

Microsoft WORD Tips (in Windows)

MS WORD (see HELP, KEYS, SHORTCUT KEYS, SHORTCUT KEYS, then: *Keys for editing and moving text and graphics*; *Keys for formatting characters and paragraphs*; *Keys for working with documents*)

First, it helps to know that in Word the paragraph mark (¶) is magic. It 'contains' all the formatting instructions for the preceding paragraph. If you delete one of these by accident, weird things can happen. That is one reason why you might consider always 'showing' paragraph marks on your monitor. It's not a bad idea to show tabs also. TOOLS, OPTIONS, VIEW, check paragraph marks, check tab characters, OK.

Document

Save	Ctrl-S
FILE, SAVE AS	Very useful to save backup files and/or alter file type
FILE, PRINT PREVIEW	Or click the Print Preview button (¶ & tabs don't show)
To combine documents (files)	Open first doc, Ctrl-End, then INSERT FILE, repeat as necessary, then be sure and rename, using FILE, SAVE-AS

Navigating

End of Line	End
Beginning of Line	Home
Word-by-word	Ctrl-Arrow (left or right)
Top of previous page	Ctrl-PageUp
Top of next page	Ctrl-PageDown
Beginning of document	Ctrl-Home
End of document	Ctrl-End
Scroll bars	(There is more to them than you might think)

Editing

Delete word, left	Ctrl-Backspace
Delete word, right	Ctrl-Delete
Repeat last action	F4
Hard space	Shift-Ctrl-Spacebar (prevents word wrap at undesirable place)
Non-breaking hyphen	Ctrl-Shift-hyphen (grammar note: 2 hyphens = 1 dash)
Cut / Copy & Paste	see EDIT (or Ctrl-C / Ctrl-X & Ctrl-V) [also works <i>between and among</i> different programs] (within Word, you can select, then drag)
Cut multiple selections & paste	Select, Ctrl-F3; Select, Ctrl-F3, etc. Then, to paste selections, Ctrl-Shift-F3 [see 'Spike' in Help, Contents & Index]
Undo	Undo button or EDIT, UNDO (or Ctrl-Z)
Replace	EDIT, REPLACE (for example, type xxx instead of multiple uses of antisestablishmentarianism, then simply REPLACE later)
Tab	With Ruler in view, use mouse to set & remove. Note that right-flush tabs, center tabs & decimal tabs can be useful
Line break (soft return)	Shift-Enter
Page break	Ctrl-Enter

Formatting

Using Mouse

Note: FORMAT, FONT; FORMAT, PARAGRAPH; FORMAT, BULLETS AND NUMBERING

Particularly: FORMAT, PARAGRAPH, INDENTS AND SPACING

FORMAT, PARAGRAPH, LINE AND PAGE BREAKS

(Select desired lines, then make use of 'Keep Lines Together' and 'Keep With Next')

Large Documents: If you ever find yourself working with longer documents (over 15-pages plus, you might learn about the Outline view, and also the advantages of formatting (and using) a *style*. To browse your document, try Alt-Ctrl-Home. Note that Table of Contents generation can be done automatically.

Using Keyboard

Left indent	Ctrl-M
Reduce left indent	Shift-Ctrl-M
Hanging Indent	Ctrl-T
Reduce Hanging Indent	Shift-Ctrl-T
Double space paragraph	Ctrl-2 (Single space = Ctrl-1; Ctrl-5 = 1.5)
Change case of letters	Select, then Shift-F3
Increase font size	Select, then Ctrl-]
Decrease font size	Select, then Ctrl-[

Selecting

Using Mouse

Word	Double-click it
Multiple words	Double-click first word, hold, then drag selection highlight
Sentence	Ctrl + click
Paragraph	Triple click
Line or multiple lines	Cursor to left margin (cursor becomes arrow), click (and drag)
Document	Triple click in left margin; or Ctrl-A

Using Keyboard

General I	Shift + arrow, Home, End, Pageup, etc.
General II	F8 + navigation key of choice (ESC to cancel)
Words	Ctrl-Shift + arrow

Other

Document Management: Remember that you can have multiple documents open at one time (note WINDOW, ARRANGE ALL in this regard), resize them, drag them around by their title bars, minimize them (left button, upper right corner), and cut or copy & paste selections from among them. Also, within a single document, remember that double-clicking on the little rectangle just above the top vertical scroll bar arrow splits your screen horizontally (or WINDOW, SPLIT; quite useful at times) – double-click the boundary bar to remove (WINDOW, REMOVE SPLIT).

TOOLS, OPTIONS, SAVE -- Consider 'Prompt For Document Properties' and 'Save Auto-Recovery Info')

Page Views – the little squares at the lower left of the screen (Page Layout View is most useful; also VIEW, PAGE LAYOUT).

Margins: To set page margins, FILE, PAGE SETUP. **Tables** – when you're ready, they're great.

To **format some pages differently** than others, INSERT, BREAK, SECTION (and format accordingly). To number pages, of course, use INSERT, PAGE NUMBERS.

Copy paragraph formatting to other paragraphs: A real time saver; select the paragraph the formatting of which you want to copy, click on the Format Painter brush on standard toolbar, then click on the target paragraph (double-click brush for multiple formatting, ESC to cancel).

Headers & Footers, VIEW, HEADER AND FOOTER (to escape, double-click on document body)

AutoCorrect – Corrects common misspellings; see TOOLS, AUTOCORRECT

If you don't try it, you won't learn it. For additional help, contact lab assistants (students) or Lang. & Lit. Computer Support (faculty).