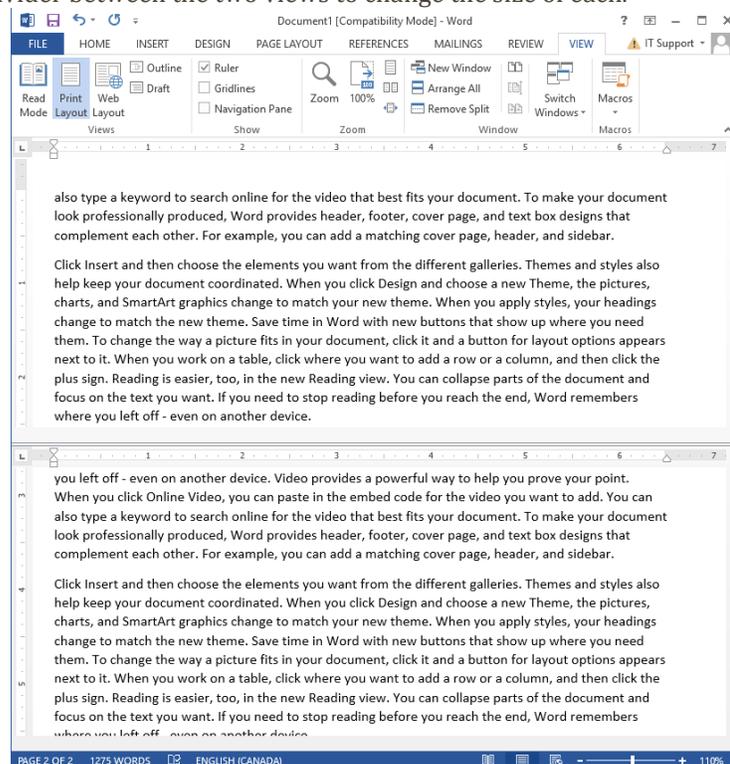


Tips & Tricks for Microsoft Word

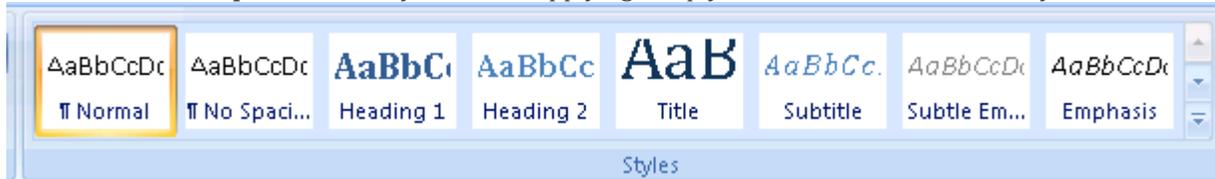
August 3, 2016

1. Generate random text with **=rand(8,10)** (and press Enter)
2. Fast text selection and navigation
 - a. To select an entire paragraph, make **three fast clicks** anywhere inside the paragraph.
 - b. **Ctrl + Click** selects the sentence.
 - c. To select all the text in a paragraph before or after the cursor, press **Ctrl + Shift + ↑** or **↓**.
 - d. To select text in the paragraph by word, before or after the cursor, press **Ctrl + Shift + →** or **←**.
 - e. To select text in the paragraph by symbol before or after the cursor, press **Shift + →** or **←**.
 - f. To navigate through text by word, **Ctrl + →** or **←**.
 - g. To navigate through text by paragraph, **Ctrl + ↑** or **↓**.
 - h. To select all the text in a document, **Ctrl+A**.
3. Easy text alignment. **Tab** will move the cursor by equal space intervals to the right.
4. View two copies of the document at the same time:
 - a. Go to **View tab > Split View**
 - b. Move the divider between the two views to change the size of each.



