

Micro-Workshop #2



Educational Technology

---Microsoft Word---

Elite 8...

Tips and Tricks

1.) Always Show Full Menus

-“Tools > Customize > Options > Always Show Full Menus”

2.) Drawing a Line

-Type three consecutive hyphens and press Enter to get a normal line. Type three underscores and Enter, and you'll get a bold line. And if you type three equal signs and press Enter, you'll get a double line.

3.) Smarter Navigation

-The little dot icon between those arrows (Select Browse Object button) will allow you to choose: to browse by heading, footnote, endnote, comment, graphic, or table.

4.) Keyboard Shortcuts

-Shift-F3: Toggle selected text between lowercase, initial capitals, and uppercase.

F4: Repeat your last action, including searching, typing, and formatting.

Shift-F4: Repeat the most recent Find command.

Shift-F5: Jump to the last change you made in the document.

Ctrl-F6: Toggle between open documents.

F7: Run the spell-checker.

F12: Open the Save As dialog.

5.) Easy Table Creation

- Enter the data like so:

Susy, 95

Brian, 86

Joe, 93

Now, highlight the text and choose "Table > Insert Table". A 2x6 table is automatically created for you. If you don't like how it looks, choose "Table > Table Autoformat" to apply one of various designs, or go through the "Table" menu and manually edit the table's display properties.

6.) Paste Special

-You see that by default, Word wants to copy this text in HTML Format, which would include the white font formatting, tables, advertisements, and everything else. Try Paste Special > Unformatted Text. You will get just the text, in whatever default font you have set in Word.

7.) Selecting Text

- Double click to select a word

Triple click a word to select the paragraph

Selecting text in the margin area:

Single Click – line

Double Click – paragraph

Triple Click – the entire document (Ctrl+A)

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Ctrl + Click - Selects the sentence

Shift + Click – Selects beginning to end

Alt + Drag – Selects a vertical block of text

Multiple noncontiguous areas of text – select +Ctrl + select

8.) Fast Formatting

-When you format a single word--say, with bold, italic, or underline--it's not necessary to select the entire word (and then press Ctrl-B, Ctrl-I, Ctrl-U).