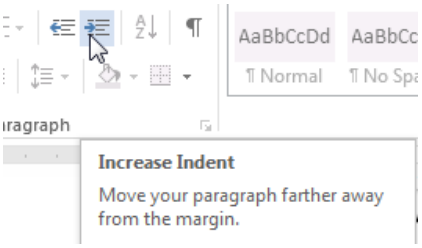
Set up line spacing to be what you want for every document without having to reset it each time.

1. Click on **PAGE LAYOUT / Paragraph Group**
2. Click on the corner drop-down arrow to open up the dialogue box.
3. Set up your Indents and Spacing. For no extra spaces before or after a paragraph, set both to 0 (not AUTO).
4. Click **SET AS DEFAULT.**
5. Choose if you want it temporarily ("this document only?") or for all future documents.



If you only need to add extra space before or after a paragraph in certain places, click on the paragraph spacing icon in the Paragraph group (**HOME** tab). Here, you can select line spacing options and add or remove spaces before or after paragraphs.

20. Troublesome Indents



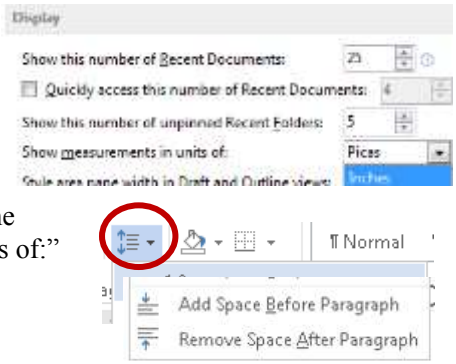
Problems with hanging indents or dangling sentences? Fix them with the **Increase Indent** shortcut. Using this feature will move the whole paragraph to the right five spaces.

The **Decrease Indent** moves it closer to the margin.

21. Unruly Ruler?

The ruler may not be visible on your screen. You'll need to see it if you work with tabs; it is located on the **VIEW** tab. Check the box to turn it on.

If, for some reason, the numbers look odd, it may be showing in picas or points rather than inches. To change it, go to **FILE, ADVANCED, DISPLAY.** Change the selection to INCHES for "Show measurements in units of:"



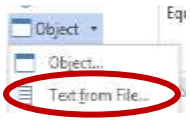
MOVING TEXT

22. Move Block of Text without Cut & Paste

NOTE: This will **CUT** and move your text, not copy it.

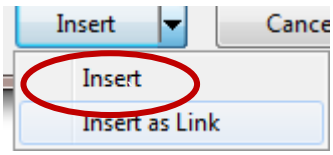
You may use the Cut/Paste (**Ctrl-X Ctrl-V**) route to move text or pictures from one location to another, but there's another way. Highlight any block of text, press **F2** and then place the cursor at the spot where you wish to move that text. Press Enter and it's done!

23. Combine Multiple Word Documents Without Copy/Paste



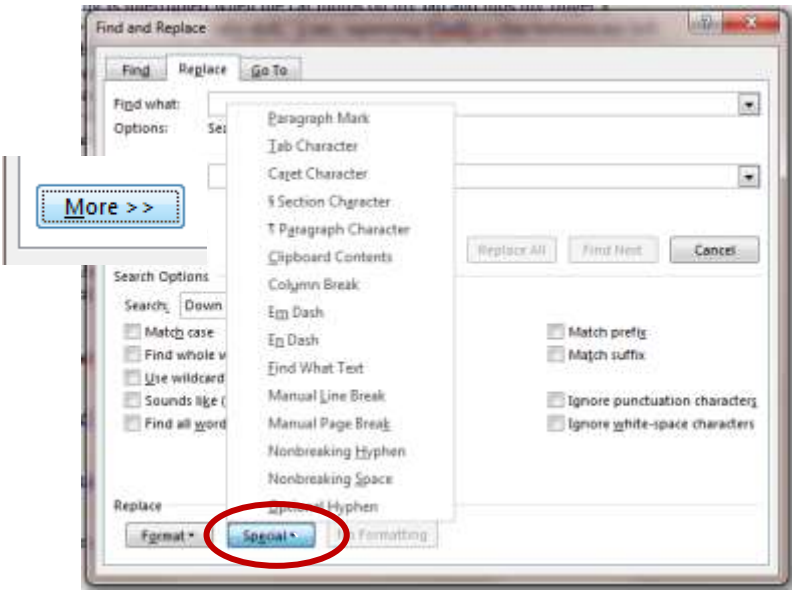
Combine two or more Word documents without using copy and paste.

