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Microsoft Word – Office 2013/2010/2007

Tips & Tricks

Note: In Office 2007, the OFFICE BUTTON is the  symbol at the top left of the screen.

1	Add Button to Quick Access Toolbar  (upper left)	<ul style="list-style-type: none"> a. Click the down arrow symbol  to the right of the Quick Access Toolbar. b. Click More Commands. c. Click the down facing arrow to the right of the Choose Commands From field. d. Click All Commands. e. Scroll down and click Reveal Formatting; click ADD button and click OK. 										
2	Change AutoCorrect Features	<ul style="list-style-type: none"> a. Click FILE - OPTIONS (or OFFICE BUTTON - WORD OPTIONS). b. Click PROOFING - AUTOCORRECT OPTIONS button (top middle of dialog box). c. Click one of the tabs in dialog box; make your choice(s) and click OK. 										
3	Insert Footnote	<ul style="list-style-type: none"> a. Position cursor at location for footnote in document. b. Click REFERENCES - INSERT FOOTNOTE (in FOOTNOTES group). c. Type footnote text; click in body of document when done. 										
4	Add a Text Box	<ul style="list-style-type: none"> a. Click INSERT - TEXT BOX (in TEXT group). b. Click to choose Simple Text Box and type what you want to say in the Text Box. <p><i>Note 1: To move a text box, click and drag the edge.</i></p> <p><i>Note 2: To delete a text box, click on the edge and press the Delete key on the keyboard.</i></p>										
5	Hide and Reveal Ribbon Bar Buttons	<p>To Hide Ribbon Bar Buttons:</p> <ul style="list-style-type: none"> a. Double-click on HOME in the Ribbon Bar and note that buttons under HOME are not visible. <p>To Reveal Ribbon Bar Buttons:</p> <ul style="list-style-type: none"> b. Double-click on HOME in the Ribbon Bar and note that buttons under HOME are visible again. 										
6	Popular Shortcuts that Work in Word	<p>All Versions of Word (and most other programs):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Ctrl + Home</td> <td style="padding: 2px;">Move to the start of the document.</td> </tr> <tr> <td style="padding: 2px;">Ctrl + End</td> <td style="padding: 2px;">Move to the end of the document.</td> </tr> <tr> <td style="padding: 2px;">Page Down</td> <td style="padding: 2px;">Move Down one screen at a time.</td> </tr> <tr> <td style="padding: 2px;">Page Up</td> <td style="padding: 2px;">Move up one screen at a time.</td> </tr> <tr> <td style="padding: 2px;">Ctrl + A</td> <td style="padding: 2px;">Highlight the entire document.</td> </tr> </table>	Ctrl + Home	Move to the start of the document.	Ctrl + End	Move to the end of the document.	Page Down	Move Down one screen at a time.	Page Up	Move up one screen at a time.	Ctrl + A	Highlight the entire document.
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7	Print Complete List Of Word Keyboard Shortcuts	<ul style="list-style-type: none"> a. Click FILE (or OFFICE BUTTON) - OPTIONS - CUSTOMIZE RIBBON link - and place a checkmark (if necessary) by Developer. Click OK. Then click DEVELOPER - MACROS. b. Click down-facing arrow to the right of the "Macros In" field. c. Click Word Commands; scroll down and click List Commands; click Run. d. Click to place dot by Current Keyboard Settings and click OK. e. Click FILE (or OFFICE BUTTON) - PRINT; click OK to print out the entire multi-page list. 										
8	Save Document In Another Format or into an Older Version of Word	<ul style="list-style-type: none"> a. In Office 2013 only: Click FILE - SAVE AS - COMPUTER - MY DOCUMENTS. b. In Office 2010/2007 only: Click FILE (or Office Button) and click Save As. c. Click down arrow to the right of the Save As Type field. d. Click to choose a format for saving this document and click Save. <p><i>Note: Use Word 97-2003 Document (*.doc) to convert an Office 2013/2010/2007 document to an older version of Office.</i></p>										
9	Save a Document as a PDF so it can be Viewed on any Computer	<p><i>Note: Word program is not needed on viewing computer; however, the Adobe Reader is required; this free program can be downloaded from Adobe.com</i></p> <ul style="list-style-type: none"> a. In Office 2013 only: Click FILE - SAVE AS - COMPUTER - MY DOCUMENTS. b. In Office 2010/2007 only: Click FILE (or Office Button) and click Save As. c. Click down-facing arrow to right of Save as Type field; click *.PDF in the list. 										
10	Change Annoying Vertical Line Spacing in Office	<p><i>Note: In Office 2013/2010/2007, when you type text and allow each line to automatically "word wrap," each line within that paragraph appears in single spacing. However, if you press the ENTER key at the end of a line -- perhaps when you are creating a list of items or points, an extra gap appears between each of the lines you type.</i></p> <ul style="list-style-type: none"> a. Click PAGE LAYOUT. b. Click  symbol in bottom right corner of PARAGRAPH group. c. Click INDENTS AND SPACING tab in PARAGRAPH dialog box. d. In SPACING group, change AFTER to 0 pt. e. Change Line Spacing from Multiple to Single. f. Click to place checkmark (if necessary) by "Don't add space..." g. Click Set as Default button (bottom middle of dialog box). h. Click "All Documents Based..." and click OK. 										

