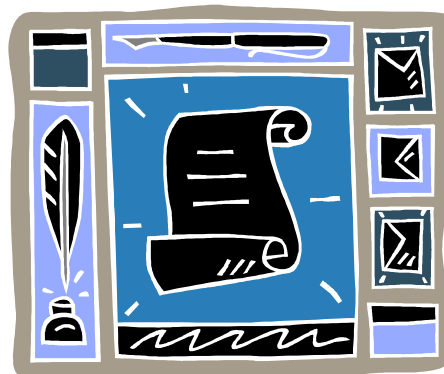




Tips and Tricks for Microsoft Word 2007





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Autocorrect

Office Button ->Word Options -> Proofing -> AutoCorrect Options

Autotext

Create new Autotext entry

- Enter and format text to be saved, select the text, **Insert** tab ->**Quick Parts** -> **Save Selection to Quick Part Gallery**
- Name the text and select AutoText as the Gallery, as shown below:

The screenshot shows the 'Create New Building Block' dialog box. It has a blue title bar with a question mark and a close button. The dialog contains several fields: 'Name:' with the text 'tt', 'Gallery:' with a dropdown menu set to 'AutoText', 'Category:' with a dropdown menu set to 'General', 'Description:' with an empty text box, 'Save in:' with a dropdown menu set to 'Building Blocks.dotx', and 'Options:' with a dropdown menu set to 'Insert content only'. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK**.

Insert the Autotext entry

- Type the name of the Autotext entry
- Press **[F3]**

F4 Repeat Key

Use the **[F4]** key to repeat the last action



Select Text

With the cursor in the body text

- Double-click selects word
- Triple-click selects paragraph

With arrow pointing in selection bar area

- Single-click selects entire line
- Double-click selects paragraph
- Triple-click selects entire document

Other selection techniques

- Click at beginning of text to be selected, **[Shift]**-click at end of text
- With cursor at beginning of text to be selected, **[Shift]**+arrow keys, **[PageUp]** or **[PageDown]** to extend the selection
- **[Ctrl]-[A]** to select the entire document

Insert a Picture

Insert tab -> **Illustrations** group -> **Picture** or **Clip Art**

Format a Picture

- Click the picture
- Click the **Picture Tools, Format** contextual tab

Wrap Text Around a Picture

- Click the picture
- Click the **Picture Tools, Format** contextual tab
- Click **Text Wrapping** and choose **Square** or **Tight**

Note: to resize a picture while maintaining the original proportions, drag the corner sizing handles.

Insert a Drawn Object

- **Insert** tab -> **Illustrations** group -> **Shapes**
- Select the appropriate shape
- Drag the mouse in the document to draw the shape.

Note: to draw a perfectly proportioned shape or keep it proportionate while resizing, hold the **[Shift]** key while dragging.



