

# Microsoft Word Tips and Tricks

## Making Word work for you



### Keyboard shortcuts for moving around in your document

Move to end of line: <b>Ctrl + End</b>	Move to beginning of line: <b>Ctrl + Home</b>
Move to end of document: <b>Ctrl + End</b>	Move to beginning of document: <b>Ctrl + Home</b>
Move left word by word: <b>Ctrl + right arrow</b>	Move left word by word: <b>Ctrl + left arrow</b>

### Selecting text

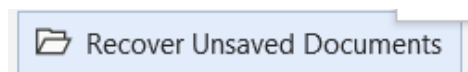
1. Select one word: **Double click** the word.
2. Select an entire paragraph: **Triple click** anywhere in paragraph.
3. Select the entire document: Click **Ctrl + A**.

### Working with the Recently Used documents list

- Open Start screen: Click **File**. Shows 10 most recent documents.
- Open Recently use list: Click **File** and choose **Open**:
- Pin your important documents to the recently used list.
  - **To Pin:** Hover over a file name and click the **push pin** button. 
  - **To un-pin:** Hover over a file name and click the **push pin** button. 
- Search for a recently opened document:
  - Key some part of the document name in the search box and press **Enter**.
- Right click on recently used list to:
  - **Open a copy** and create a new version.
  - **Delete a file** permanently.
  - **Remove from list** to clear that one file from recent list.

**Recovering an unsaved document:** If you've ever clicked **Cancel** when you meant to click **Save** and ended up losing a document you just created, be advised that it is sometimes possible to recover an unsaved document.

1. Click **File** and choose **Open**.
2. Click **Recover Unsaved Documents** at the bottom of the screen and locate file with the most recent **Date Modified**.



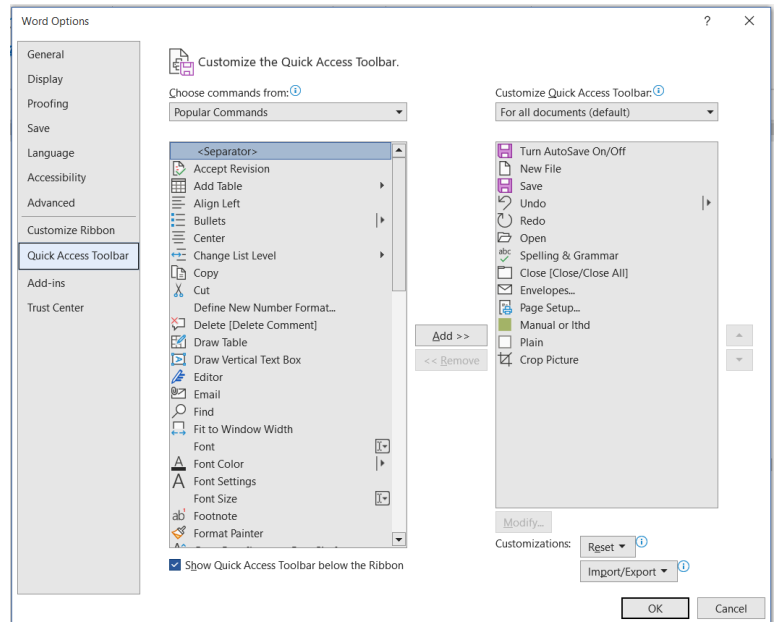
- Open
- Open file location
- Share
- Open a copy
- Delete file
- Copy path to clipboard
- Pin to list
- Remove from list

## Exploring the Quick Access toolbar (QAT)

(Works in all Microsoft Office applications.)

The QAT is a collection of shortcuts to the features you use frequently. It resides in the bar Title bar next to the document name and search box. The more shortcuts you add to the bar, the more crowded that space becomes.

- Move the QAT (adds color and more space) **Right click** and choose **Show Quick Access Toolbar Below Ribbon**
- Adding buttons to the QAT – Here are 3 options for adding your favorite options to the QAT



**Right click** on an option on any ribbon and

choose **Add to Quick Access Toolbar**.

