WORD
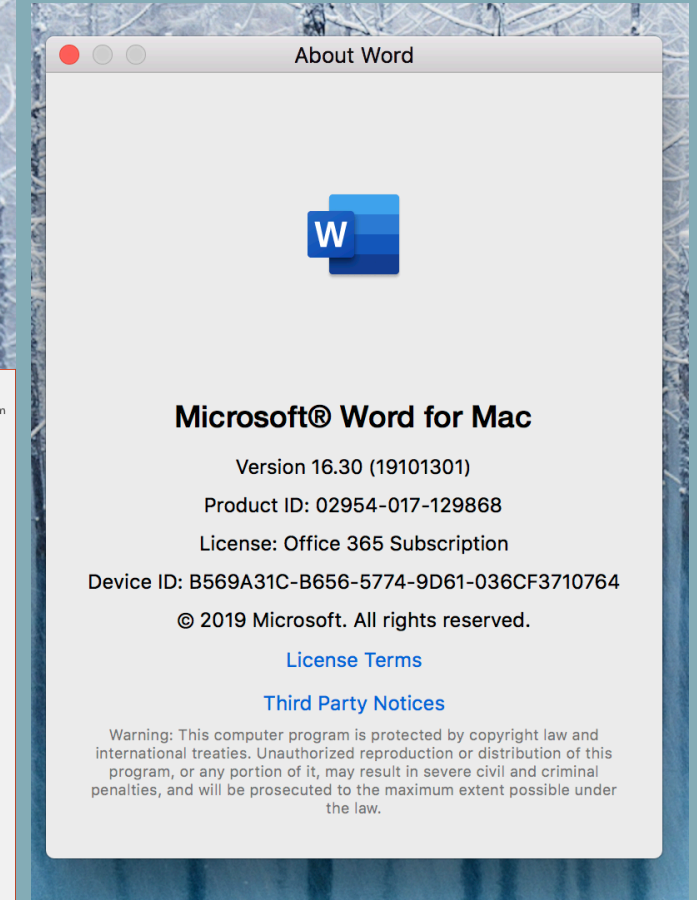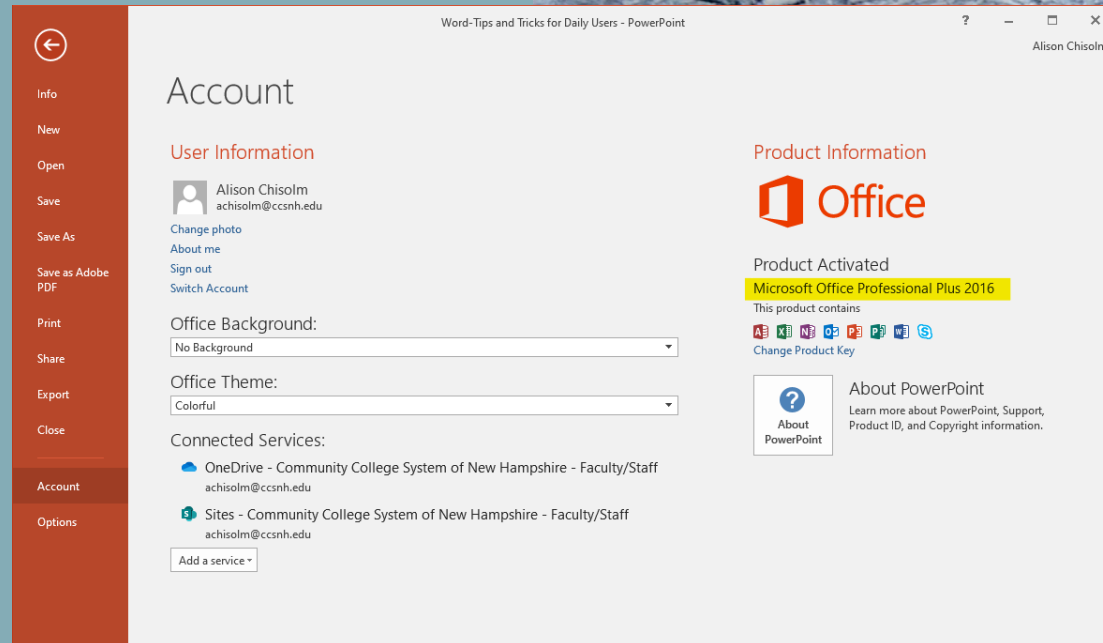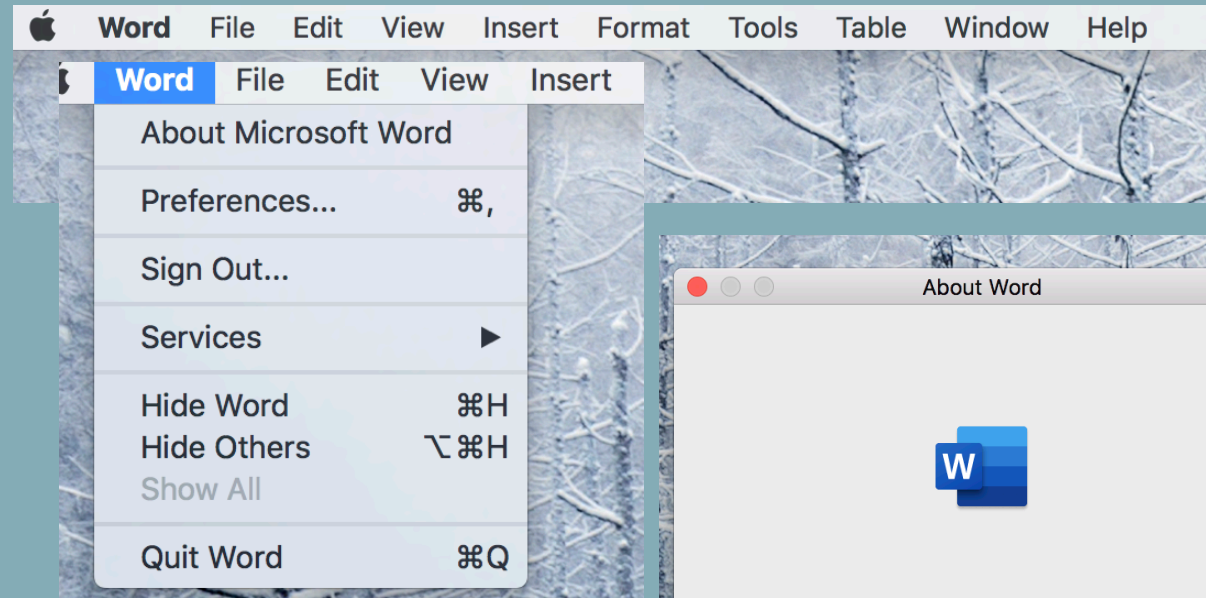
TIPS AND TRICKS FOR DAILY USERS

WHAT VERSION OF WORD DO YOU HAVE?

PC or MAC?

Office 365 or Local?

Historical or Current?

Word File Edit View Insert

About Microsoft Word

Preferences...   ⌘,

Sign Out...