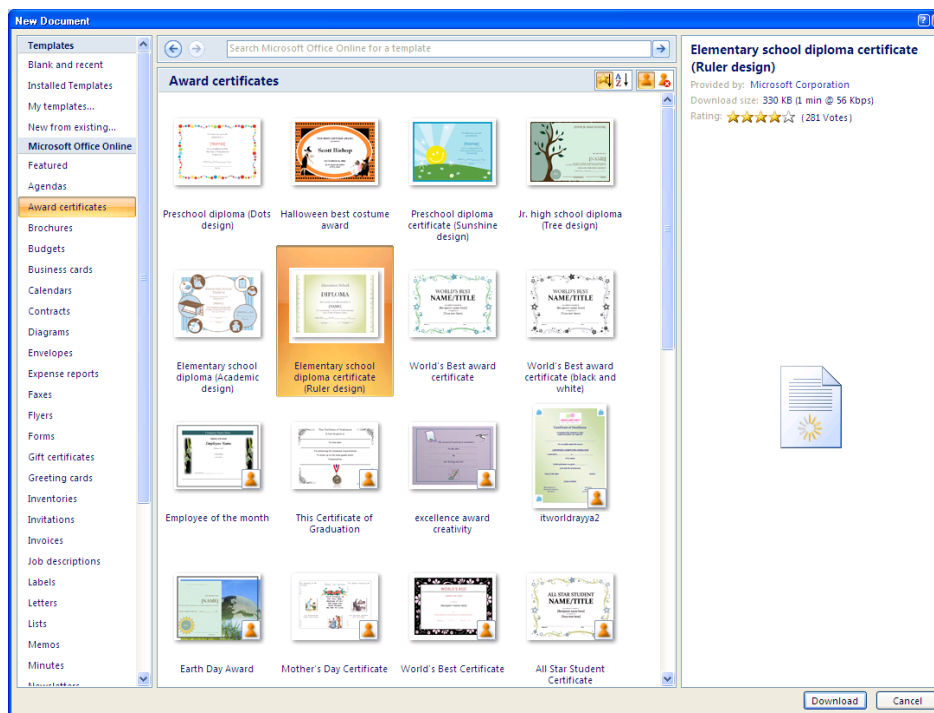
Format a Drawn Objects

- Click the graphic
- Click the **Drawing Tools, Format** contextual tab

Note: you can wrap text around a drawn object, just as you can a picture, by clicking **Text Wrapping** and then either **Square** or **Tight**

Use Templates from Microsoft Office Online

- **Office Button ->New**
- Under Microsoft Office Online, select the desired category
- In the middle of the dialog box, select the desired template, as shown below



- Click the **Download** button in the lower right corner of the dialog box



Add a Watermark

- Click the **Page Layout** tab
- Click **Watermark**
- Select one of the predefined watermarks, or click **Custom Watermark** to create your own. If you choose Custom Watermark, the following dialog box will appear:
- Fill out the options, as necessary, and click **OK**.

Use Custom Bullets

- Select the text to which you wish to apply custom bullets
 - On the **Home** tab, click the down arrow next to the **Bullets** button and select **Define New Bullet**.
 - Click on **Symbol**, switch to a font containing symbols you can use as bullets (such as *Wingdings*) and select the desired symbol
- OR
- Click **Picture** and select a picture
 - Click **OK** twice

Copy Formatting from One Paragraph to Another

- Select the paragraph with the good formatting
- On the **Home** tab, in the *Clipboard* group, click the **Format Painter** button
- Click in the paragraph to which you wish to copy the formatting

Note: you can copy formatting to more than one paragraph by double-clicking the Format Painter button. Once you have copied the formatting to all of the paragraphs, simply click the Format Painter button once more to turn off the feature.

Get Easy Access to the Documents You Use Most Often

- Open the document
- Click the **Office** button
- In the *Recent Documents* list, click the push pin to the right of the document to which you wish to have easy access. That document will remain in the *Recent Documents* list until you click the push pin again.



Word Keyboard Shortcuts

Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A
App Maximize	Alt+	F10
App Restore	Alt+	F5
Apply Heading1	Alt+Ctrl+	1
Apply Heading2	Alt+Ctrl+	2
Apply Heading3	Alt+Ctrl+	3
Apply List Bullet	Ctrl+Shift+	L
Auto Format	Alt+Ctrl+	K
Auto Text		F3
Auto Text	Alt+Ctrl+	V
Bold	Ctrl+	B
Bold	Ctrl+Shift+	B
Bookmark	Ctrl+Shift+	F5
Browse Next	Ctrl+	Page Down
Browse Prev	Ctrl+	Page Up
Browse Sel	Alt+Ctrl+	Home
Cancel		Esc
Center Para	Ctrl+	E
Change Case	Shift+	F3
Char Left		Left
Char Left Extend	Shift+	Left
Char Right		Right
Char Right Extend	Shift+	Right
Clear		Del
Close or Exit	Alt+	F4
Close Pane	Alt+Shift+	C
Column Break	Ctrl+Shift+	Return
Column Select	Ctrl+Shift+	F8
Comment	Alt+Ctrl+	M
Copy	Ctrl+	C
Copy	Ctrl+	Insert
Copy Format	Ctrl+Shift+	C