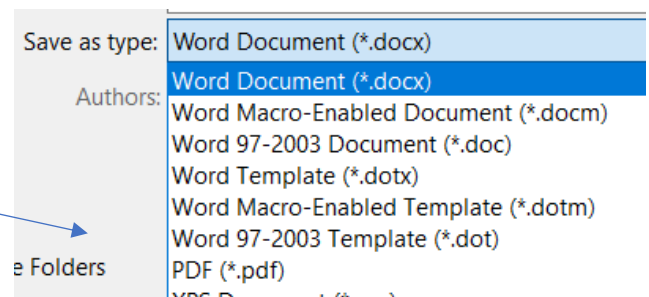
**Click the down arrow** at end of QAT to add common features

**Click the down arrow** at end of QAT and select **more commands** to add ANY feature.

- Add features from any ribbon by clicking the **Choose Commands** from drop down. (I often choose **All Commands**.)
  - Add options from the list on the left to your QAT on the right with the **Add** button.
  - Remove options from the QAT by selecting it and clicking the **Remove** button.
  - Reorder buttons by clicking an option in the QAT column and using the **up** or **down** arrow.
- **Backing up the QAT:** Click the down arrow at end of QAT and select **more commands**. Click **Import/Export** and click **Export all customizations**. Drop the file somewhere safe.

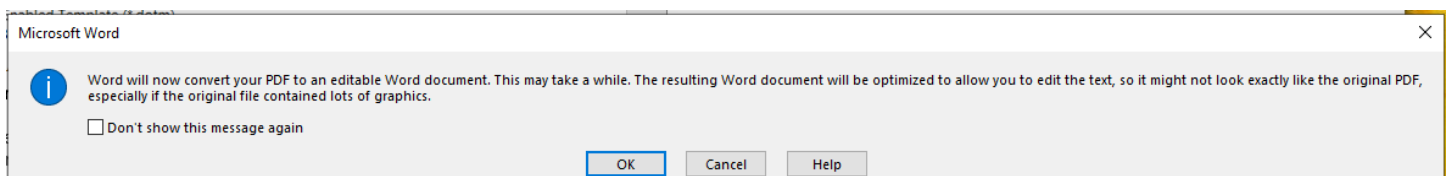
## Create a PDF from an Open document

1. Click **File** and choose **Save As**.
2. Click **Browse** to choose a location for your file.
3. Change the **Save As** type to **PDF (\*.pdf)**.



## Converting a PDF document to a word document.

1. Click **File** and choose **open**.
2. Click **Browse** to locate your file. As long as the file type is All Word Documents it should appear.
3. Double click on the pdf and click **OK** on the pop-up. Word will do its best to convert it.



## Adding Text efficiently

### Dictate your document instead of typing it

- To start:** Click the **Dictate** button on the home ribbon. Talk. Don't forget punctuation.  
Click the **Settings** (gear) button to change the microphone/language if needed.
- To stop:** Click the **X** to stop

### Using Microsoft Word's AutoCorrect to insert commonly used text (For text 255 characters or less)

1. Select the text you would like to reuse.
2. Click **File** and choose **Options**.
3. Click **Proofing** and then click the **AutoCorrect Options** button.
4. Check **Replace text as you type** check box.
5. Under **Replace**, a unique abbreviation/code to trigger the AutoCorrect replacement.
6. Select **Add**, and **OK**, and **OK** again.

**To insert text with AutoCorrect**, type the abbreviation and press the **spacebar** or **Enter**.

### Using AutoCorrect to insert a signature or logo.

1. Open a blank Word document.
2. Insert a jpg of your scanned signature or graphic and re-size it as appropriate. Make sure it's selected so the sizing handles are still visible before you move on to the next step.
3. Click **File** > **Options** > **Proofing** and click **AutoCorrect**.
4. Click the circle to the left of the words **Formatted Text**. A dot will appear.
5. Type a unique code. I use initials plus a number. So, for **John Doe** you would key **jd1**. (Adding the number makes it unique. There may come a time when you really want to type your initials and you don't want Word inserting your signature.)
6. Click **OK** twice and click **Close**

**To insert text with AutoCorrect**, type the abbreviation and press the **spacebar** or **Enter**.

### Adding or Editing existing AutoCorrect options

1. Click **File** and choose **Options**.
2. Click **Proofing** and then click the **AutoCorrect Options** button.
  - **To Delete:** Select an AutoCorrect option and click the Delete button
  - **To add:** Enter the misspelling under **Replace** box and correct spelling under **With**

### Use AutoText to insert large chunks of text (255 or more characters)

1. Select the text that you want to make into a reusable snippet.
2. Press **Alt+F3**.
3. Fill out the information in the **Create New Building Block** dialog box. Most of the default values are fine, but use a unique name and description so it's easier to find and use the snippet.