Services   ▶

Hide Word   ⌘H
Hide Others   ⌥⌘H
Show All

Quit Word   ⌘Q

About Word

Microsoft® Word for Mac

Version 16.30 (19101301)

Product ID: 02954-017-129868

License: Office 365 Subscription

Device ID: B569A31C-B656-5774-9D61-036CF3710764

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Word-Tips and Tricks for Daily Users - PowerPoint

Alison Chisolm

Account

User Information

Alison Chisolm
achisolm@ccsnh.edu
Change photo
About me
Sign out
Switch Account

Office Background:
No Background

Office Theme:
Colorful

Connected Services:

OneDrive - Community College System of New Hampshire - Faculty/Staff
achisolm@ccsnh.edu

Sites - Community College System of New Hampshire - Faculty/Staff
achisolm@ccsnh.edu

Add a service

Product Information

Office

Product Activated
Microsoft Office Professional Plus 2016
This product contains

Change Product Key

About PowerPoint
Learn more about PowerPoint, Support, Product ID, and Copyright information.

SPEED IT UP

Tips & tricks that will save you loads of time.

QUICK SELECT/GRAB TECHNIQUES

Select single word: quickly double-click that word

Select line of text: place your cursor at the start of the line, and press Shift + down arrow.

Select sentence: place your cursor at the start of the sentence, and press Ctrl + left click.

Select paragraph: place your cursor at the start of the paragraph, and press Ctrl + Shift + down arrow.

USE KEYBOARD SHORTCUTS FOR CUT, COPY, PASTE

CUT = CTRL + X
OR CMD + X

COPY = CTRL + C
OR CMD + C

PASTE = CTRL + V
OR CMD + V

SET YOUR DEFAULTS: MARGINS

Layout > Margins > Custom Margins
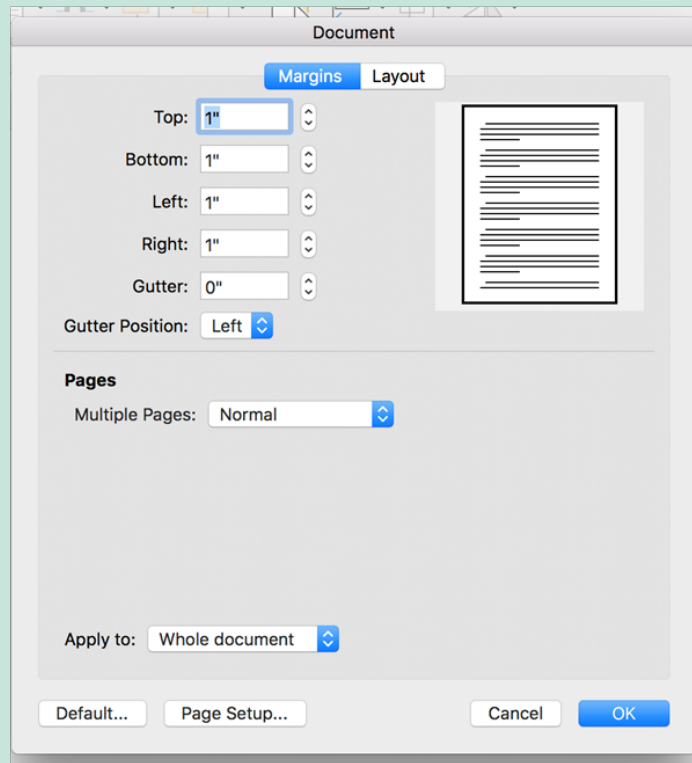
Layout > Margins > Custom Margins
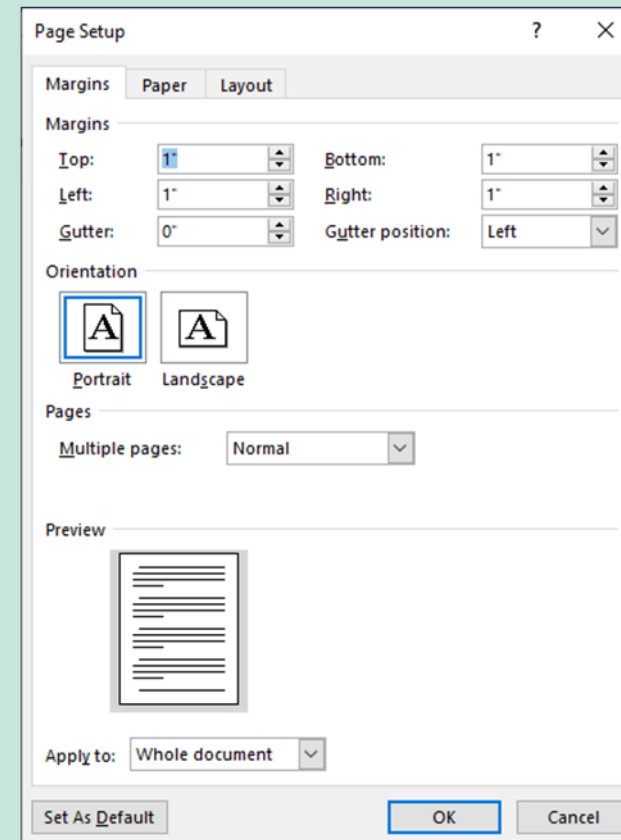
SET YOUR DEFAULTS: FONT

Home > Font Box Launch

Home > Font Box Launch
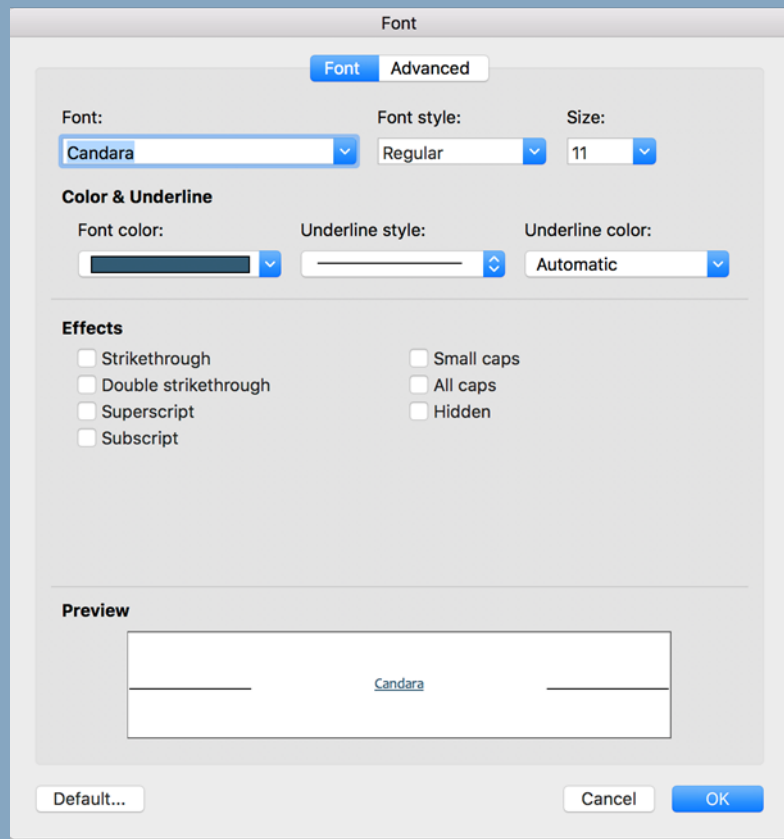
FORMATTING HEADACHES SOLVED
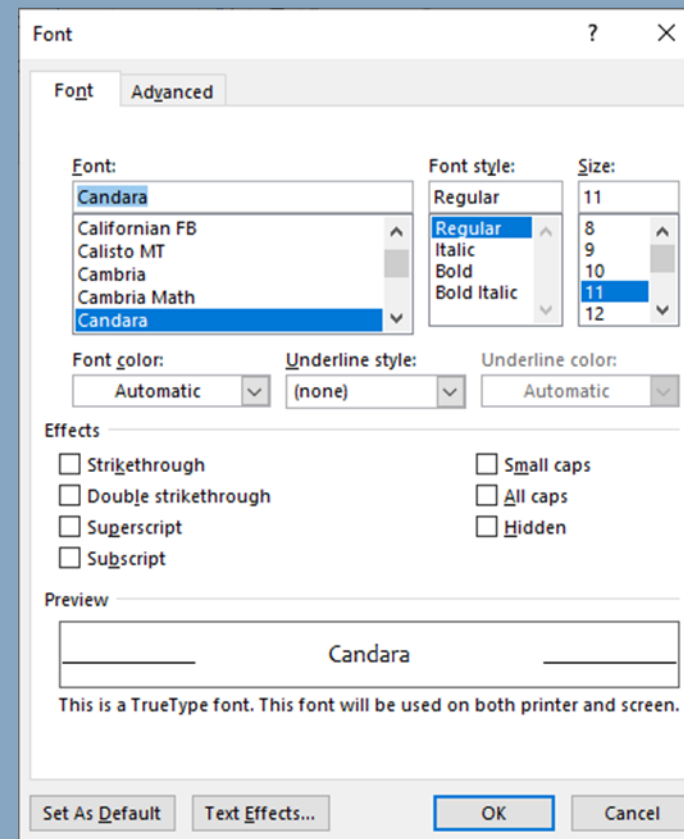
Easy tricks for handling common formatting issues.