1. Place the cursor where you want text.
2. Click the **Insert** tab
3. Open the drop-down menu for **Object**
4. Choose "**Text from file**"
5. A dialog will open. Browse to the file you wish to combine
6. Click the down arrow on **INSERT** to insert into the whole document or create a link to it.



24. Find & Replace – New Options with Ctrl + H

Get rid of extra spaces and more with **Ctrl H.**



Ctrl + F *finds* words or phrases, but **Ctrl +H** *finds and replaces*.

Go to **MORE > >** to find the **SPECIAL** button. Find hidden characters and commands sucah as Em dashes (--) You can replace them as well.

TIP: Replace two spaces with one:

FIND (tap space bar twice);
REPLACE (tap space bar once).

You can use Find & Replace for formatting options, use wild cards for search details, plus so much more!

VIEWING AIDES

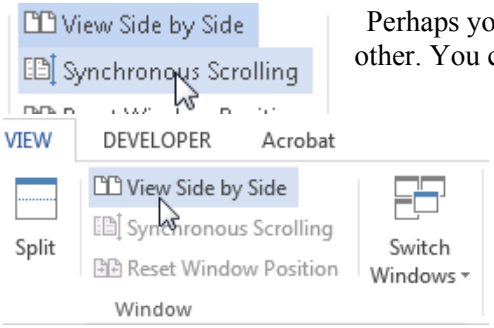
"Synchronous Scrolling" is turned on by default. If you want to scroll each one separately, click "Synchronous Scrolling" to turn it off.

25. Compare Two Documents with a Split Screen

Sometimes you need to compare two different documents. Instead of switching back and forth between documents, why not view them side by side?

Go to the **VIEW** tab, and click on **VIEW SIDE BY SIDE**.

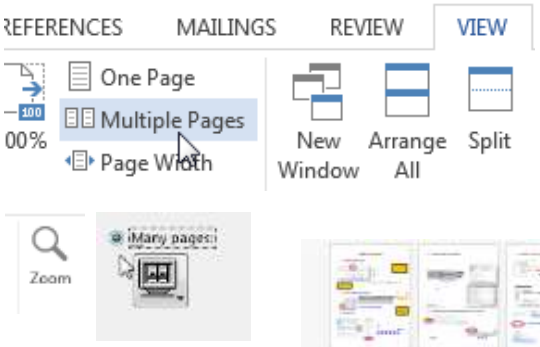
"Synchronous Scrolling" is turned on by default – meaning both documents will scroll at the same time. If you want to scroll each one separately, click "Synchronous Scrolling" to turn it off.



Perhaps you would rather view the documents one on top of the other. You can do this by clicking the **SPLIT SCREEN** icon on the VIEW tab.

Both of these options work like a toggle switch. Click it again to return to normal one sheet mode.

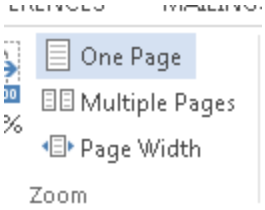
26. View Multiple Pages for Quick Proof



1. On the **VIEW** tab, click **MULTIPLE PAGES**
2. Make sure the **PRINT LAYOUT** button is on.
3. Click the **ZOOM** icon and click **Many Pages** to see a slideshow of your document.

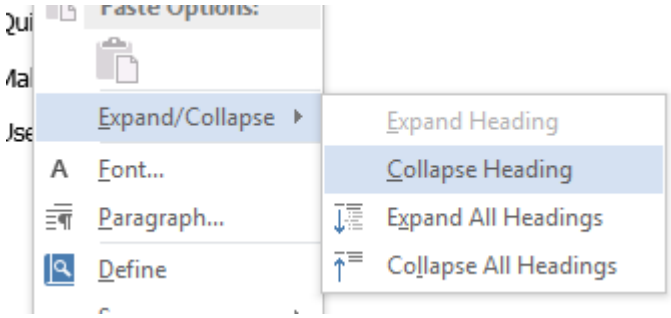
To see all pages together, simply hold your CTRL key down, and scroll backwards with the mouse.

