

CTRL + Left Click on the Tip you wish to view

Table of Contents

| | |
|--|---|
| Microsoft Word..... | 3 |
| Calculator in Word | 3 |
| Find the Calculator | 3 |
| Using the Calculator | 3 |
| Customize autocorrect..... | 3 |
| File Tab | 3 |
| Formatting a Word Template | 3 |
| Opening your template | 3 |
| Formatting – Home tab..... | 4 |
| Clipboard Section | 4 |
| Personalize default pasting options..... | 4 |
| Clipboard | 4 |
| Format painter | 4 |
| Font Section | 5 |
| Paragraph Section..... | 5 |
| Check spacing..... | 5 |
| Editing Section | 5 |
| Select all text with similar formatting..... | 5 |
| Remove Formatting from a selected text | 5 |
| Set default font formatting..... | 5 |
| Check page formatting..... | 5 |
| References Tab..... | 5 |
| Create a Table of Contents | 5 |
| Editing Table of Contents..... | 6 |
| Footnotes and Endnotes..... | 6 |
| Citations and Bibliography | 6 |
| Parenthetical Citations..... | 6 |
| Bibliography | 6 |
| Manage Sources..... | 7 |
| Style of Citations and Bibliography | 7 |
| Insert lines..... | 7 |

Insert tab..... 7

 Insert a Screenshot 7

 To Crop Screenshot..... 7

 Create and save reusable headers and footers 7

Keyboard Shortcuts..... 7

 Delete Entire Words..... 7

 Change Font Size Easily 8

 Move text without copy/cut 8

 Change alignment of text..... 8

 Quick Table..... 8

 Zoom in and out..... 8

Selection Tips 9

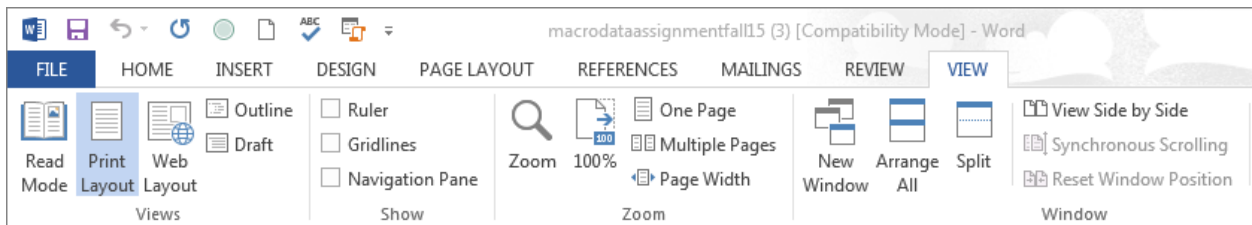
 Common selection methods 9

 Less common selection methods..... 9

 Select text quickly 9

View Tab..... 9

 Editing Tips..... 9



..... 9

 New Window..... 9

 Split Document..... 9

Microsoft Word

Calculator in Word

Find the Calculator

1. Right-click the Quick Access toolbar in the top left corner of your screen
2. Select “Customize Quick Access Toolbar” from the pop-up menu
3. Make sure that “For All Documents” is selected
4. In the “Choose Commands From” drop-down box, select “Commands Not In The Ribbon”
5. Locate the “Calculate” command and then double click it to add it to your toolbar
6. Click okay

Using the Calculator

1. Write a math expression in your document
2. Highlight it and press the calculator button
3. The results will be displayed in the status bar

Customize autocorrect

1. Go to Word Options by either
 - Clicking “File”
 - “Options” in the menu
 - Selecting the drop-down menu in the Access Toolbar
 - Select “More Commands”
2. Select “Proofing” from the menu on the left
 - Select the “AutoCorrect Options” button
3. In the AutoCorrect tab, you may customize specific typos you tend to make and the corrections you want Word to make automatically. You may add, delete, or alter corrections Word already incorporates.

File Tab

Formatting a Word Template

1. In the “File” tab, click New from the menu on the left
2. Select Blank document
3. Make any changes that you wish to the document (e.g. font, margins, spacing)
4. Click the File tab, and then click Save As
5. Select where you want to save the template
6. Name the document
7. Click the drop down box under “Save as type”
8. Select Word Template from this drop-down
9. Save the template