CREATED BY ALISON CHISOLM, ENTREPRENEURSHIP & INNOVATION PROGRAM COORDINATOR, RIVER VALLEY COMMUNITY COLLEGE.

CHANGE CASE/CAPITALIZATION OF TEXT
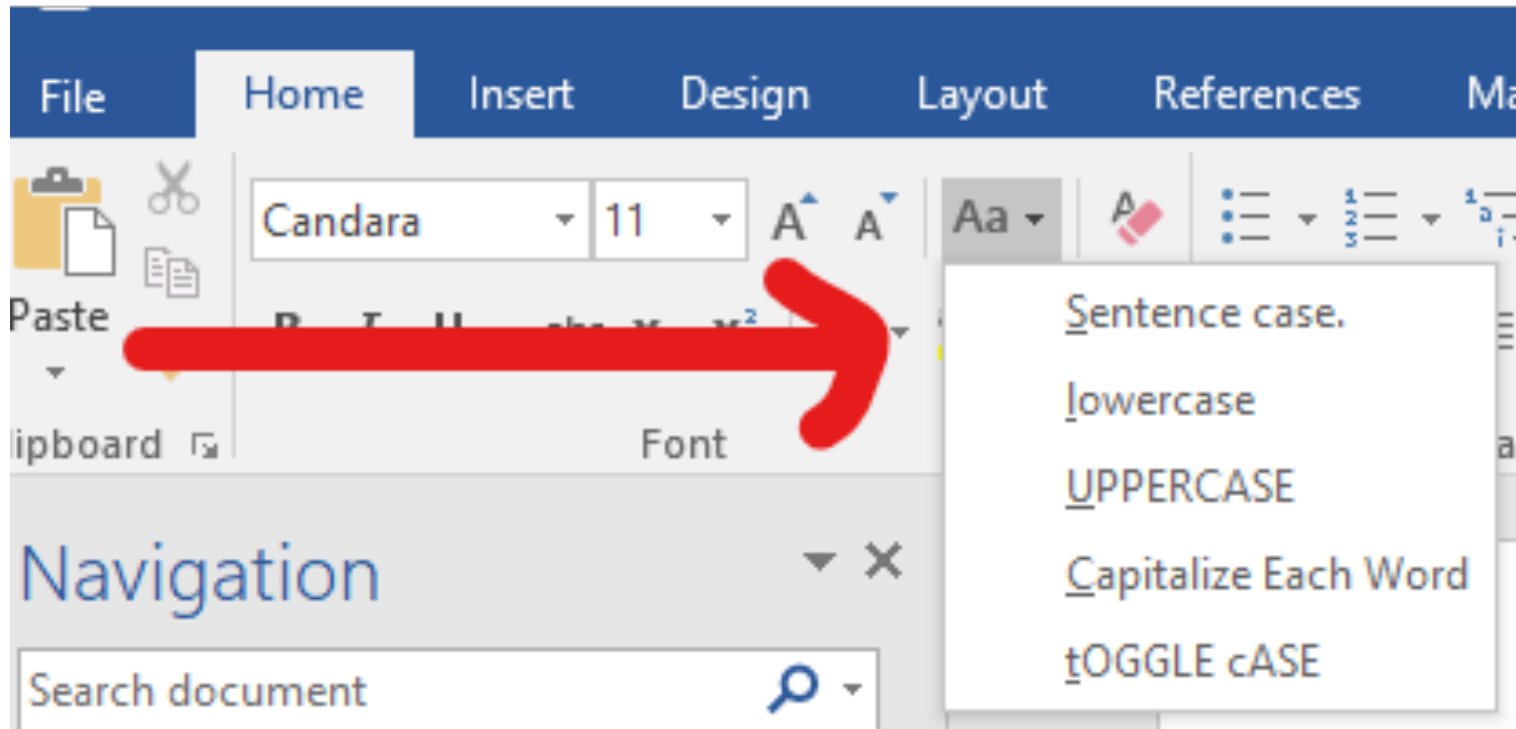
CHANGE LINE SPACING
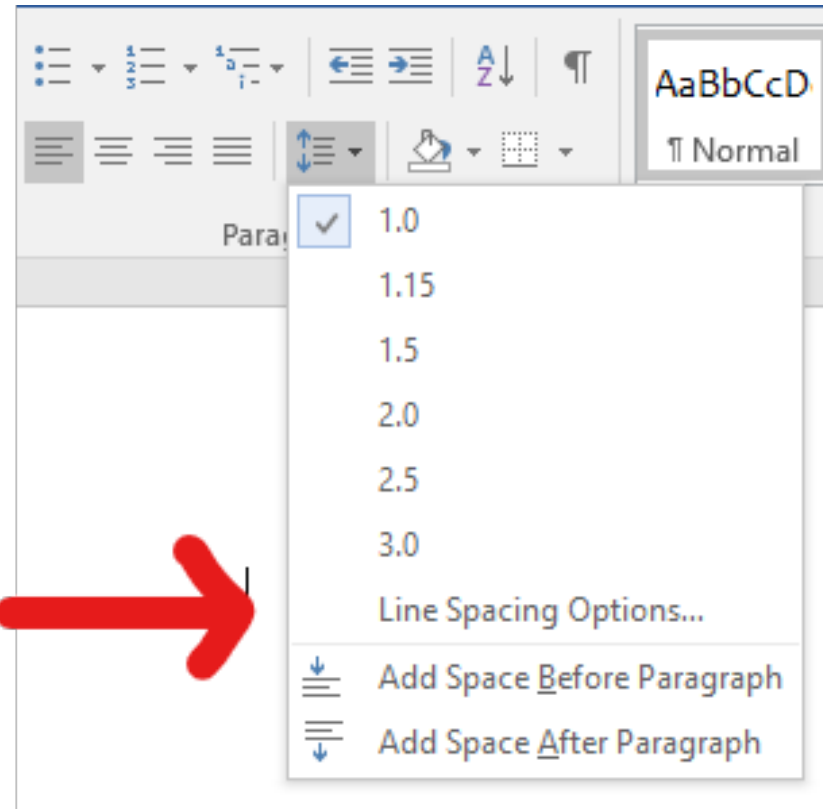
For part of a document