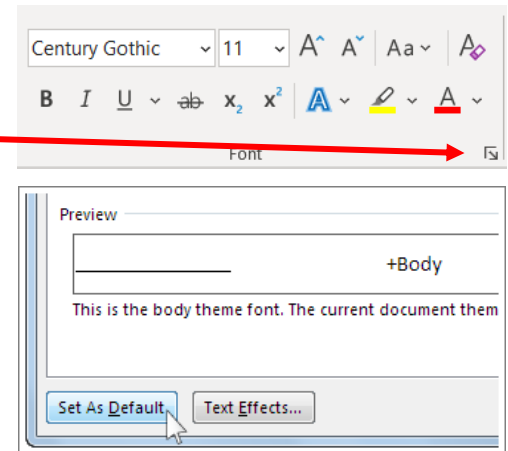
**To use the snippet:** Click the **Insert** ribbon and choose **Quick Parts**. Scroll down the list to find and click on your snippet.

**To delete a snippet:** Click the **Insert** ribbon and choose **Quick Parts**. Click Building Blocks Organizer. Click your snippet. Click the Delete button.

## Customize Word to use our favorite formatting

### Changing default fonts


1. Click the tiny button in the lower left corner of the font section of the **Home** ribbon.
2. Select the font and size you want to use.
3. Click the **Set As Default** button.
4. Select one of the following:
  - **This document only**
  - **All documents based on the Normal template.**
5. Select **OK** twice.

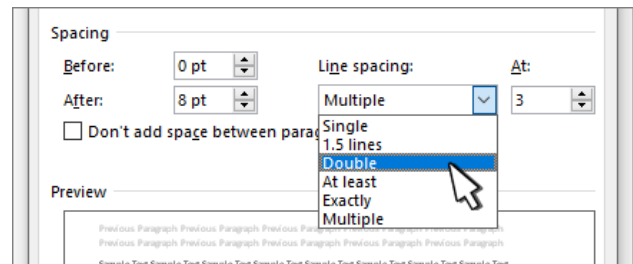


### Changing default margins

1. Click the **Layout** ribbon and choose **Margins**
2. Select **Custom Margins**.
3. Set your margins and click the **Set As Default** button ( bottom left corner ).
4. Click Yes to confirm your selection.



### Change Line Spacing to increase readability and adjust how text fits on a page

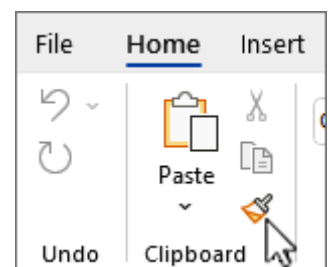
1. Select your text and click the **Home** ribbon.
2. From the Paragraph section, choose **Line and Paragraph Spacing** 
  - a. **To add spaces between lines:** Click **Line Spacing Options** drop arrow and choose an option. For example choosing **Double** will double space your text.
  - b. **To add space between paragraphs:** Click the drop arrow next to **Before** or **After** and choose one of the predefined options or enter your own. For example choosing 12 pt would put a double space between paragraphs but 8 or 11 would still add the look of double spacing and maybe allow you to squeeze your text into less pages. (I often use this to squeeze text on one page without having to change my font size or margins.)
3. Select **OK**




### More formatting features

**Efficiently format text with the Format Painter.** Once you've formatted a section of your document, you can apply or "paint" that formatting elsewhere.

1. Select the text that is formatted to your liking.
2. Click the  **Format Painter** and your cursor changes to a  paintbrush.
3. Drag the cursor over text elsewhere in your document to apply/paint the formatting.



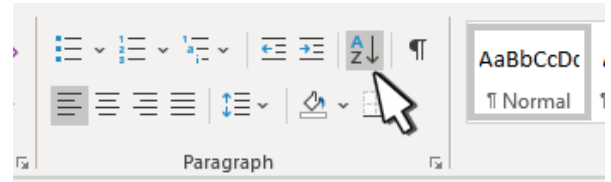
**Note:** To change the format of multiple sections in your document, double-click the  **Format Painter**. To stop multi-section format painting, press the ESC the key.

## Adding lines as graphic separators – what the cool kids call a G-SEP

- To insert a plain single line, type three hyphens (—) and press **Enter**.
- To insert a plain double line, type three equal signs (===) and press **Enter**.
- To insert a dotted line, type three asterisks (\*\*\*) and press **Enter**.
- To insert a bold single line, type three underlines (\_\_\_) and press **Enter**.
- To insert a wavy line, type three tildes (~~~) and press **Enter**.
- To insert a triple line, type three number signs or hash tags (###) and press **Enter**.






