

MICROSOFT WORD

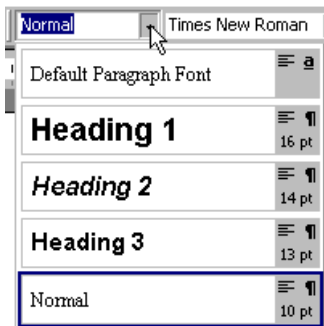
TIPS AND TRICKS

Tuesday, March 27, 2007

STYLES IN WORD

Using existing styles

The styles button on the toolbar allows you to choose styles that are already set up in Word, as you can see below. For example, if you have a document with a title, you can highlight the title and apply the 'Heading 1' style to it.



Autoformat:

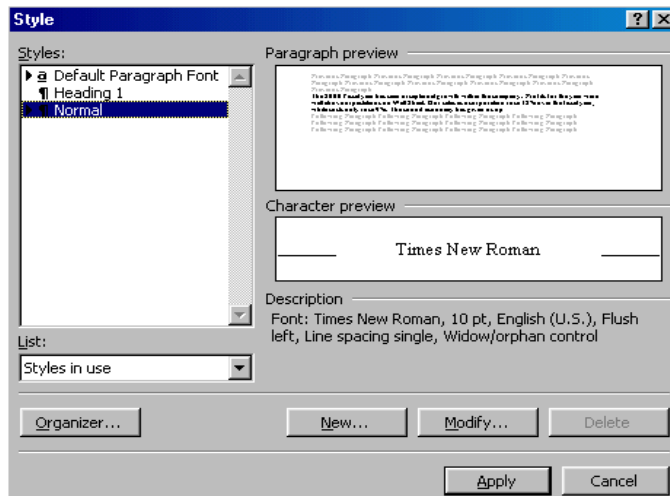
Word will sometimes format things for you automatically. For example, if you start typing what Word thinks is a list, it will automatically number the next lines. Try typing this:

1. Oranges

And then click **Enter**. Word will automatically start the next line with a 2.

Creating /Modifying Styles

To make your own style, click **Format**, then **Style** on the menu bar. The **Style** pop up box appears. Click the **New** button to create your style.



To turn off Autoformatting, go to **Tools** on the Menu Bar and click on **Autocorrect** in the submenu. In the tabs **Autoformat as you Type**, **AutoText** and **AutoFormat**, you can choose to turn off any features that have been checked by un-checking them and clicking **Okay** to close down the box.

You can also use this box to make changes to existing styles....instead of clicking **New**, click **Modify**. You can choose the style to modify from the list on the bottom left hand corner.

Style Organizer

Click on the button called "Organizer" above and another box will appear where you can find and use styles that exist in your other documents.

Shortcut Keys

New Document	Ctrl & N
Save Document	Ctrl & S
Select All	Ctrl & A
Find	Control & F
Copy	Ctrl & C
Paste	Ctrl & V
Change case	Shift & F3

Tips and Tricks

- To turn off Autocorrect features, choose **Tools** on the Menu Bar and then **Autocorrect** (scroll down if you can't see it in the list). Uncheck any boxes on the Autocorrect tab that apply to the features you want to stop.
- To turn off the Office Assistant, choose **Help** and then **Hide the Assistant**.

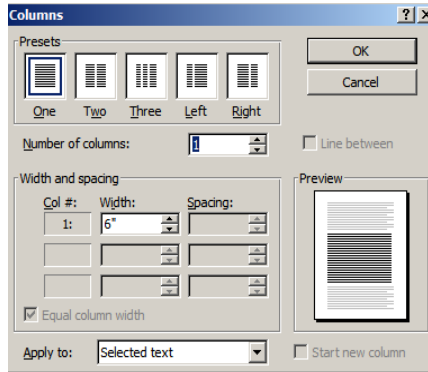


COLUMNS

Word gives you the option of creating up to four columns in your document. A basic multi-column document is easy to create. Simply click on the **Columns** button on the **Standard** toolbar. A submenu will pop up. You can then highlight the number of columns you would like your document to have. If you do this before you start typing, the entire document will have multiple columns.

This is great if you're creating something like a tri-fold brochure. But you can mix single and multi-column formats in your document.

The easiest way to apply columns to



a portion of your document is to highlight the portion. Then, apply the column format using the toolbar button. This assumes you've finished editing your document.

However, you might want to insert

the columns as you work.

Using the toolbar button will apply columns to the entire document. So you must first insert a section break. To insert a section break, select Break from the Insert menu.

➔ Tip: In Word 2000, if you click within a table, you'll see a move handle that allows you to click and drag the table to another place on the page.

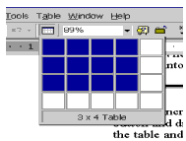
➔ Tip: You must be in Print Layout view in order to change row heights by dragging the border.

TABLES

Here are two ways of inserting a table:

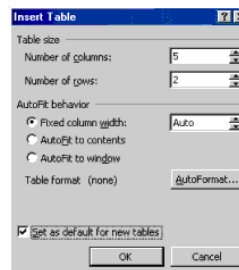
Method 1: The Insert Table button

The Insert Table button on the Standard Toolbar is one of the fastest ways to insert a table in a document.



Method 2: The Insert Table dialog

The Insert Table dialog button is limited in the number of cells it can initially create. To create a more complex table, use this method. From the Table menu,



choose Insert and then Table (Word 2000),

This method allows up to 63 columns and 32,767 rows. If that is not enough, consider using Microsoft Excel (a spreadsheet program) or Microsoft Access (a database program).

CUTTING AND PASTING

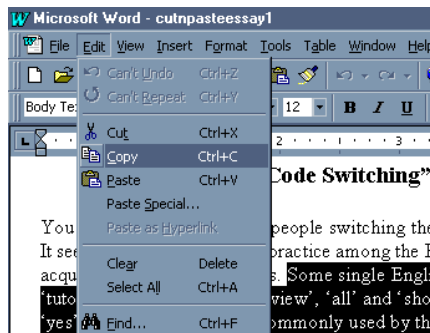
Cut and Paste is one of the most powerful tools available to you in Microsoft Word. It allows you reorganize your ideas and your writing by moving phrases, sentences or paragraphs from one part of your essay to another.

Selecting text

In order to move text you must first select it. There are many methods to do this in Microsoft Word. The simplest is to place the mouse pointer at the beginning of the text you want to copy, then hold down the left mouse button and drag it through the text up to the point where you wish to stop selecting. The text you have selected will be highlighted (displayed as white on

black).

After selecting text, this method



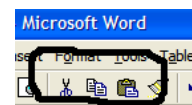
requires four mouse clicks:

- Click Edit

- Click on Cut or Copy
- After moving the cursor to the point where you want to place the text (either the same document or another), click Edit again.

- Click Paste

You can also use the shortcut icons:



Cut: scissors

Copy: 2 documents

Paste: clipboard