Command Name	Modifiers	Key
Copy Text	Shift+	F2
Create Auto Text	Alt+	F3
Customize Add Menu Shortcut	Alt+Ctrl+	=
Customize Keyboard Shortcut	Alt+Ctrl+	Num +
Customize Remove Menu Shortcut	Alt+Ctrl+	-
Cut	Ctrl+	X
Cut	Shift+	Del
Date Field	Alt+Shift+	D
Delete Back Word	Ctrl+	Backspace
Delete Word	Ctrl+	Del
Dictionary	Alt+Shift+	F7
Do Field Click	Alt+Shift+	F9
Doc Close	Ctrl+	W
Doc Close	Ctrl+	F4
Doc Maximize	Ctrl+	F10
Doc Move	Ctrl+	F7
Doc Restore	Ctrl+	F5
Doc Size	Ctrl+	F8
Doc Split	Alt+Ctrl+	S
Double Underline	Ctrl+Shift+	D
End of Column	Alt+	Page Down
End of Column	Alt+Shift+	Page Down
End of Doc Extend	Ctrl+Shift+	End
End of Document	Ctrl+	End
End of Line		End
End of Line Extend	Shift+	End
End of Row	Alt+	End
End of Row	Alt+Shift+	End
End of Window	Alt+Ctrl+	Page Down
End of Window Extend	Alt+Ctrl+Shift+	Page Down
Endnote Now	Alt+Ctrl+	D
Extend Selection		F8
Field Chars	Ctrl+	F9
Field Codes	Alt+	F9
Find	Ctrl+	F



Command Name	Modifiers	Key
Font	Ctrl+	D
Font	Ctrl+Shift+	F
Font Size Select	Ctrl+Shift+	P
Footnote Now	Alt+Ctrl+	F
Go Back	Shift+	F5
Go Back	Alt+Ctrl+	Z
Go To	Ctrl+	G
Go To		F5
Grow Font	Ctrl+Shift+	.
Grow Font One Point	Ctrl+]
Hanging Indent	Ctrl+	T
Header Footer Link	Alt+Shift+	R
Help		F1
Hidden	Ctrl+Shift+	H
Hyperlink	Ctrl+	K
Indent	Ctrl+	M
Italic	Ctrl+	I
Italic	Ctrl+Shift+	I
Justify Para	Ctrl+	J
Left Para	Ctrl+	L
Line Down		Down
Line Down Extend	Shift+	Down
Line Up		Up
Line Up Extend	Shift+	Up
List Num Field	Alt+Ctrl+	L
Lock Fields	Ctrl+	3
Lock Fields	Ctrl+	F11
Macro	Alt+	F8
Mail Merge Check	Alt+Shift+	K
Mail Merge Edit Data Source	Alt+Shift+	E
Mail Merge to Doc	Alt+Shift+	N
Mail Merge to Printer	Alt+Shift+	M
Mark Citation	Alt+Shift+	I
Mark Index Entry	Alt+Shift+	X
Mark Table of Contents Entry	Alt+Shift+	O



Command Name	Modifiers	Key
Menu Mode		F10
Merge Field	Alt+Shift+	F
Microsoft Script Editor	Alt+Shift+	F11
Microsoft System Info	Alt+Ctrl+	F1
Move Text		F2
New	Ctrl+	N
Next Field		F11
Next Field	Alt+	F1
Next Misspelling	Alt+	F7
Next Object	Alt+	Down
Next Window	Ctrl+	F6
Next Window	Alt+	F6
Normal	Alt+Ctrl+	N
Normal Style	Ctrl+Shift+	N
Open	Ctrl+	O
Open	Ctrl+	F12
Open	Alt+Ctrl+	F2
Open or Close Up Para	Ctrl+	O
Other Pane		F6
Other Pane	Shift+	F6
Outline	Alt+Ctrl+	O
Outline Collapse	Alt+Shift+	-
Outline Collapse	Alt+Shift+	Num -
Outline Demote	Alt+Shift+	Right
Outline Expand	Alt+Shift+	=
Outline Expand	Alt+Shift+	Num +
Outline Master		
Outline Move Down	Alt+Shift+	Down
Outline Move Up	Alt+Shift+	Up
Outline Promote	Alt+Shift+	Left
Outline Show First Line	Alt+Shift+	L
Page	Alt+Ctrl+	P
Page Break	Ctrl+	Return
Page Down		Page Down
Page Down Extend	Shift+	Page Down



