

# Microsoft Word 97 - Tips and Hints

## SELECTION TECHNIQUES

### MOUSE

#### WORD

Double-click

#### LINE

Click at the left of the line

#### SENTENCE

CTRL-click in the sentence

#### PARAGRAPH

Double-click at the left of the paragraph

#### LARGE SELECTION

Click at start; Shift-click at end

#### ALL TEXT IN DOCUMENT

CTRL-click in left margin

### KEYBOARD

#### WORD

CTRL-Shift-Right Arrow

#### LINE

Shift-Down Arrow

#### PARAGRAPH

CTRL-Shift-Down Arrow

#### TO END OF DOCUMENT

CTRL-Shift-END

#### TO START OF DOCUMENT

CTRL-Shift-HOME

#### ALL TEXT IN DOCUMENT

CTRL-A

**NB:** *This is a standard Windows shortcut, and is used by most applications. Many shortcuts are the same from application to application. Try and see!*

## FORMATTING TECHNIQUES

### CHARACTER

**NB:** *Select words first if you are changing more than one!*

#### BOLD AND ITALIC

CTRL-B and CTRL-I

#### INCREASE SIZE

CTRL-Shift-> (full stop key)

#### DECREASE SIZE

CTRL-Shift-< (comma key)

#### LARGE SIZE (ABOVE 72PT)

Enter size in size box; press Enter

#### STRIP EXTRA CHARACTER FORMAT

CTRL-Spacebar

### PARAGRAPH

**NB:** *Click once in paragraph if only one paragraph; select if more than one!*

#### STRIP EXTRA PARAGRAPH FORMAT

CTRL-Q

#### INCREASE INDENT

Click 'Increase Indent' button in Formatting Toolbar

#### DECREASE INDENT

Click 'Decrease Indent' button in Formatting Toolbar

#### DOUBLE-LINE SPACING

CTRL-2

#### ONE-AND-A-HALF LINE SPACING

CTRL-5 (think '.5'!)

#### SINGLE LINE SPACING

CTRL-1

#### LEFT, CENTRE, RIGHT, AND JUSTIFY

CTRL-L; CTRL-E; CTRL-R; & CTRL-J

## EDITING

### KEYBOARD

#### UNDO

CTRL-Z

#### REDO

CTRL-Y

**NB:** *Both may be repeated up to 100 times!*

#### CUT

CTRL-X

#### COPY

CTRL-C

#### PASTE

Click where text will go, then CTRL-V

**NB:** *They are next to each other, and to UNDO and CUT*

### MOUSE

#### CUT & PASTE

Right-click in selected text, and choose the command from the shortcut menu

#### DRAG & DROP

Click in selected text, and drag to new position

## MOVING AROUND

#### DOWN ONE SCREEN

PAGE DOWN

#### UP ONE SCREEN

PAGE UP

#### GO TO START OF DOCUMENT

CTRL-HOME

#### GO TO END OF DOCUMENT

CTRL-END

#### GO TO PAGE, LINE, OR SECTION

CTRL-G, then type number

## LAYOUT

### BREAKS

#### PAGE BREAK

Press CTRL-ENTER

**NB:** *It is much better to use the 'Paragraph' command and select 'Page Break Before'!*

#### SECTION BREAK

If you select a group of paragraphs and change to multi-columns (use the button on the Formatting Toolbar) Word will automatically insert Section Breaks before and after the selected text.

**NB:** *The same applies if you modify Page Setup - turn the page on its side... more section breaks automatically appear!*

#### MULTIPLE COLUMNS

You use the button in the Formatting Toolbar, but you will **only** see the columns when in **Page Layout View**.

## GOOD SHORTCUTS

### FILE SHORTCUTS

New: CTRL-N

Open: CTRL-O

Save: CTRL-S

Print: CTRL-P

Close: CTRL-W

Exit: ALT-F4

**This is the standard 'Exit' command!**

### EDIT SHORTCUTS

Undo: CTRL-Z

Cut: CTRL-X

Copy: CTRL-C

Paste: CTRL-V (it's next to 'C')

## TOOL SHORTCUTS

Find: CTRL-F

Change: CTRL-H

## RIGHT-MOUSE BUTTON

### ON TEXT

Change Font, Paragraph format, Bullets & Numbering

### ON TOOLBARS

Select particular toolbars

### ON RED OR GREEN UNDERLINED TEXT

Correct Spelling or Grammar

## AUTOCORRECT & AUTOTEXT

### ADDING AUTOCORRECT ENTRIES

Choose Tools/AutoCorrect, then type both wrong and correct versions.

### ADDING AUTOTEXT ENTRIES

Type full version of text, select, then choose Insert/AutoText/AutoText... Type a new short name for the entry, then 'Add'. In any document, type the short name; a yellow box appears with the text. Press ENTER, and the full text appears.

## TABSTOPS AND TABS

### PLACING TABSTOPS

Click at left of ruler to choose type (Left, Centre, Right, Decimal), then click in ruler.

### REMOVING TABSTOPS

Drag tabstop downwards

## BULLETS & NUMBERS

Select paragraphs to be bulleted or numbered, then click the relevant button in the Formatting Toolbar.

**NB:** *Press Shift-Return for a new 'paragraph' without a number...*