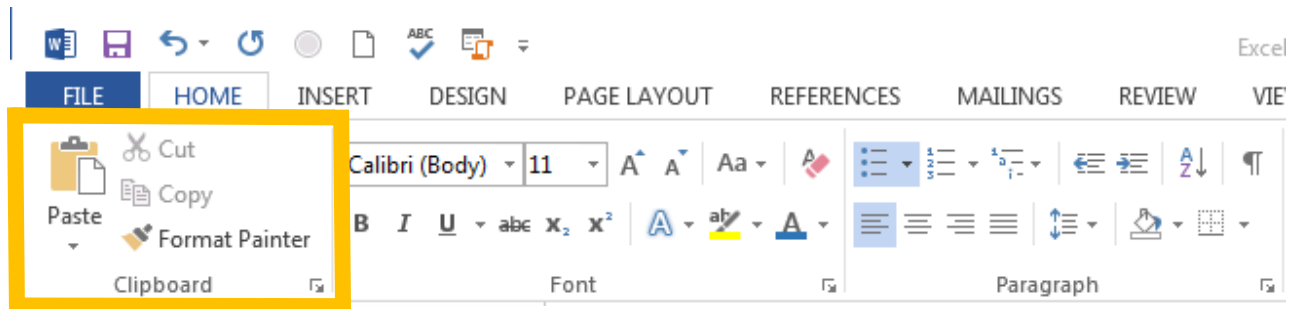
Opening your template

1. Open Microsoft Word

2. Click on the Personal tab
3. Your created template should be there
 - a. Note: If you click on the thumbtack symbol on your template you can pin it to the featured section so that your template shows up when you open Word

Formatting – Home tab

Clipboard Section



Personalize default pasting options

1. Under the “Paste” drop down menu, select “Set Default Paste”
 - a. Or under “File,” select “Options” at the very bottom
 - b. From that dialog box, select “Advanced”
2. Scroll down to see “Cut, copy, and paste”
3. Use the drop down menus to select how you want text to be pasted into Word
4. The “Settings” box next to the “Use smart cut and paste” option will open a new dialog box that gives options to cut and paste between different Office programs, such as Excel and PowerPoint

Clipboard

1. Select the small box to the right of “Clipboard”
2. The clipboard in word shows all text that you have copied since you have had Word open. These items can be pasted into the document using the drop down menu that appears when you scroll over the text.
3. The clipboard can be left open and used in between multiple Word documents.

Format painter

1. Highlight the text that is already formatted
2. Select “Format Painter” in top left-hand corner
3. Highlight the text you want formatted
4. The text formatting will change to the first highlighted text’s formatting

Font Section

Paragraph Section

Check spacing

1. Press shift, Ctrl, and no. 8 keys simultaneously
2. Paragraph and space markers will appear

Editing Section

Select all text with similar formatting

1. Highlight text you want to edit
2. Open the Home ribbon
3. Select "Select" above the editing section on the far right of the home ribbon
4. Select "Select text with similar formatting" from the drop-down menu

Remove Formatting from a selected text

1. To change selected text to your default font formatting, press
 - a. Ctrl + Space or
 - b. Ctrl + Shift + N

Set default font formatting

1. Go to the "Home" tab
2. Select the small box at the bottom right of the area used to change font style and size
3. Use the dialog box to select the options you want to set as your default
4. Select "Set As Default" in the bottom left of the dialog box
5. These font options will now be your default options in every Word document

Check page formatting

1. Type "=rand(8,10)" to generate random text to check formatting

References Tab

Create a Table of Contents

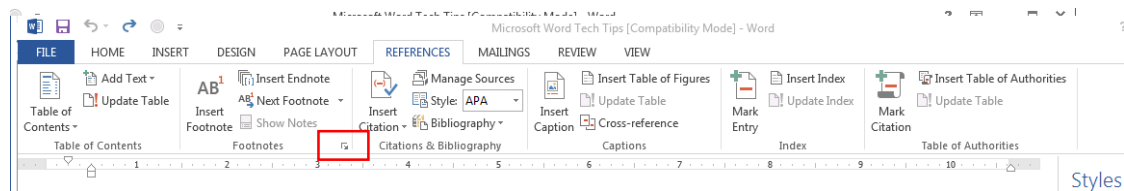
1. Create title for section of table of contents
2. Format title to have a "heading" style under the home tab
3. Select "Table of Contents" under the "References" tab
4. Word will automatically create a table of contents based on the headings that are formatted
Note: ctrl+click will take you to an item in the Table of Contents

Editing Table of Contents

1. Format next heading
2. Select the Table of Contents box that is now on your word document
3. Select “Update Table”
4. Select “update page numbers only” or “update entire table” from the dialog box, and select “okay”

Footnotes and Endnotes

1. A footnote inserts a note at the bottom of the page with a reference at the place you are in the text.
2. An endnote inserts a note at the end of the document with a reference at the place you are in the text.
3. There are more options available by selecting the box at the bottom right of the “Footnotes” section.



Citations and Bibliography

Parenthetical Citations

1. Click “Insert Citation”
2. Select “Add a new source”
3. Fill in all information about the source in the dialog box that opens.
4. You can add as many sources as you want and will then be able to select from that list every time you need to cite something.
 - a. “Add a new placeholder” option can be used to insert a citation that you do not yet have in your list and plan on editing later.