For whole document

For default setup

PASTE WITH CORRECT FORMATTING

When you copy content from a formatted source, such as a webpage or another Word document, you can select options at the time you paste it into your document.
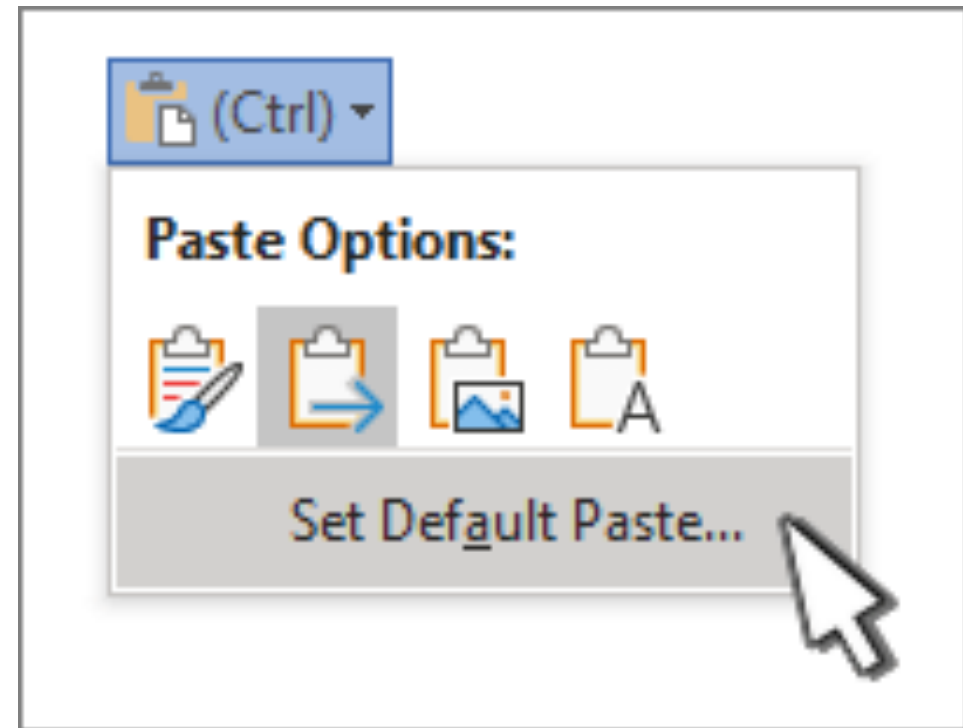
USE STYLES TO STANDARDIZE THE ELEMENTS OF YOUR DOCUMENT

Titles, headings, paragraphs all should be standardized throughout a document. But who remembers whether you bolded or underlined or used a color?

Styles makes it easy....
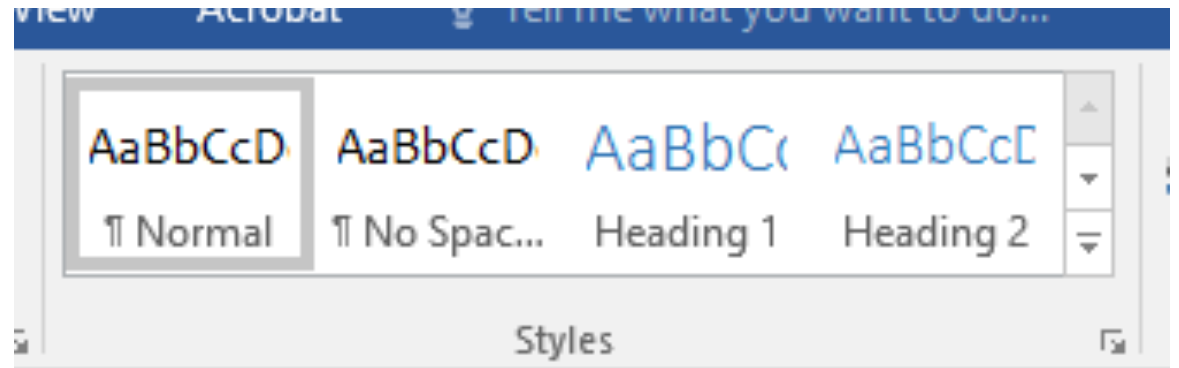
In the 21ˢᵗ century, documents contain a lot more than words, so you need to know how to insert that content easy peasy.

MORE THAN WORDS

CREATED BY ALISON CHISOLM, ENTREPRENEURSHIP & INNOVATION PROGRAM COORDINATOR, RIVER VALLEY COMMUNITY COLLEGE.

INSERT A HYPERLINK

You can insert hyperlinks to:

- Webpages

- Document on Your Computer

- Text within a Document

- Email Address
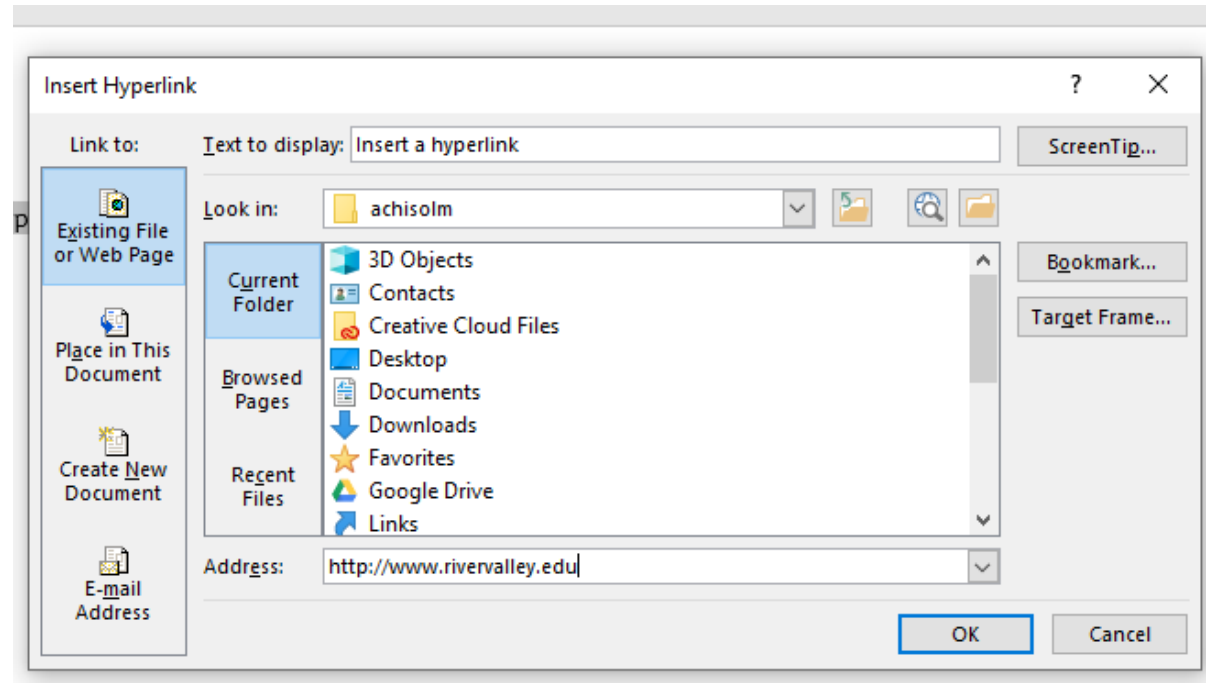
INSERT PICTURE OR IMAGE

Pay attention to copyright issues! Don't insert a picture or image that you don't have a right to use. Two great sources for free phots:

Pexels.com

Unsplash.com

**Pay attention to privacy issues!** Do you have permission from the people in the images to use these pictures?
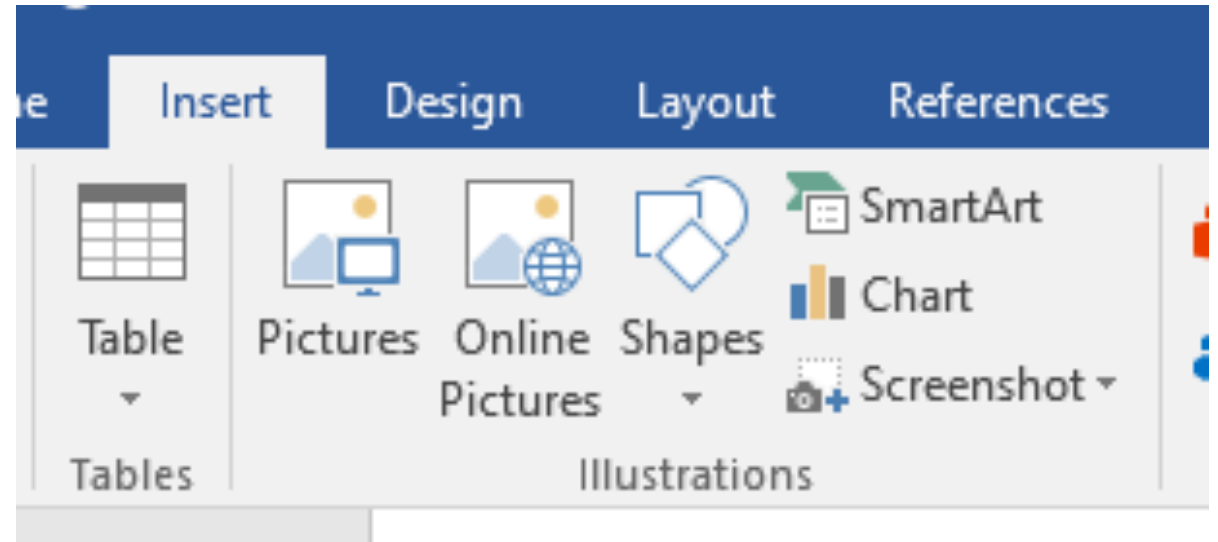
INSERT SMART ART

Smart Art is where you find diagrams that you can use to show processes, hierarchies, relationships.

They are "quick pictures" that convey information more effectively than words alone.

You get to fill in the text and have lots of formatting options for each Smart Art diagram so something is bound to work.
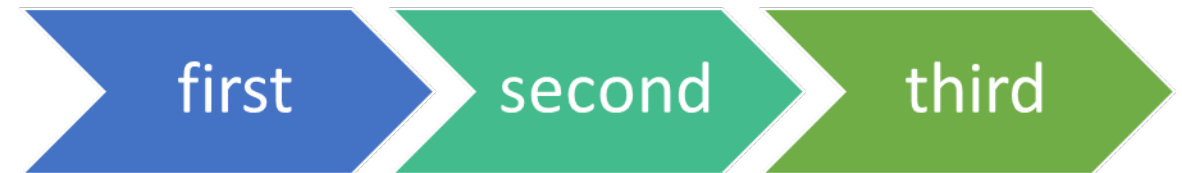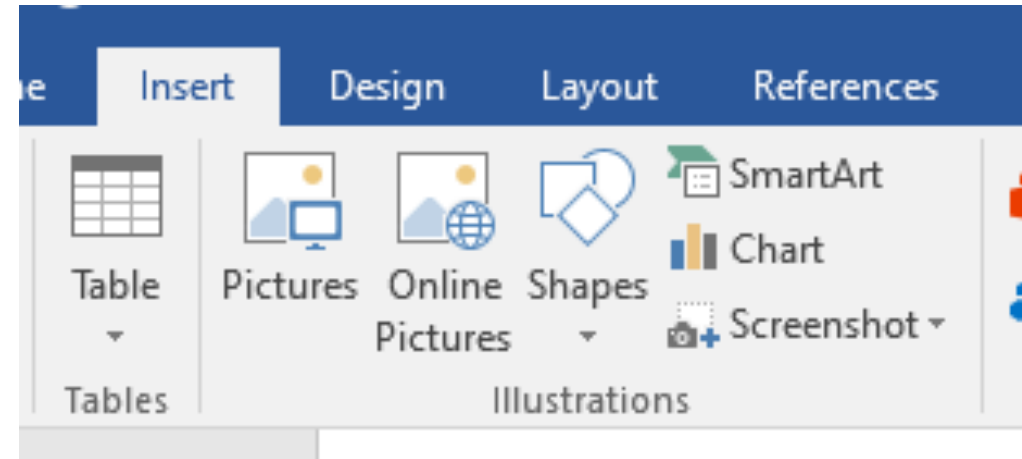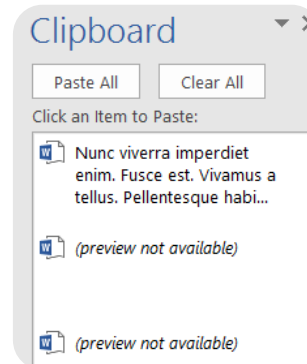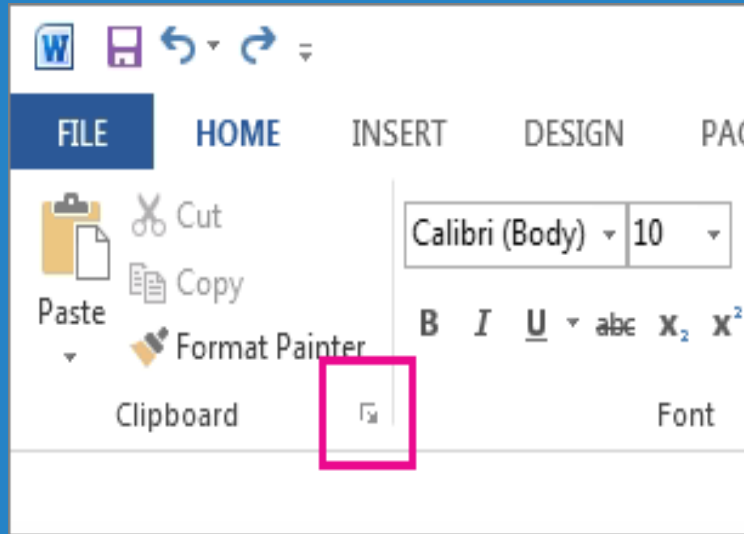
INSERT A CHART

Charts are just for Excel! You can create and insert simple charts in Word too.