**Sorting text, numbers and dates:** Word automatically recognizes Text, Numbers and dates and sees columns as fields.

1. Select the list you want to sort.
2. Click the **Home** ribbon and choose **Sort**.
3. Choose **Ascending** (A to Z) or **Descending** (Z to A).
4. Select **OK**.



## Stop Cheating with tabs:

Tabs are automatically set every half inch. Once you set a tab, the default tabs prior to that new tab are deleted.

-  A **Left** tab stop sets the left end of the text line. As you type, the text fills toward the right.
-  A **Center** tab stop sets the position at the middle of the text line. As you type, the text centers on this position.
-  A **Right** tab stop sets the right end of the text line. As you type, the text fills toward the left.
-  A **Decimal** tab stop aligns numbers around a decimal point. Without regard to the number of digits, the decimal point remains in the same position. See [Use decimal tabs to line up numbers with decimal points.](#)
-  A **Bar** tab stop doesn't position text. It inserts a vertical bar at the tab position. Unlike other tabs, the bar tab is added to the text as soon as you click the ruler. If you don't clear the bar tab stop before you print your document, the vertical line is printed.

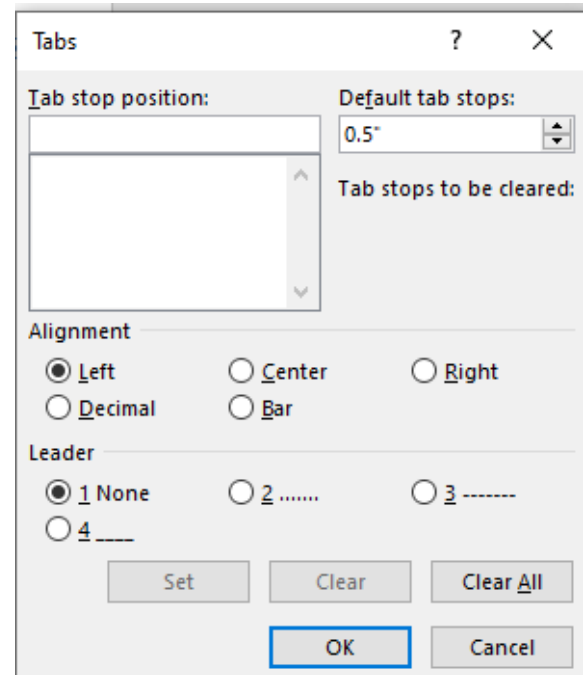
### To set a tap stop:

1. Click the **Home** ribbon and click the small arrow in the **Paragraph** category.
2. Select **Tabs**
3. Type a measurement in the Tab stop position field
4. Select an **Alignment**
5. (Optional) Select a type of Leader dot if you want one
6. Select **Set** and **Ok**.

### Deleting tabs

- **To delete all tab stops**, click the **Clear All** button.
- **To delete one tab while on the tabs dialog box**, select that tab then click the **Clear** button.
- **To delete a tab from the ribbon**, click the tab in the ruler and drag down.

**Moving tabs:** Drag tabs around on the ruler to position them



## **Where to get additional FREE Microsoft Training and reference resources**

### **Miscellaneous training**

Accessing training from inside Word: Click **Help** and choose **Show Training**

Handy quick reference guides from CustomGuide: <https://www.customguide.com/quick-reference>

Live, free, instructor-led training from Microsoft. Microsoft calls these virtual workshops and webinars. <https://www.microsoft.com/en-us/store/workshops-training-and-events/>

Microsoft Office on-demand training: <https://support.microsoft.com/en-us/training>

Microsoft Educator Center: <https://learn.microsoft.com/en-us/training/educator-center/> (May require a Office365 non-profit or academic subscription. Lots of training – not just for teachers.)

### **Additional training for today's topics**

Learn more about inserting graphics:

<https://support.microsoft.com/en-us/office/insert-pictures-3c51edf4-22e1-460a-b372-9329a8724344>

Learn more about inserting graphic separators:

<https://www.avantixlearning.ca/microsoft-word/how-to-insert-and-remove-lines-in-microsoft-word/>

Learn how to use the ruler in Word

<https://support.microsoft.com/en-us/office/using-the-ruler-in-word-775014ca-7bb9-4b75-ba19-4478c4a836d1>