11	Add DEVELOPER to Ribbon Bar <i>Note: This option is used when creating a macro and more.</i>	a. If using Office 2013/2010: (<i>Note: You only need to do the following steps 1 time.</i>) (1) Click FILE - OPTIONS. (2) Click CUSTOMIZE RIBBON. (3) Click to place a checkmark by Developer (or Show Developer Tab)... and click OK. b. If using Office 2007: (<i>Note: You only need to do the following steps 1 time.</i>) (1) Click OFFICE BUTTON - WORD OPTIONS (bottom right of dialog box) (2) Click POPULAR link - and place a checkmark by Show Developer Tab...; click OK.
12	Create a Macro	Office 2013: a. Click FILE - NEW - BLANK DOCUMENT. b. Click DEVELOPER - RECORD MACRO (in CODE group). c. Continue with Step g below. Office 2010/2007: d. Click FILE (or OFFICE BUTTON) - NEW - BLANK DOCUMENT - CREATE button in bottom right corner. e. Click DEVELOPER - RECORD MACRO (in CODE group). f. Continue with Step g below. g. Click DEVELOPER - RECORD MACRO (in CODE group). h. Click Keyboard button  <small>Keyboard</small> i. Click in Press New Shortcut Key field. j. Press keys you want to assign macro to (e.g.: Shift+Ctrl+A -- while holding down both the Shift and Ctrl keys, press A and release all 3 keys at once). k. Click Assign and then Close. l. Perform steps to be assigned to the macro -- what you want the macro to do for you. <i>Note: Be sure to apply all formatting to the text as you go -- text cannot be format after it is typed.</i> m. Click DEVELOPER - STOP RECORDING.
13	Run a Macro	a. Open a new blank document. b. Press keystrokes assigned to the macro.
14	Print Labels With the Same Information On Each Label	a. Click MAILINGS - LABELS (in CREATE group). b. Click LABELS tab in Envelopes and Labels box; type text for the label. c. Type info for one label in the Address field; insert label sheet(s) in printer. d. Click to place a dot by "Full Page of the Same Label." e. Click on sample label and choose label size and style for your labels; click Print button.
15	Print Labels With Different Information On Each Label	a. Click MAILINGS - LABELS (in CREATE group). b. Click Labels tab in Envelopes and Labels dialog box. c. Click Options button. d. Make choices in Label Options dialog box and click OK; click New Document button. e. After a table with faint gridlines displays, type different addresses in the cells.
16	Prepare Envelopes	a. Insert envelope(s) in printer. b. If using Office 2013/2010/2007: Click MAILINGS - ENVELOPES (in CREATE group). c. Click ENVELOPES tab at top of Envelopes and Labels box. d. If necessary, type TO and FROM addresses and click Print. <i>Note 1: If you are preparing an envelope to go with a letter that is open on the screen, you can save typing time by first highlighting the address in the letter and then doing above steps.</i> <i>Note 2: If you want to change the font style or size, right-click in the Delivery Address field and click Font.</i>
17	Change Default Settings (Also Called Settings Or Preferences) <i>Note: These Changes Stay In Effect For All Subsequent New Documents.</i>	a. To change default font: (1) Click HOME and arrow  at bottom right of FONT group. (3) Click Font tab in Font dialog box. (4) Make selections; click SET AS DEFAULT and OK (or YES) and All Documents. b. To change default margins (and more): (1) Click PAGE LAYOUT-MARGINS-CUSTOM MARGINS (3) Make margin and/or other page setup selections; click SET AS DEFAULT and OK/Yes. c. To change most other defaults: (1) If using Office 2013/2010: Click FILE - OPTIONS; make selections and click OK. (2) If using Office 2007: Click OFFICE BUTTON - WORD OPTIONS button at bottom right of dialog box; make selections and click OK.
18	Use Mail Merge	Go to http://www.iteachyou.com/merge.pdf for directions.
19	More Word Tips and Tricks	Go to http://www.iteachyou.com/wordttex.pdf