Command Name	Modifiers	Key
Page Field	Alt+Shift+	P
Page Up		Page Up
Page Up Extend	Shift+	Page Up
Para Down	Ctrl+	Down
Para Down Extend	Ctrl+Shift+	Down
Para Up	Ctrl+	Up
Para Up Extend	Ctrl+Shift+	Up
Paste	Ctrl+	V
Paste	Shift+	Insert
Paste Format	Ctrl+Shift+	V
Prev Cell	Shift+	Tab
Prev Field	Shift+	F11
Prev Field	Alt+Shift+	F1
Prev Object	Alt+	Up
Prev Window	Ctrl+Shift+	F6
Prev Window	Alt+Shift+	F6
Print	Ctrl+	P
Print	Ctrl+Shift+	F12
Print Preview	Ctrl+	F2
Print Preview	Alt+Ctrl+	I
Proofing		F7
Redo	Alt+Shift+	Backspace
Redo or Repeat	Ctrl+	Y
Redo or Repeat		F4
Redo or Repeat	Alt+	Return
Repeat Find	Shift+	F4
Repeat Find	Alt+Ctrl+	Y
Replace	Ctrl+	H
Reset Char	Ctrl+	Space
Reset Char	Ctrl+Shift+	Z
Reset Para	Ctrl+	Q
Revision Marks Toggle	Ctrl+Shift+	E
Right Para	Ctrl+	R
Save	Ctrl+	S
Save	Shift+	F12



Command Name	Modifiers	Key
Save	Alt+Shift+	F2
Save As		F12
Select All	Ctrl+	A
Select All	Ctrl+	Clear (Num 5)
Select All	Ctrl+	Num 5
Select Table	Alt+	Clear (Num 5)
Show All	Ctrl+Shift+	8
Show All Headings	Alt+Shift+	A
Show All Headings	Alt+Shift+	A
Show Heading1	Alt+Shift+	1
Show Heading2	Alt+Shift+	2
Show Heading3	Alt+Shift+	3
Show Heading4	Alt+Shift+	4
Show Heading5	Alt+Shift+	5
Show Heading6	Alt+Shift+	6
Show Heading7	Alt+Shift+	7
Show Heading8	Alt+Shift+	8
Show Heading9	Alt+Shift+	9
Shrink Font	Ctrl+Shift+	,
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8
Small Caps	Ctrl+Shift+	K
Space Para1	Ctrl+	1
Space Para15	Ctrl+	5
Space Para2	Ctrl+	2
Start of Column	Alt+	Page Up
Start of Column	Alt+Shift+	Page Up
Start of Doc Extend	Ctrl+Shift+	Home
Start of Document	Ctrl+	Home
Start of Line		Home
Start of Line Extend	Shift+	Home
Start of Row	Alt+	Home
Start of Row	Alt+Shift+	Home
Start of Window	Alt+Ctrl+	Page Up
Start of Window Extend	Alt+Ctrl+Shift+	Page Up



Command Name	Modifiers	Key
Style	Ctrl+Shift+	S
Subscript	Ctrl+	=
Superscript	Ctrl+Shift+	=
Symbol Font	Ctrl+Shift+	Q
Thesaurus	Shift+	F7
Time Field	Alt+Shift+	T
Toggle Field Display	Shift+	F9
Toggle Master Subdocs	Ctrl+	\
Tool	Shift+	F1
Un Hang	Ctrl+Shift+	T
Un Indent	Ctrl+Shift+	M
Underline	Ctrl+	U
Underline	Ctrl+Shift+	U
Undo	Ctrl+	Z
Undo	Alt+	Backspace
Unlink Fields	Ctrl+	6
Unlink Fields	Ctrl+Shift+	F9
Unlock Fields	Ctrl+	4
Unlock Fields	Ctrl+Shift+	F11
Update Auto Format	Alt+Ctrl+	U
Update Fields		F9
Update Fields	Alt+Shift+	U
Update Source	Ctrl+Shift+	F7
VBCode	Alt+	F11
Web Go Back	Alt+	Left
Web Go Forward	Alt+	Right
Word Left	Ctrl+	Left
Word Left Extend	Ctrl+Shift+	Left
Word Right	Ctrl+	Right
Word Right Extend	Ctrl+Shift+	Right
Word Underline	Ctrl+Shift+	W