To get back to one page, go back to VIEW and click on ONE PAGE.



27. Collapse Headings for Greater Focus

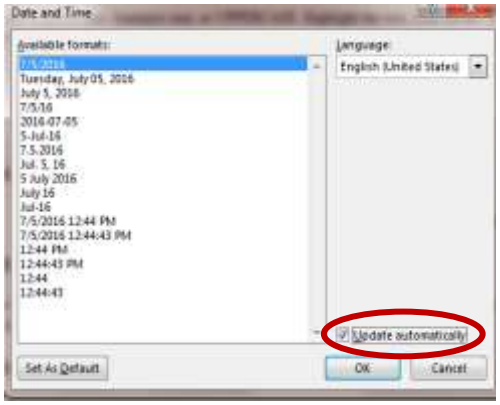
Collapse parts of the document and focus on the text you want.



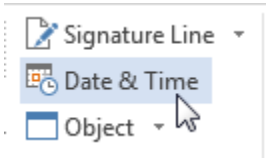
If you see a small grey triangle beside a heading or numbered list, it means that heading can be collapsed. To expand it again, click the white triangle.

QUICK CLICKS

28. Auto-Update Time and Date

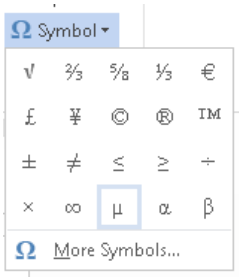


On the **INSERT** tab, click the **Date & Time** button and a pop-up window will appear. Click the date format you want and then be sure to click the "update automatically" box in the bottom right corner. Now the date will automatically be updated every time you open (or print) the document.



This is especially handy if you do many form letters.

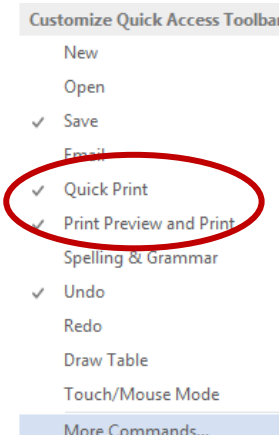
29. Make Quick Symbols@

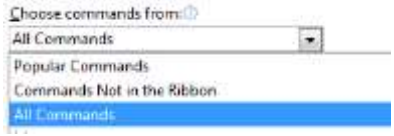


- CREATE A HORIZONTAL LINE = Type 3 hyphens and press enter
- TO REMOVE HORIZONTAL LINE = Click on Borders, and choose none
- Create a © copyright symbol with (c)
- Create a Registered ® with (r)
- Create a degree mark ° with CTRL @

You can create more symbols by clicking on the **SYMBOL** icon on the **INSERT** ribbon. You'll see fractions are available as well, and if you don't see one you want, simply create it in the **AUTOCORRECT** feature. (see #5)

30. Quick Access Toolbar

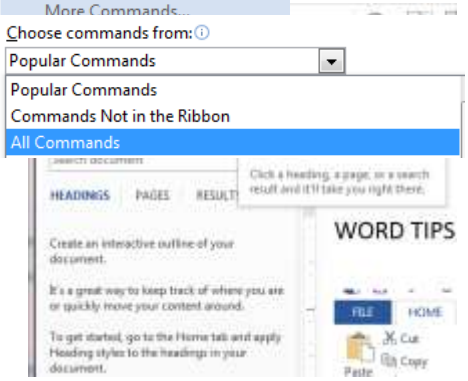




The Quick Access Toolbar will save you hours of time with shortcuts you use consistently. **Quick Print** and **Print Preview and Print** are two that are invaluable, but do not automatically appear on the toolbar. To add them, right-click on the toolbar, and then select these options.

To see many more options, click on **More Commands**.

Popular Commands is the default. There are many more options under **All Commands.**



The **FIND** icon will open up the Navigation panel to allow for a search of your document without clicking the Navigation panel on.

Just add the binocular icon to the Quick Access Toolbar!

REVIEW

Word attempts to make your life easier by doing a lot of your work for you. As you learn to use the shortcuts and tools that Word provides, you'll find that your speed and efficiency increases. This class has given you only thirty tips; there is so much more.

Learn how to set up your document to make it look professional with just a few clicks. Other pointers for instant table of contents, leader tabs, stubborn indents, and how to work with and pictures in the class to come: *Styling with Word*.