Bibliography

1. Select the drop-down menu to choose from the different bibliography options that you want inserted into your document.
2. Update the bibliography by scrolling over it and selecting “Update Citations and Bibliography” that appears in the upper left hand corner.
3. Be aware of fillers Word uses when all information about a source is not present. You may need to go back and edit the bibliography
 - a. You can convert the bibliography to static text by using the drop-down menu in the upper left hand corner that appears when you scroll over the bibliography.

Manage Sources

1. Selecting “Manage Sources” will allow you to pull citations from a master list that includes all previously entered citations to a current list to use in the current document.

Style of Citations and Bibliography

1. Select the drop-down menu beside “Styles” to change the style of your citations and bibliography.

Insert lines

1. Type “***” or “---”
2. Press enter
 - a. Examples:



Insert tab

Insert a Screenshot

1. Click the “INSERT” tab
2. Select screenshot
3. Select which screenshot you want from your open windows

To Crop Screenshot

1. With the Screenshot selected, click “FORMAT” under the picture tools tab at the top of your screen
2. Select crop under the “size” panel to the left of the ribbon
3. In the drop down menu select crop
4. Drag the black corners/borders presented to crop the image
5. Click off of the image once you have cropped the portion that you wish to keep

Create and save reusable headers and footers

1. In the insert tab, select and insert a header or footer
2. Format the header or footer as desired
3. Press CTRL + A to select the entire header or footer
4. Back under the insert tab, select header or footer again
5. Select “Save Selection to Header Gallery” or “Save Selection to Footer Gallery”
6. Use the dialog box to save your header or footer
7. The header/footer will now be in the list of available headers/footers

Keyboard Shortcuts

Delete Entire Words

1. Hold CTRL + BACKSPACE to delete the entire preceding word

Change Font Size Easily

1. Select the text you want to change
2. Hold CTRL + SHIFT
3. Press the > key to increase font size
4. Press the < key to decrease font size

Move text without copy/cut

1. Select the text you wish to move
2. Press the F2 key
3. Move the cursor to the desired location
4. Press the enter key and the text will be moved to wherever you selected

Change alignment of text

1. Select a text, start a paragraph, or have your cursor at the end of the paragraph you wish to align.
2. Use these keystrokes to align your text.
 - a. CTRL + L aligns text to the left
 - b. CTRL + E centers texts
 - c. CTRL + R aligns text to the right

Quick Table

1. Type + (plus sign)
2. Press the Tab key
3. Repeat as many times as the number of columns you desire
4. Hit Enter and the cells will appear
5. For additional rows, place the cursor after the last cell in the table and hit the Enter key.

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Zoom in and out

1. Press Ctrl key and scroll on mouse

Selection Tips

Common selection methods

1. Click, hold, & drag over desired text
2. Double click to select a single word
3. Triple click to select an entire paragraph

Less common selection methods

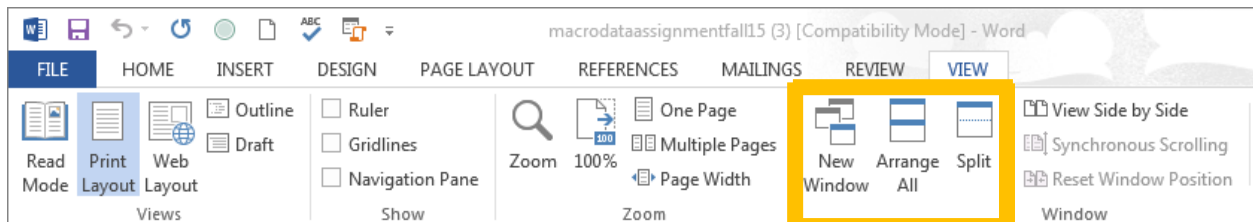
1. Put cursor in margin (should turn into arrow pointing right)
 - Single click to select adjacent line
 - Double click to select adjacent paragraph
 - Triple click to select the entire document
1. CTRL + left mouse click to select from beginning to end of a sentence
1. Select a line, and hold CTRL key to select various lines or words
1. Click, hold shift, and move mouse over area of text. Click again to select area.

Select text quickly

1. Hold down the ALT key
2. Drag your mouse in a rectangular area over the text you wish to select/edit

View Tab

Editing Tips



This features are useful when you need to view one portion of the document while editing another portion of the same document, or for editing two portions of a document at once.

New Window

1. In the Window section of the “View” tab, click New Window
2. This feature opens a new window of the same document you are editing
 - As many windows as necessary can be opened.
 - Any changes made in a new window will be saved in all windows of the document.
3. Arrange All, to the right of New Window, splits the screen between the windows of the same document.

Split Document

1. In the Window section of the “View” tab, click the Split button.

2. This feature splits the document, allowing you to see two copies of your document in a single window.
3. The vertical scrolling on the right operates independently for both copies, allowing you to edit two portions of the document at once.
4. A change made in one copy applies to the document as a whole.
5. In order to consolidate the document, click the Remove Split button, which is what the Split button is called in Split mode.