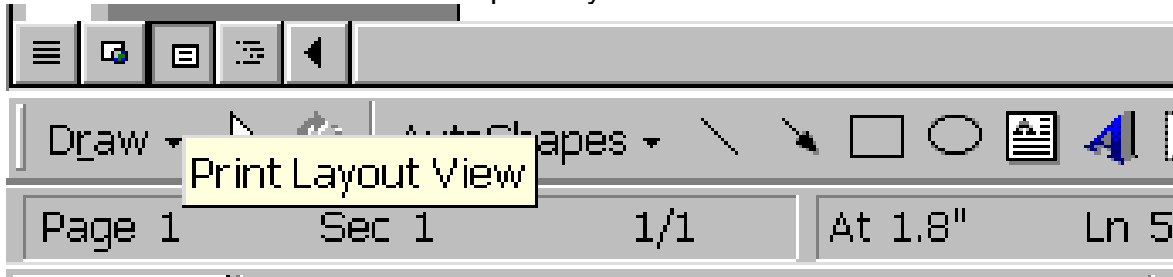


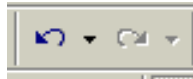
Microsoft Word Tips and Tricks

Viewing the Document

There are 4 views for every Word document. These are found in the lower left corner of the screen. The most common is the print layout view.



Hold your mouse over the other buttons to find the Normal, Web Layout, Print Layout, and Outline Views.



Learn to Use Undo

Make a mistake? Press [Ctrl]Z or choose Undo from the Edit menu right away. Keep pressing [Ctrl]Z to backtrack through and undo the most recent editing changes you've made.

Expand your Vocabulary!

Word has a built-in thesaurus. Press [Shift][F7] or open the Tools menu, select Language, and then Thesaurus. Word will display a list of synonyms for the word you've selected or the word closest to the cursor.

Customizing Toolbars

Click View...Toolbars...Customize to click and drag features to your toolbar.

Change Your Default Folder in Word

Have you noticed when you save a document for the first time, Word automatically opens the My Documents folder? If you don't use My Documents to store your work, you'll save time by setting up the folder you do use as your default working folder.

To change the default working folder for Word documents:

Click **Tools...Options... File Locations** tab

In the File types list, click **Documents**. -Click **Modify**. -To select an existing folder to display as the default working folder, locate and click the folder you want in the folder list. To create a new folder to display as the default working folder, click Create New Folder, and then type a name for the new folder in the Name box.

Templates

Creating professional documents in a limited amount of time is a challenge to everyone.

Word makes this process easier than ever with the Template function.

Normally, when you create a new document, you click on the New Document tool on the toolbar. This simply creates a new blank document based on your Normal template. To use a formatted template, you must click on **File, New**. This opens the template dialog box. Double click on the template or Wizard you want to use, and Word will set everything up.

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There is a huge assortment of templates available for you to use. You can create different styles of letters, memos, resumes, or other types of documents. There are even Wizards available for some of these document types that lead you step by step through the creation of a stylish, professional newsletter, resume, letter or fax.

Multiple Clipboard Items in Office 2000

Gathering information from several different sources can be a difficult task. However, if you are using Microsoft Office 2000, you can easily collect text and graphics from documents in different Office programs and then paste the items into a single document. You can paste the items in the document one at a time or all at once. Use the Clipboard toolbar which can be activated by clicking **View...Toolbar...Clipboard**.

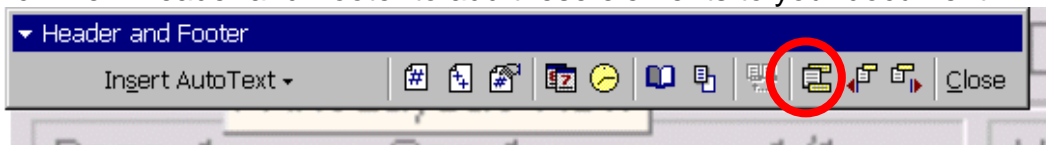
Document Zoom

Click View...Zoom... to choose the document zoom percentage. There is also a zoom tool on the standard toolbar.