Just choose the chart that work to communicate your information, fill in the numbers, customize the formatting and you're done.
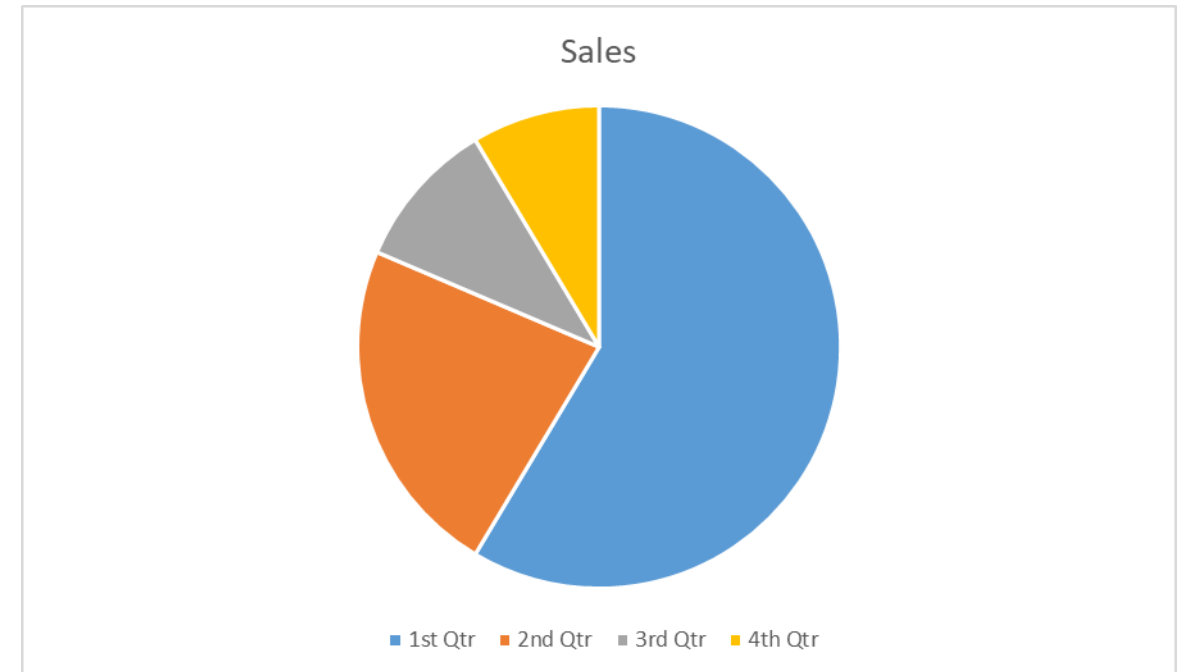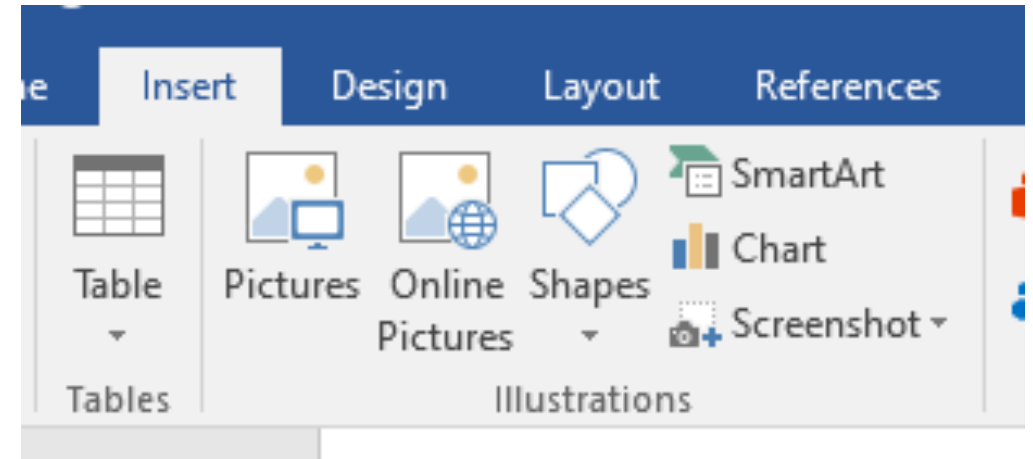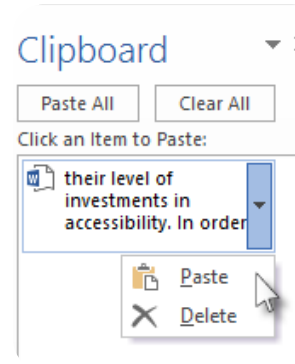
Word has some amazing built-in tools that will give you an edge if you learn to use them.
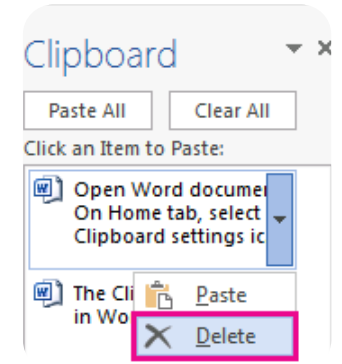
EXPLOIT BUILT-IN TOOLS

CREATED BY ALISON CHISOLM, ENTREPRENEURSHIP & INNOVATION PROGRAM COORDINATOR, RIVER VALLEY COMMUNITY COLLEGE.
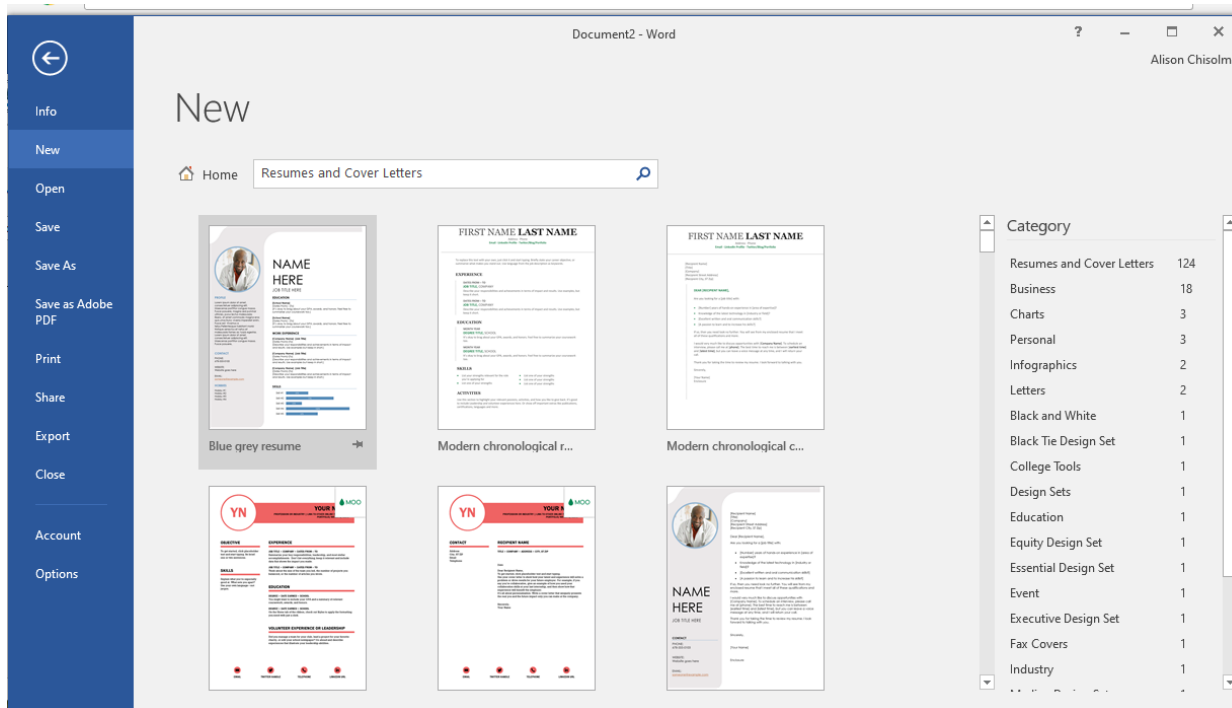
USE THE OFFICE CLIPBOARD

