BECOME A WORD POWER USER

GENERAL INFO

How to make everything bigger or smaller:
Right-click desktop, choose Screen resolution (or
    choose Properties, Settings tab)
Drag screen resolution slider to make objects look
    bigger (lower number) or smaller (higher number)

To open any program with a keyboard shortcut …
Create a desktop shortcut icon: Right-drag any Start
    Menu item to the desktop; choose Create Shortcut
Right-click on shortcut, choose Properties, Shortcut tab,
    enter letter of your choice in Shortcut key text box
This works on most shortcuts in the start menu as well

To make all windows open in the same format:
Open Local Disk (C:) or any non-program window
    Create the Layout of your choice
Choose Organize, Folder and search options,
    View tab, Apply to Folders

Computer needs to know 3 things to save a file:
What? File name
Where? File location
Kind of thing? File type
These 3 things are specified upon first-time "Save"
    command or subsequent "Save As" command

Serif font has embellishments on the ends of the letters:
    easier to read on paper (Times New Roman)
Block font (sans serif): easier to read on screen (Arial)

Font sizes are measured in vertical points;
    72 points = 1 inch tall

Insert key – toggles between Insert and Overtype modes

Zoom box percentage on status bar makes things
    appear bigger/smaller on screen
Does not affect printing size

MOUSE TIPS

Select to Affect (Select first; then Do)

Always left-click unless you want to see option menu;
    right-click shows context-sensitive menu options
Option menu changes based upon location of right-click

MouseWheel = scroll up & down
Ctrl + MouseWheel = zoom in & out

To select text with mouse without dragging:
Double-Click *text* = select whole word
Triple-Click *text* = select whole paragraph
Ctrl + Click *text* = select whole sentence
Click in *left margin* = select whole line
Double-Click in *left margin* = select whole paragraph
Triple-Click in *left margin* = select whole document
    = Ctrl + Click in *left margin* (same as Ctrl + A)

Alt + Drag = select any rectangle of text

Drag-and-Drop = Move = Cut & Paste
Ctrl + Drag-and-Drop = Copy & Paste
Drag-and-Drop works best when you can see the source
    and the destination areas in the same screen

KEYBOARD SHORTCUTS

Ctrl, Alt, Shift are all "helper" keys
Shift + Tab means hold the Shift key continuously and
    touch (and release) the Tab key

Alt + underlined letter(s) = selects ribbon item
Alt deselects ribbon (if it was selected)

Many shortcuts are shown in the ribbon itself
    (hover mouse over tool button):
Ctrl + Z = Undo (closest letter to Ctrl key)
Ctrl + X = Cut (scissors)
Ctrl + C = Copy (begins with same letter)
Ctrl + V = Paste (tip of Elmer's glue bottle or Velcro)

Ctrl + <u>S</u> = <u>S</u>ave
Ctrl + <u>A</u> = Select <u>A</u>ll

Ctrl + Movement = More movement
Shift + Movement = Selection

Ctrl + Home = beginning of file
Ctrl + End = end of file

Ctrl + PageUp = beginning of previous printed *page*
Ctrl + PageDown = beginning of next printed *page*
    Click Select Browse Object (tiny circle at bottom of
    vertical scroll bar), click Browse by Page

Ctrl + <u>G</u> = F5 = <u>G</u>o To particular part of file
    (Home tab, Editing group, Find & Select, Go To…)

Windows + <u>D</u> = Toggles between "Show the <u>D</u>esktop"
    and "Show open windows"

Ctrl + Y = F4 = repeat the last action

Ctrl + F6 = cycle among all open files within a program

MORE GOOD STUFF!

Format painter button copies formats from one selected
    range to another
Click once, use once
Double-click, use forever; click again to turn off

Alt + O, <u>E</u> = Change cas<u>E</u> of selected text
    (most keyboard shortcuts are backward compatible)
Alt + O + E (all three keys pressed simultaneously) =
    inserts text box around selected text

Screenshot (capture image on your screen):
Press PrintScreen to copy full screen image to
    clipboard, then paste in appropriate application
Alt + PrintScreen = captures only active window

Find & Replace have many powerful tools:
    click More button at bottom of dialog box
    then click Format or Special button(s)

To create random text type
    =rand(3,4) and press Enter.
    This will create 3 paragraphs of 4 sentences each.
    (Try it with different numbers :->)

To change AutoCorrect options:
    File tab, Options, Proofing category, AutoCorrect
    Options, AutoFormat As You Type tab
    e.g. to uncheck automatic numbered lists

ODDS & ENDS

To save files in any format by default:
File tab, Options, Save group (in left-hand column)

Save files in this format, choose from dropdown list,
e.g. Word 97-2003 Document (*.doc)

The ~~Ten~~ Two Commandments:*
Thou shalt not use multiple spaces or
    multiple tabs to align text.
Thou shalt not use multiple paragraph returns
    (Enter key) to "move something down"
                    * for maximum flexibility

Enter = New Paragraph
Shift + Enter = Manual line break (new line but not new
    paragraph)
Ctrl + Enter = Manual page break (new page)

To add a dot leader paragraph tab stops:
    Home tab, Paragraph group dialog box,
    <u>T</u>abs button (lower left), Leader (option button)
or double-click any manual tab stop on ruler
or press Alt + O, <u>T</u>

TOPICS TO EXPLORE

1. **Paragraph formatting**

    A. Paragraph formatting

    B. Paragraph borders

    C. Working with indents, numbered lists,
        and bulleted lists

    D. Line breaks and line spacing

2. **Introduction to tabs and tables**

    A. Tabs

    B. Tables

    C. Converting tabbed text to tables

    D. Modifying & formatting tables

3. **Using AutoCorrect**

    A. Creating AutoCorrect entries

    B. Modifying and deleting AutoText entries

4. **Introduction to styles**

    A. Applying styles

    B. Creating styles (easily change vertical spacing)

    C. Redefining and modifying styles

5. **Introduction to merging**

    A. Creating data

    B. Completing main documents

    C. Merging data with the main document

    D. Managing merges

6. **Using Mail Merge for labels and envelopes**

   A. Mailing labels

   B. Envelopes

7. **Introduction to macros**

   A. Creating and assigning macros

   B. Editing and testing macros

   C. Deleting macros

8. **Newspaper columns**

   A. Formatting text into newspaper columns

   B. Multiple column formats

   C. Hyphenation techniques
      optional hyphen = Ctrl + hyphen
      non-breaking hyphen = Ctrl + Shift + hyphen
      non-breaking space = Ctrl + Shift + space

9. **Controlling page appearance**

   A. Headers and footers

   B. Margins

   C. Page breaks

10. **Proofing tools**

   A. Using the spelling checker

   B. Using the thesaurus

   C. Using the grammar checker