Header and Footer

Click View Header and Footer to add these elements to your document.



Switches between Header and Footer Options.

Selecting Text

- ✓ To select a word, double-click the left mouse button on the word
- ✓ To select a sentence, hold down CTRL and single-click the left mouse button on the sentence.
- ✓ To select a line of text on the screen, single-click with the left mouse button in the left screen margin at the line you want to select.
- ✓ To select a paragraph, triple-click the left mouse button in the paragraphs
- ✓ To select the whole document, hold down CTRL and 5 (on the numeric keypad), or triple-click the left mouse button in the left margin of the screen.

Copy and Paste

When you copy and paste text from a Web page or another document using Internet Explorer, the text brings its formatting into your document. To get around that behavior, copy the text and place the cursor where you want to insert the copy. Then, open the Edit menu, choose Paste Special, and select the Unformatted Text option.

Transporting from Office Programs

You can copy and paste text, tables, and graphics from other Microsoft Office programs directly into your word document.

Using AutoCorrect

Right-click on a word that's flagged as misspelled. If a correct suggestion appears on the shortcut menu, choose it from the AutoCorrect submenu to create an AutoCorrect entry.

Find and Replace

Click Edit...Find to type in text you desire to replace. You have the option to replace the text one time or replace it every time it appears in the document.

Selective Word Count

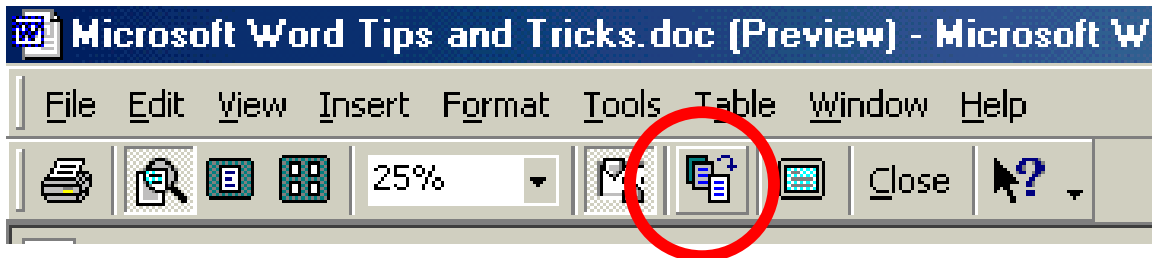
Need to know how many words, characters, paragraphs, or lines appear in a portion of a document? Just select the text you want to run the count on prior to choosing Word Count from the Tools menu.

Page Breaks

Click Insert...Page Break. To remove the break go to the preceding page and click at the bottom. Then press the delete key until the page break is removed.

Shrinking a Document to Fit

If you've created a document and one or two lines spill over onto a new page, you can use the "Shrink to Fit" feature to fit everything on the page. Choose File, Print Preview and click on the Shrink to Fit button.



Create A Desktop Shortcut To A Document

Click File...Save As...Click the drop down arrow and choose Desktop.

Word Art

Stylized text in documents can be created in Word Art. That tool is located on the **Drawing** toolbar. When you click on the Word Art tool, a dialog box will pop up showing all the styles of Word Art available. Click on the style you like, then click **OK**. This style can be changed later if you want to try different styles. After you click OK, another dialog box will appear ready for you to type in your text.

Removing Formatting for a Portion of Text

To quickly remove character formatting, such as bold, italic, or underline, and reset text back to the normal style, select the text and press Ctrl+Spacebar (Ctrl+Shift+Z also works). To reset paragraph formatting, such as tabs and indents, back to the normal style press Ctrl+Q.

Toggle through CASE Changes

You can quickly change the case of text from Title to UPPER CASE to lower case by selecting the text and pressing Shift-F3. Each time you press Shift-F3, the case will change.

