

BECOME A WORD POWER USER – HSTI 2014

ROOM 803, SESSION 1, WED. JUNE 18, 11:00 – 12:00

ROOM 803, SESSION 7, THU. JUNE 19, 11:30 – 12:30

Sometimes we use MS Word as a "glorified typewriter" and don't benefit from most of its powerful features. If you currently know enough just to "get it done" but have often wondered, "Is there an easier way to do it?" -- the answer is Yes! Come learn more about Word...make your job easier!

MOUSE TIPS

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

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 + S = Save

Ctrl + A = Select All

Ctrl + G = F5 = Go To particular part of file

(Home tab, Editing group, Find & Select, Go To...)

Windows + D = Toggles between "Show the Desktop"
and "Show open windows"

Ctrl + Y = F4 = repeat the last action

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

Ctrl + Movement = More movement

Shift + Movement = Selection

Alt + O, E = Change casE of selected text

(most keyboard shortcuts are backward compatible)

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

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 :->)

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,

Tabs button (lower left), Leader (option button)

or double-click any manual tab stop on ruler

or press Alt + O, T

1. Using AutoCorrect

- A. To change AutoCorrect options:
File tab, Options, Proofing category,
AutoCorrect Options
- B. AutoFormat As You Type options
(e.g. uncheck automatic numbered lists :->)
Backspace = undo AutoFormat

2. “Cleaning” Data From Other Sources

- A. Converting text to tables
e.g. HSTI Pre-Conference Workshop Roster
- B. Converting tables to text
e.g. to copy & paste to new email group

3. Introduction to styles

- A. Applying styles (e.g. Events Calendar)
- B. Creating styles (easily change vertical spacing)
- C. Redefining and modifying styles

4. Introduction to macros

- A. Record keystrokes and/or mouse clicks to be automated (practice before recording!)
- B. Assign Macro to Quick Access Toolbar button
- C. Edit Macro (look at VBA code)

5. Introduction to merging

- A. Creating data source: most important file
- B. Completing main document:
second most important file
(contains merge fields and formatting)
- C. Merging data with the main document
Merged file is a “throwaway” and can be
recreated very quickly