
Tips and Tricks for Word

Formatting

Inserting a **page break** with your hands on the keyboard, press CTRL+Enter.

To **preserve formatting** when you move or copy a paragraph, include the paragraph mark with the selection.

To **delete a tab**, click and drag it off the ruler.

To quickly **display the Page Setup**, double-click in the empty space to the right or left of the ruler.

To quickly **display the Go To** dialog box, double-click on the page or section number in the status bar.

To quickly jump to the next Spelling or Grammar mistake, double-click on the Spelling and Grammar icon in the status bar. The red X on the icon indicates that a document contains spelling and or grammatical mistakes.

Page Numbers, if you come across a document that shows page numbers in the print layout mode but the numbers do not print it is a Page Setup problem. Go to File Page Setup. The header or footer must be at .5 with the margin at 1 inch. If the margins are at the same location as the page number the margin wins and no number is printed.

Popular Shortcut Keys

Character Formatting	Paragraph Spacing
Bold = CTRL+B Italic = CTRL+I Underline = CTRL+U Copy = CTRL+C Cut = CTRL+X Paste = CTRL+V	Single Space = CTRL+1 Double Space = CTRL+2 One and a Half = CTRL+5

Format Painter

You can quickly copy character formatting from selected text to other text by using the Format Painter button.

Select the text containing the formats you want to copy.

Click the **Format Painter** button. The mouse pointer will change to a paintbrush with an I-beam.

Select the text you want to apply this formatting to. When the selection is complete the formatting will be copied.

Note: To copy the selected formatting to several locations, double-click Format Painter. This will keep the paintbrush with the I-beam until you click the Format Painter again when you've finished.

AutoFormat

One of the many default features in Word is AutoFormat as You Type. This feature formats many elements of a document as you work. For example paragraphs beginning with an asterisk are converted to bullet paragraphs, straight quotes become smart quotes and fractions become fraction characters. Another option is AutoFormat, which allows Word to format an entire document using a collection of styles created by Word

Turning AutoFormat features On or Off.

1. From the **Tools Menu** choose **AutoCorrect**.
2. Click the AutoFormat as you Type Tab.

3. Remove the check from any of the auto formats you find annoying. or
4. To turn on any item, click within the blank checkbox.

Note: the check designates an active item.

AutoCorrect

AutoCorrect Automatically replaces abbreviations or misspellings with text you specify. AutoCorrect is activated by the spacebar. This is a default feature that can be turned on or off by choosing Tools/AutoCorrect and deselect the Replace Text as You Type option.

Add an AutoCorrect Entry

1. From the **Tools** menu, click **AutoCorrect**
2. Make sure the **Replace text as you type** is selected.
3. In the **Replace** box, type a word or phrase that you often retype or mistype.
4. In the **With** box, type the replacement phrase or the correct spelling.
5. Click Add

Note: AutoCorrect entries should never be an actual word. Examples:
Mistyped: **system**s would be replaced with **systems** when the spacebar was pressed.
Phrase: **spc** could be replaced with **Center for the Study of Social and Political Change**.

Help: For more information and instructions on renaming, deleting and changing, search for AutoCorrect within help.

AutoText

AutoText allows you to quickly insert frequently used items in your document. AutoText entries can contain formatted text, such as tables, graphics or text formatted with styles. AutoText entries are inserted in your document when you type the name and press Enter after seeing the callout on your screen.

Add an AutoText Entry

1. You can either type your entry now or use previously typed text.
2. **Select** all the text and formatting that you want incorporated in the AutoText Entry.
3. From the **Insert** menu choose **AutoText** and **New**
4. Word proposes a name for this entry either accept the name or type a new name for this entry and press OK.
5. To reuse this AutoText, start typing the name and after 4 or 5 characters Words Callout will appear showing a portion of the entry. Press Enter and the AutoText will now be completed.

Viewing and Navigating

View **two parts of a document simultaneously**, drag the split bar at the top of the scroll bar. Each pane is now showing the same document. Use the vertical scroll bar to display the desired portion in each pane. This also works in Excel. To return to a single view, double click on the split bar.

The **Save All and Close All** are handy commands. They are both located under the File menu only if you hold down the Shift key before clicking on the File Menu. Save leaves the file on the screen, while Close saves and closes the documents.

Pick Up where you left off editing a document. Reopen the document and immediately press **Shift F5**. This shortcut executes the Go Back command.

To **view the text of a footnote or endnote**, pause the pointer on the note's reference and read the call out. To **jump between a note reference and its text**, double-click on the note number in the text to move directly to the note or double-click on the note number in the list to move back to the text area.

Selecting Techniques

Selecting Files

How time consuming it is to delete, copy or move, open or print one file at a time. The following selecting techniques will speed that process

Selecting Techniques	
One file	Click on the File
Consecutive files	Click on the first file, point to the last file, and hold down the shift key before clicking on the last file.
Non-consecutive files	Hold down the Control Key when clicking on files.

These selecting techniques work in Word's Open Dialog box, Explorer, My computer, and other Window Programs. (Try these selecting techniques in GroupWise)

Selecting Text in a Word Document

From the invisible selection bar, located to the far left of your screen text. You know when you are there, as the mouse pointer becomes a right-pointing mouse. You probably know the basic clicks to select but here they are again.