5. Copy and Paste Text:
 - a. To copy text, select the text and **Ctrl+C**.
 - b. To paste text, select where to paste and **Ctrl+V**.
 - c. To cut text, select the text and **Ctrl+X**.
6. Undoing actions after accidentally doing something, perhaps several steps ago. There is (as far as I know) no limit on how many actions you can undo / redo:
 - a. To undo an action (step backward), **Ctrl+Z**
 - b. To redo an action (step forward), **Ctrl+Y**

7. To automatically format text as heading of different levels, use the built-in heading templates in HOME tab, Styles area:
 - a. Simply **place the cursor on the text you want to format**, and **select the style** you wish to apply.
 - b. To **preview** the style without applying, simply **hold the mouse** over the style block.



8. Finding and replacing text:
 - a. To find text, press **Ctrl+F** and type the text you need to find, then Enter.
 - b. To replace a number of reoccurring words / word combinations, **Ctrl+H**.
9. Spelling check:
 - a. Spelling check is enabled by default, and it uses zig-zag underlines to mark text that has spelling mistakes.
 - b. To run through all the spelling mistakes, press **F7**.
 - c. You can choose to ignore or replace a misspelled word.
10. Inserting tables
 - a. Go to Insert > Table > Select the number of Rows and Columns you need.
 - b. Type “+” then **Tab** multiple times (depending on the number of rows/columns you need) and press **Enter**.

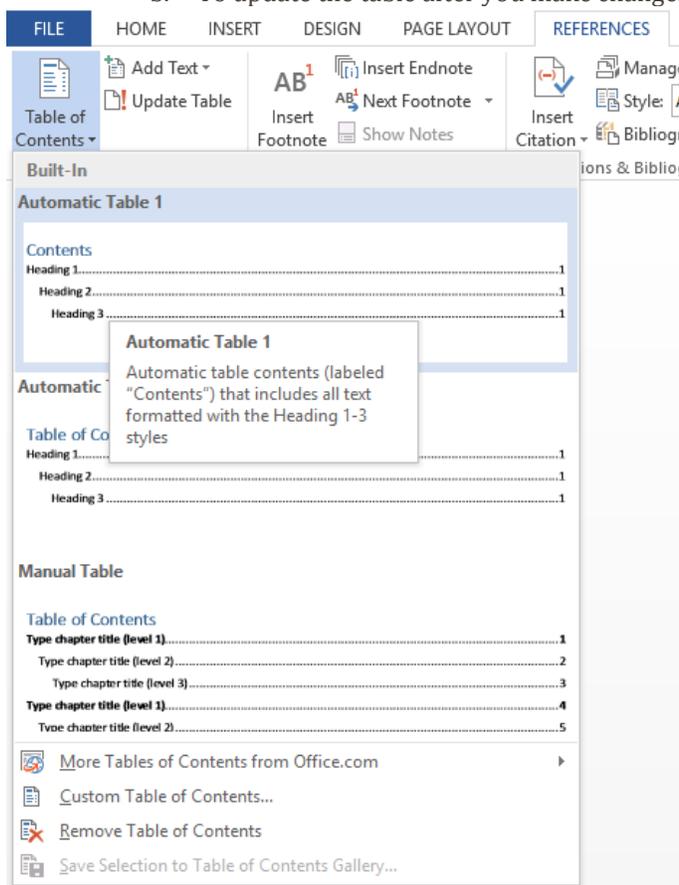
+ + + + +



--	--	--	--

11. Insert Table of Contents:

- a. Go to **References > Table of Contents > Select one of the automatic tables.**
- b. To update the table after you make changes to the document, **click** anywhere in the table and press **F9**.



12. Text Formatting.

- a. To make a word subscript, **Ctrl** and **+**, To make a word superscript, **Ctrl** and **Shift** and **+**
- b. To increase font size, use **Ctrl** and **Shift** and **>**, to decrease font size, use **Ctrl** and **Shift** and **<**
- c. To make a word bold, underlined, italic - **Ctrl+B**, **Ctrl+U**, **Ctrl+I**, respectively.

13. Easy converting /saving to PDF using Word's built-in features.

- a. **File > Save As > From the dropdown, select the PDF file format.**
- b. **File > Print > Select the printer Microsoft Print to PDF.**