SET UP A THEME TO SUPPORT YOUR BRAND

A document theme is a unique set of colors, fonts, and effects. You may select an Office provided theme or you may customize your own.

Themes are shared across Office programs so that all your Office documents can have the same, uniform look.

.
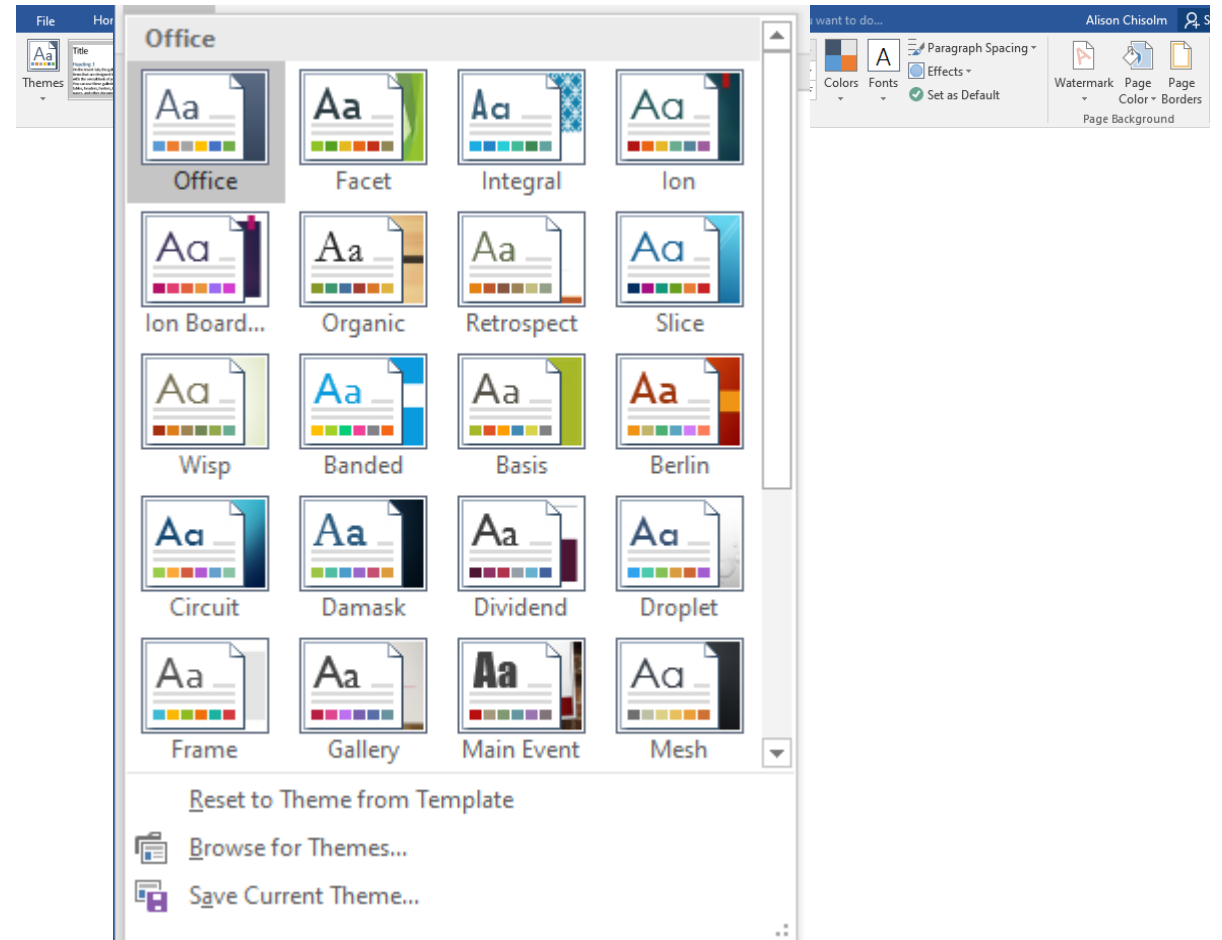
USE A TEMPLATE TO GET GRAPHIC DESIGN DONE FOR YOU

SOURCES FOR TEMPLATES:

1. Microsoft:
   https://templates.office.com/en-us

2. Stock Layouts:
   https://www.stocklayouts.com/

These tips and tricks are somewhat random but EITHER I use them a lot OR they are just fun and cool, so they seemed worth sharing.

FINAL ODDBALL TIPS

SAVE IN A DIFFERENT FORMAT

Most of the time you save Word documents as Word documents, but not always.

- Save as plain text when you need to strip out the formatting.

