

# Microsoft Word Tips

## MOVING AROUND A DOCUMENT

[Ctrl]+[Home]	Beginning of document
[Ctrl]+[End]	End of document
[Page Up]	Up one screen
[Page Down]	Down one screen
[Ctrl]+[G]	Go to specific cell

## SELECTING TEXT

### Using the Selection Area and Mouse:


Click	Line
Double-click	Paragraph
Click and drag	Select from that point down
[Ctrl]-Click	Entire document

### Cancelling a Selection:

- Click away from the selected text

## PROOFING TOOLS

### Using the Spell Checker:

- Click on  press **F7**
- Choose the required option

### Using the Thesaurus:

- Select the word you wish to look up
- Choose **Tools, Language, Thesaurus** or press **SHIFT+F7**
- Choose the required option

### Finding Text:

- From the **Edit** menu, select **Find** or press **CTRL+F**
- In the **Find What** box type the text to search for
- Click **Find Next**  
Word highlights the first occurrence of the text. The text can be amended manually if required.
- Choose **Find Next** to move to the next occurrence of the word
- Choose **Cancel** to end

### Replacing Text:

- From the **Edit** menu, select **Replace** or press **CTRL+H**
- In the **Find What** box type the text to find
- In the **Replace with** box, type the replacement text
- Click **Find Next**
- Select the required replace option

## CHANGING THE CASE OF TEXT

### To change the case of text:

- Select the text you want to change
- On the **Format** menu, select **Change Case**

- Click the capitalisation option you want, then click **OK**
- OR**
- Select the text and press **SHIFT+F3** to toggle between all lower case, all upper case and title case

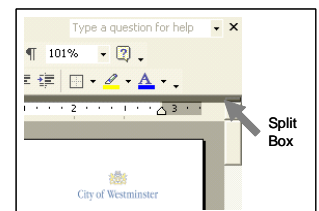
### Creating a non breaking space:

To ensure you keep a string of words together, e.g. a name use:

- Press **CTRL+SHIFT+SPACEBAR** between each word/name

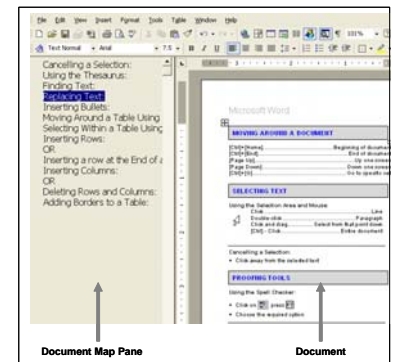
## Viewing Documents

To see two parts of a document simultaneously, either double-click or drag the split box which is located at the top of the vertical scroll bar



To view a document's layout and quickly move to different sections:

- Select **Document Map** from the **View** menu
- or click the **Document Map** icon on the toolbar



The *Document Map Pane* displays a list of headings in the document allowing you to quickly navigate through the document and keep track of your location within that document.

## PARAGRAPH FORMATTING


### Indenting Paragraphs:

- Position the insertion point in the paragraph to indent
- Click on the required button




## BULLETS AND NUMBERING

### Inserting Numbers:

- Position the insertion point
- Click on  to turn on automatic numbering

### Inserting Bullets:


- Position the insertion point
- Click on  to turn on automatic bullets

## Microsoft Word Tips

- To create a line of space between paragraphs in a numbered or bulleted list, press **Shift+Return** at the end of the paragraph
- To select different number or bullet formats, or control numbering, choose **Format, Bullets and Numbering**

### WORKING WITH TABLES

#### Inserting a Table:

- Position the insertion point
- Choose **Table, Insert Table**
- Type the number of columns and rows required
- Click **OK**
- or
- Position the insertion point
- Click on 
- Click and drag across to add columns, down to add rows
- Release the mouse button


#### Moving Around a Table Using the Keyboard:

[Tab] ..... Move forward a cell  
[Shift]+[Tab] ..... Move back a cell

#### Selecting Within a Table Using the Mouse:

Click left border of cell ..... Selects entire cell  
Click left border of row ..... Selects entire row  
Click top border of column ..... Selects entire column  
Click and drag with I-beam ..... Selects multiple cells

#### Inserting Rows:

- Select the same number of rows as the number of rows you want to insert.
- Click 

**Note:** Word always inserts above the selection


**OR**

- Select the same number of rows as the number of rows you want to insert
- From the **Table** menu, select **Insert**, then **Rows Above** or **Rows below**

#### Inserting a row at the End of a Table:

- Click in the last cell of the last row in the table
- Press **Tab**

#### Inserting Columns:

- Select the same number of columns as the number of columns you want to insert.
- Click 

**Note:** Word always inserts columns to the left of the selection

**OR**

- Select the same number of columns as the number of columns you want to insert

- From the **Table** menu, select **Insert**, then **Columns to the Left** or **Columns to the Right**

#### Deleting Rows and Columns:

- Select the rows or columns to delete
- Choose **Table, Delete, Columns/Rows**

#### Move a row up or down within a table:

- Select the row and then press **ALT+SHIFT+UP ARROW** to move the row up

**OR**

- Select the row and then press **ALT+SHIFT+DOWN ARROW** to move the row down

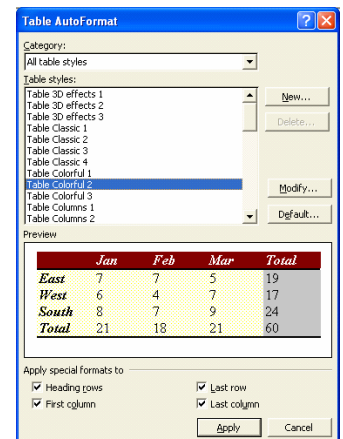
#### Adding Borders to a Table:

- Click in the table or select the required cell(s)
- Choose **Format, Borders and Shading**
- Select the required border options
- Click **OK**

#### Table AutoFormat:

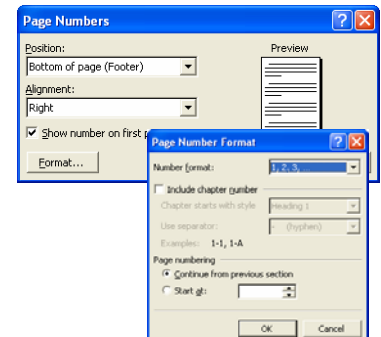
Use the Table AutoFormat command to quickly give your table a professional look.

- Make sure that the cursor is positioned in the table
- From the **Table** menu, select **Table AutoFormat**
- In the Table AutoFormat dialogue box select a suitable format
- Click **Apply**



#### Inserting Page Numbers

- From the **Insert** menu select **Page Numbers**
- Select the required option
- Click the **Format** button to change number style etc
- Click **OK**



#### Removing page numbers

- From the **View** menu, select **Header and Footer**
- Click on a page number so a small text box appears around the number
- Press the **Delete** key
- Click **Close** on the Header and Footer toolbar