

Here are some Microsoft Word tips for your convenience.

STATUS BAR

By default, Word displays a status bar at the bottom of each document window. This contains information such as:

- Page number and total number of pages
- Section number
- Current line and column number
- Options to record macros or track changes
- A selection extender
- Whether overtype mode is selected
- Spell check/grammar check status
- Number of words

Some people may find the status bar unnecessary and want to disable it to save more room onscreen for document editing.

There is no permanent way to disable the status bar in Word 2010. If you need more space to work with, you can minimize the ribbon to show just the tab names.

- Press **Ctrl+F1**
- Double-click any of the tab **labels**
- Right-click the ribbon and choose **Minimize**
- Click on the up arrow in the top right hand corner of the screen (next to the?)

The ribbon will appear when you single-click any tab label, and disappear as soon as you use one of its controls.

Repeat any of the three ways to restore the ribbon to its original state.

DRAG TO MOVE TEXT

You know how to move text in a Word document - highlight the text you wish to move, choose **Home, Cut** (or press CONTROL-X), move the cursor to where you want the text to appear, and choose **Home, Paste** (or press CONTROL-V).

There is a different method that can be used without cutting and pasting: Highlight the text you want to move. Now, release your left-mouse button and click on your selected text, keeping the left mouse-button held down this time. Move the cursor to where you want the text to appear and then release the left mouse-button.

ALIGN TEXT LEFT, CENTERED, OR RIGHT

Select the text you want to align. Go to **Home, Paragraph**, under **General**, choose **Alignment**. Click **Left, Centered, or Right**. To align both left and right, click **Justify**.

PREVENT PAGE BREAKS INSIDE PARAGRAPHS

By default, Word will adjust paragraphs as needed to print on the next page. It may put 2 or 3 lines on the first page and then the rest of the paragraph on the next page. You can change this option, either on a paragraph-by-paragraph basis, or you can select the entire document for modification. Either right-click in a paragraph, or select a group of paragraphs and then press the right mouse button. Choose **Paragraph** from the popup menu. When the **Paragraph** multi-tabbed dialog box appears, select **Line and Page Breaks**. Check **Keep lines together**. Press **OK**.

UNDERLINING TIPS

Here are a couple of ways to perform underlining just using the keyboard.

- **Ctrl+U**: Standard underline
- **Ctrl+Shift+D**: Double underline
- **Ctrl+Shift+W**: Word underline

INSERT DOCUMENT CREATION DATE

Sometimes it is necessary to display the creation date of a word document. Simply click **Insert, Date & Time**. Choose how you wish the time and/or date to be displayed. Click **OK**.

DISPLAY THE DOCUMENT PRINT DATE

It may prove beneficial to display the last time a document was printed. Simply click **Insert, Quick Parts, Field**. When the **Field** dialog box appears underneath **Field Names**, scroll down and click on **Print Date**. Underneath **Date Formats**, choose how you wish the time and/or date to be displayed. Click **OK**.

CHANGE YOUR DOCUMENT'S BACKGROUND COLOR

Do you ever get tired of working on documents with black text on a white background? You can easily change the color of your document. First, select **Page Layout, Page Color**, then select your desired background color, or choose **More Colors** to choose a different color.

Note that, by default, background colors will NOT be printed

PRINT BACKGROUND COLORS AND IMAGES

When printing a Word document containing background colors or images you have added, you may find the printed copy lacking these colors or graphics. If you need to print the colors or graphics with your document, click **File, Print, Page Setup** then **Print Options**. When the multi-tabbed dialog box appears, click the **Paper** tab. Check **Background colors and images**. Click **OK**.

INSERT AN OBJECT, WORD OR TEXT FILE INSIDE THE CURRENT FILE

Open up the primary container document. Move your cursor to where the included file should appear. Select **Insert, Object**. An **Insert Object** box will appear. Select **Create from file**. Browse your computer, network, and/or removable media and double-click the file to insert. It will now appear inside your current document.

To insert a Word or Text file, click on **Object, Text from File**. Browse to your file and double-click. The document text is now added.

Note that changes made in this document will NOT affect your included document.

PASSWORD PROTECT DOCUMENT

Open the document you want to protect. Choose **Review, Restrict Editing, Select Editing Restrictions**, check the box **Allow only this type of editing in the document, No Changes (Read Only)**. Then click the box marked, **Yes, Start Enforcing Protection** and enter a password when prompted.

PREVIEW YOUR DOCUMENT AS A WEB PAGE

Word documents converted to HTML will not retain all of their special formatting characteristics. Therefore, you may wish to see how your document would look as a web page before you publish it on a website. To do so, just open your document and choose **View, Web Layout**.

USING PICTURES IN WORD'S AUTOTEXT

You can use AutoText to insert pictures and other graphics into Word. Choose **Insert, Quick Parts, AutoText**. Select the image you want to add. Click the **AutoText** button, then **Save Selection to AutoText** Gallery. Type in a name for the image and click **OK**.

CHANGE HOW NUMBERED LISTS ARE PREFIXED

Instead of displaying lists with each item prefixed by "1, 2, 3" use other number styles. By selecting the number dropdown list on the ribbon, you can change the number format. Once you have opened the list **numbering library**, choose the **Define new number format**. Then select the format for that you prefer. Many styles are available including letters or Roman Numerals along with the formats below:

1st, 2nd, 3rd ...
One, Two, and Three ...
First, Second, Third ...
01, 02, 03.

You can also change the format by moving your cursor inside the list. Right click and choose **Numbering, Define new Number Format**.

Note that while changing the current list's number style, this will also change the list number style presented in one of the gallery slots when you enter the **Numbering** dialog box in the future. To clear this formatting from that dialog box, click the **Remove** button.

CHANGE THE LIST NUMBERING FONT

Normally in a Word document, the list numbers preceding each item share the same font and formatting as the item itself. What if you want the numbers to look different than each item? Move your cursor inside your list. Choose the dropdown list corresponding with your list. Select **Define new number format**. Click the **Font** button. The standard **Font** multi-tabbed dialog box appears. Change your font color, size, style, etc. as desired. Click **OK**.

RESTART LIST NUMBERING

This method will fix numbering problems in Word documents. When modifying a complex Word document containing multiple lists, Word may get confused when handling one list directly after another, continuing the numbering from the previous list. For example, one list may contain items numbered 1-4, yet a second seemingly-independent list may start numbering at 5 instead of restarting at 1. If this happens, merely right-click inside the second list and choose **Restart numbering** from the pop-up menu that appears.

CREATE BLANK LINES IN LISTS

Are you in the middle of writing a numbered or bulleted list and want to insert a blank line to make the list more readable? If you press **ENTER**, you just add another list item. If you press **ENTER** twice, your cursor will move out of the list, which is not what you want.

Instead, while you are in the middle of typing a list, press **SHIFT-ENTER** and your cursor will stay in the list and move down a line without inserting another bullet or number. Press **ENTER** and a new bullet or number will form. This can be useful in case your lists contain items several sentences long, as blank lines between items may make your lists more readable.