- Save as PDF when you are sending to others and want to preserve formatting.
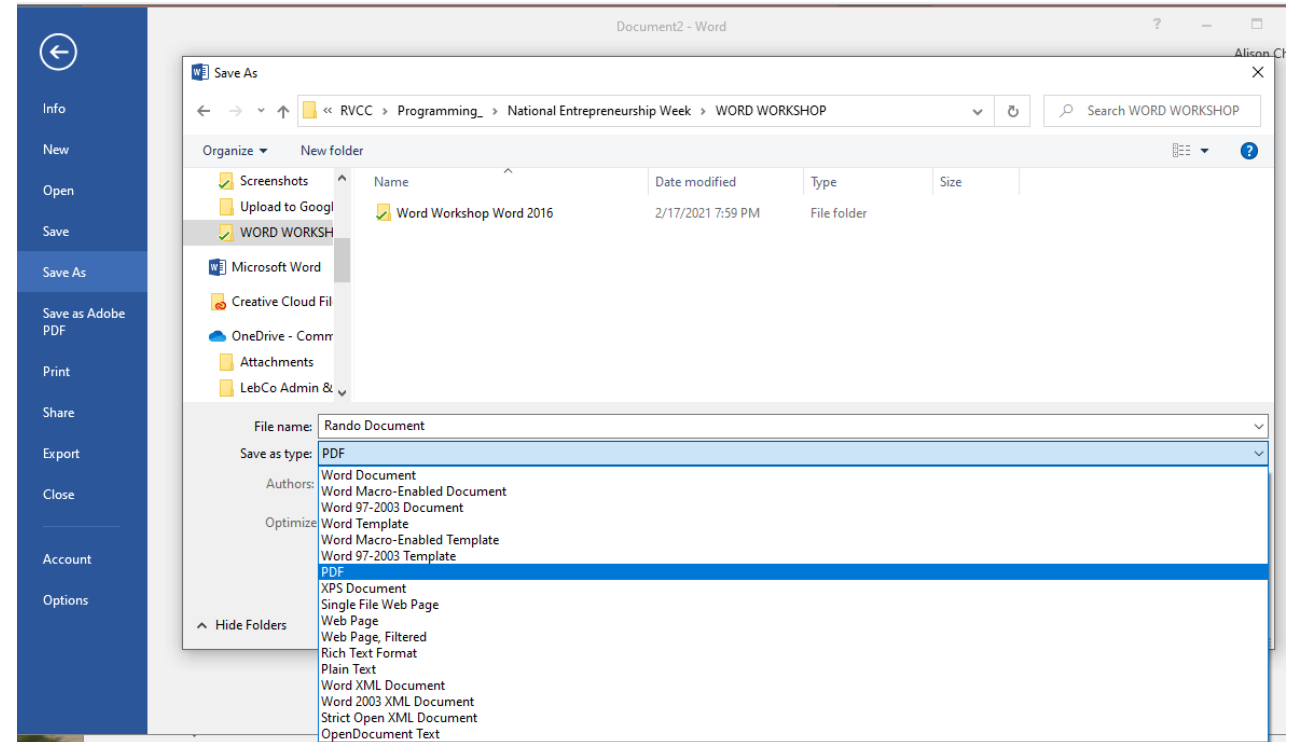
WHY PUT THE WORDS IN A STRAIGHT LINE SENTENCE?

You can use Word as a whiteboard of sorts and easily place text anywhere on the page. Just click twice on any place on the page and Word will allow you to start typing there. Word automatically inserts hard returns and tabs to allow you to enter text.

apple

pumpkin

Mississippi Mud

pear   grape

pineapple

peach cobbler

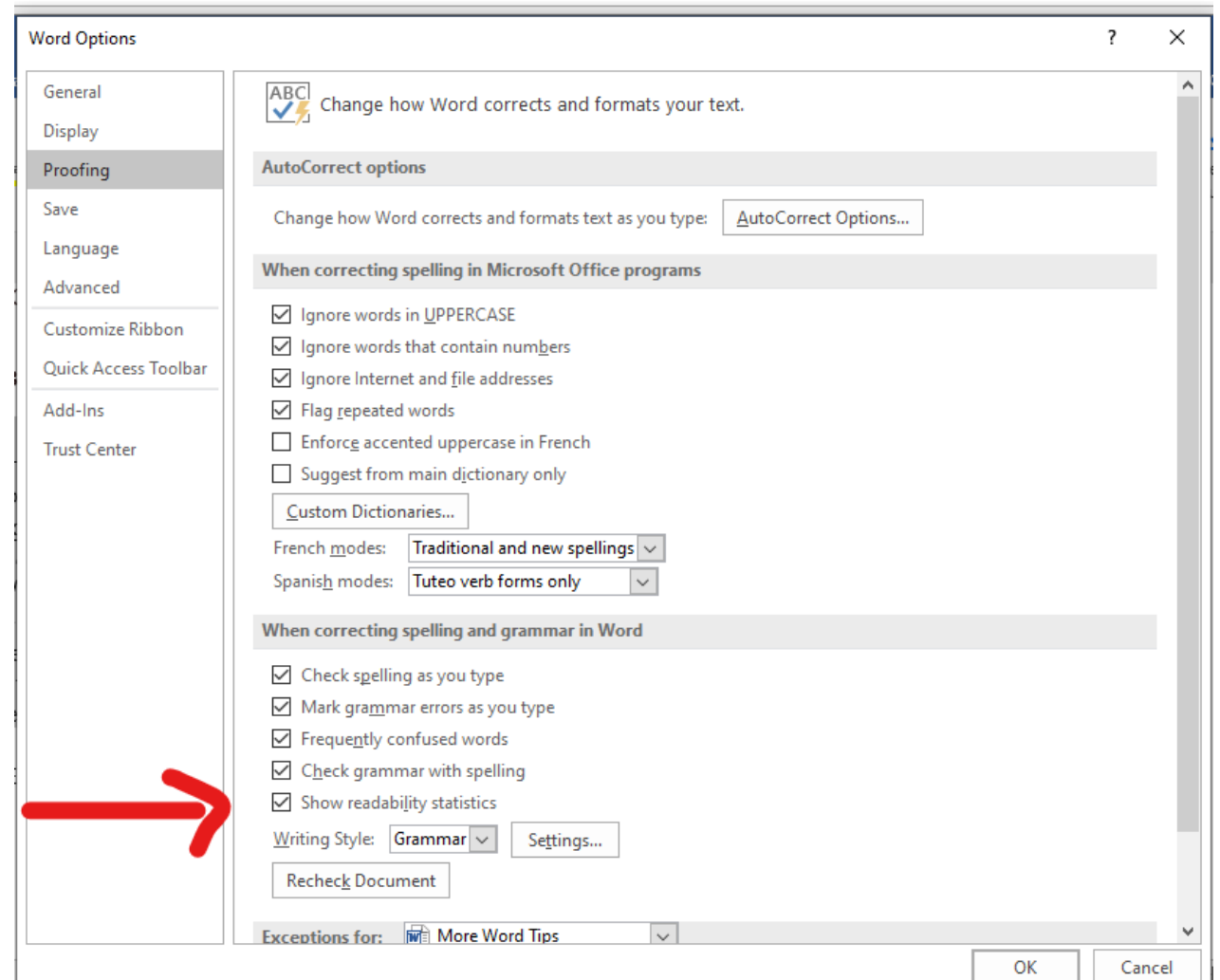**Pies of all kind, falling from the sky**

But we never get a bite

CHECK YOUR READABILITY AFTER SPELLING & GRAMMAR

Word has the power to not only judge your grammar and spelling, but also your writing's complexity. For example, does your writing meet the comprehension level of someone pursuing a post-grad degree, or someone still learning their shapes and colors?

Word uses lingual tests such as the Flesch Reading Ease test, which calculates a score on a 100-point scale. The higher a number, the easier it is to understand. Office's own documentation suggests you want a score between 60 and 70.

Additionally, Word will run a similar lingual test, the Flesch-Kincaid Grade Level test, which will tell you what US grade level a text is written for; most docs should aim for between 7.0 and 8.0, Microsoft says.
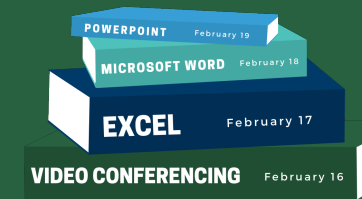
In order to use this feature, you will first have to turn it on by navigating to **File > Options > Proofing.** Then select Show readability statistics under spelling and grammar. Now when you ask Word to run a spellcheck, it will also generate your document's readability statistics.