Formatting Bullets

Create custom bullets in your document

Click on the **bullet** button on the toolbar to turn bullets on. Select **format, bullets and numbering**, click on the **Bulleted** tab if necessary, then choose **customize...**, and click on the button labeled **bullet**. Each font style has a large number of bullets to choose from – Wingdings has the best bullets, including pencils, computers, smiley faces, stars, etc. After selecting the bullet, click on **OK**.

Enough Fonts To Go Around

Have you ever found the perfect font for a document and you want the viewer of your spreadsheet to see the same font, but you're not sure they have the same font? When you save your document select *Tool / Options* and on the *Save* tab select *Embed TrueType Fonts* and select **OK**. Now everybody will get it.

Changing text in Print Preview

If you are in the Print Preview and see something that needs to be changed don't worry about going back to your normal view, just click on the Magnifying Glass button, and the pointer will change to a cursor. Now you can edit your document as normal.

Date Code

Automatically keeps dates current in your letters, memos, etc.

Choose **Insert, Date and Time**, and select the date format you want in your document. Then check the small box at the bottom that says *"update automatically."*

Insert Pictures and Clipart

Click Insert to add pictures. Pictures and clipart can also be adding using the copy and paste feature from the Internet if using Internet Explorer Browser. Go to <http://www.teacherfiles.com/> and right click any picture. Select copy. Then click the Word button in the Task bar and click paste to instantly paste that image into Word. If using Netscape you must choose Save Image As instead of the copy command.

You can also insert **Screen Shots** by clicking the Print Screen button on your keyboard. This will send the image to the computer clipboard. By choosing Paste in Word that image can be inserted into the document.

There is a **Picture Toolbar** (click View...Toolbars) which permits image editing. The image can be wrapped, cropped, lightened, darkened, or made into a watermark.



Hyperlinking Text

Web addresses can be used in word as hyperlinked text much as on a webpage. Here's how:

- ☎ Type the text. Example: St. Tammany Schools
- ☎ Highlighting the text (click and drag the mouse over it).
- ☎ Click the globe on the toolbar.
- ☎ Choose **Existing File or WebPage**. In the Web Page file name type the URL for that site (<http://www.stpsb.org>).
- ☎ Names can also be hyperlinked to email addresses. Here's how:
- ☎ Type the name. Example: Faye Humbar
- ☎ Highlight the name (click and drag the mouse over it).
- ☎ Click the globe on the toolbar.
- ☎ Choose **Email Address** and type the address in the box.

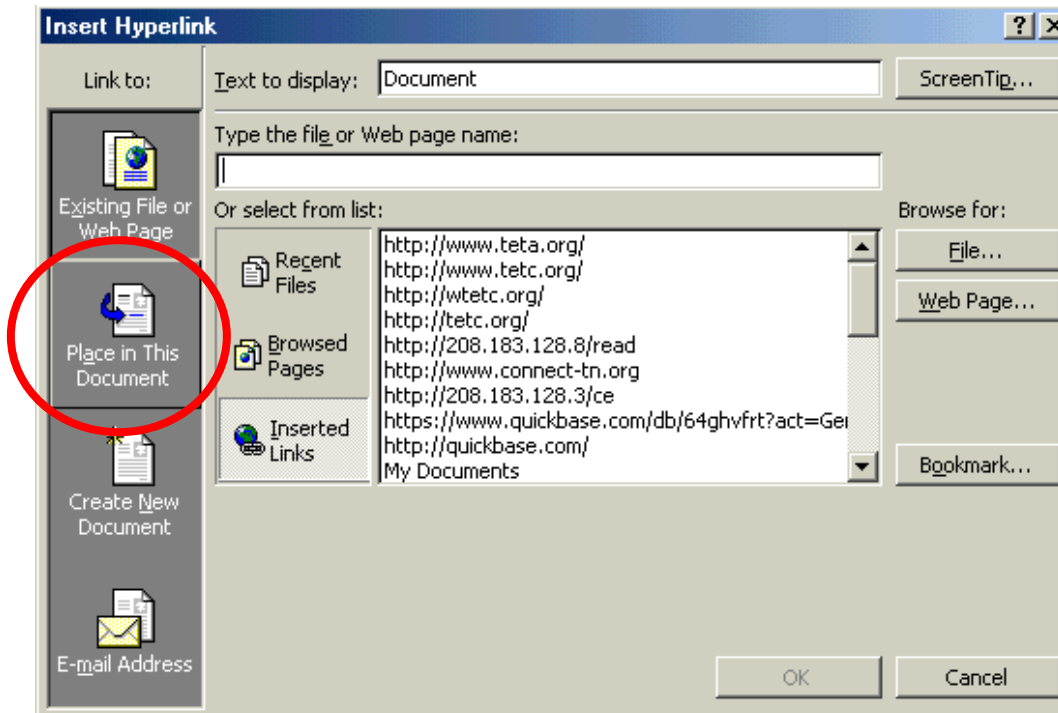
Words can be hyperlinked to other documents or to spots within the existing document. Here's how:

Highlight the text. Example: Customize Toolbars

Highlighting the text (click and drag the mouse over it).

Click the globe on the toolbar.

Choose **Place in this Document** and select the appropriate location for the link.



There is a back button in the top screen that allows you to go back.

Other Text Effects

To add text to a document you can use the **textbox** button in the Drawing Toolbar at the bottom of the screen. The textbox can be formatted with fill or no fill and have an outline or have no line. There are a variety of line shapes, textures, and sizes.

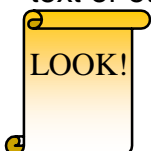


Animated Text

Select a section of text with your mouse. Right-click the text and choose "Font" from the popup menu that appears. On the multi-tabbed dialog box that follows, select the "Text Effects" tab. Now, select an animation that you would like to see. You can see examples of each animation in the preview window. When you are done, press "OK" to close the dialog box.

Inserting AutoShapes

AutoShapes can create attention in a document. The shapes can be formatted the same as textbox. The order of the AutoShape can be changed to move the shape behind or in front of text or other objects.



Adding Borders

Make sure you are in the Print Layout View. To add a border to page Click Format...Borders and Shading...From the Page Border tab choose the desired style, color, width, or if desired, choose an Art border.

Getting Rid of Nuisances!

How do I get rid of these ¶¶¶¶!

Click Tools ... Options...Click the "Views" tab sheet. Under "Nonprinting Characters" unselect "Paragraph Marks".

How do I get rid of overtype?

Choose Tools...Options...Edit tab...uncheck Overtyping Mode.

More Clipart?

Educational Clipart Links are located at

<http://208.183.128.3/techupdate/classclip.html>

Google's Image Search

<http://images.google.com>

Discovery School Clipart Gallery

<http://school.discovery.com/clipart/index.html>



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Shortcut Keys A to Z

Are you more of a keyboard person than a mouse person? If so, these keyboard shortcuts may be helpful to you. As an extra enhancement, many of these keyboard shortcuts will work in other Microsoft products, such as Excel, Powerpoint and Access.

| | | | |
|------------------|---------------------|------------------|-----------------------|
| Ctrl + A: | Select all | Ctrl + N: | New document |
| Ctrl + B: | Bold | Ctrl + O: | Open a document |
| Ctrl + C: | Copy | Ctrl + P: | Print |
| Ctrl + D: | Font Formatting | Ctrl + Q: | Paragraph Spacing |
| Ctrl + E: | Center Alignment | Ctrl + R: | Right Alignment |
| Ctrl + F: | Find/Replace | Ctrl + S: | Save current document |
| Ctrl + G: | Goto | Ctrl + T: | Hanging Indent |
| Ctrl + H: | Replace | Ctrl + U: | Underline |
| Ctrl + I: | Italics | Ctrl + V: | Paste |
| Ctrl + J: | Justified Alignment | Ctrl + W: | Close document |
| Ctrl + K: | Insert Hyperlink | Ctrl + Y: | Repeat |
| Ctrl + L: | Left Alignment | Ctrl + X: | Cut |
| Ctrl + M: | Indent | Ctrl + Z: | Undo |