- Single click will select a line.
- Double click will select a paragraph
- Triple click will select the entire document

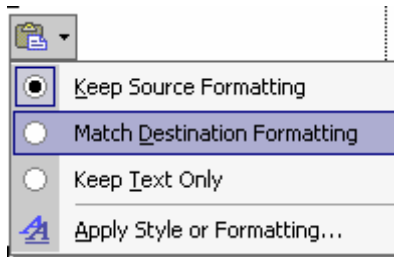
Do you know how to control the mouse when you want to select a large amount of text? Scrolling past the bottom of the screen becomes too fast for any of us to control. I call this the capture.

1. Click at the start of the selection; (place the blinking cursor at the beginning).
2. Scroll to the end of the selection, (use only the right hand scroll bar, DO NOT click in the document).
3. Place the I-beam after the last character you wish to select.
4. Hold down SHIFT and Click.

Note: You can extend or shorten this selection by placing the I-beam at a different location and again holding down the SHIFT and Click. There is one no fail selecting technique, hold the SHIFT key and using the arrow keys, arrow through words or down for lines.

Smart Tags

Paste: The Paste Tag provides quick access to additional paste functions. This tag appears after you paste into an Office application. Paste options vary based on the application you are using. To ignore this tag, start typing, to use this tag point to it. The following options appear.

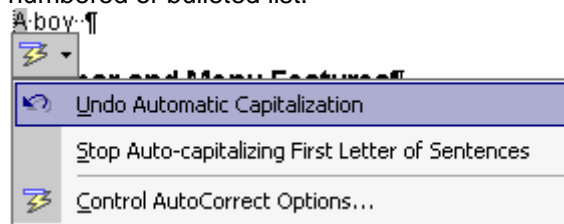


Choosing **Match Destination Formatting** replaces the pasted text font with the current document font. What a time saver

Excel Tags include: Error Checking, Auto Fill and Stock Quote

PowerPoint Tags include: Automatic Layout, Auto Fit and Paste.

Auto Correct: This tag may first appear as a blue bar underline before appearing as a full tag. In Word 97 and Word 2000 whenever you entered text that the AutoCorrect recognizes it performs an AutoCorrect change. This new AutoCorrect Smart Tag takes it one step further, allowing you to interact at the point of the AutoCorrect. To test this feature, start a sentence or phrase with a lower case letter. Word automatically capitalizes the first letter. Place the cursor over that first letter. The blue bar underline will appear, with a slight downward movement the actual tag should appear. Select to undo the automatic capitalization or one of the other options. Try creating a numbered or bulleted list.



There are several places that Smart Tag settings appear.

1. Tools/AutoCorrect Options/Auto Correct Tab, remove the check mark for Smart Tags Action Button
2. Tools/AutoCorrect Options/Smart Tags Tab, remove any checkmarks, remove Smart Tags completely, even add Smart Tags.
3. Tools/Options/View remove the checkmark to hide the purple dotted line.
4. Selecting Smart Tag Options while viewing a Smart Tag Menu.

Setting a default File Location

The default for Word file location is C:\My Documents, (these setting are fine for a personal computer) did you know you could change this default to go to your Novell Network drive. This only acts as your default drive when you first open Word. While working in Word if you save a document to a new location other than what you have set as the default, and you do not close Word, Word file location automatically pickups where you left off.

Setting the Default Location

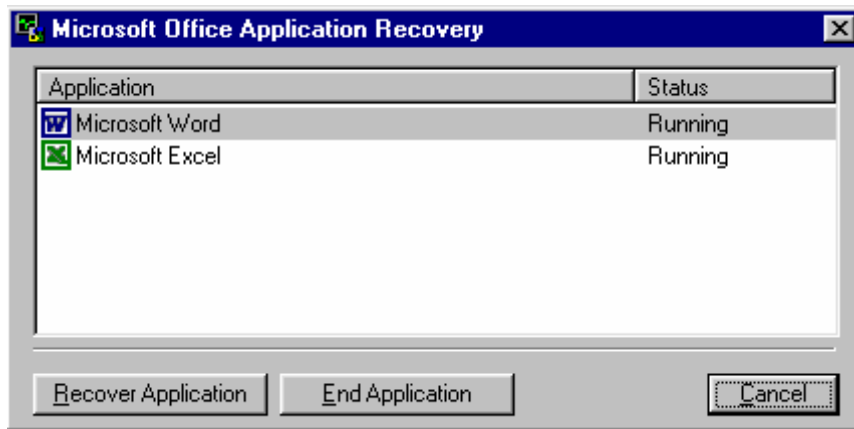
1. Click **Tools/Options/File Locations** Tab.
2. Documents C:\My Documents will be highlighted.
3. Click the **Modify** Button.
4. From the Look In dropdown area, locate and select your network drive. Click **OK**
5. Documents should now read your H: drive or the directory you have selected. Click **OK**

Document Recovery

Reliability and Recovery Features

If you have ever felt the frustration of having Word crash and not recover the document the bad news is Office Applications still crash but the good news is your chances of recovering the file are dramatically better with Office XP and 2003. The Microsoft Office Application Recovery console is a new utility that provides a safe way to shut down a program and recover the file in memory. If an Office program stops responding to input but Windows is still working, **don't use the Control/Alt/Delete to close the application**. Instead:

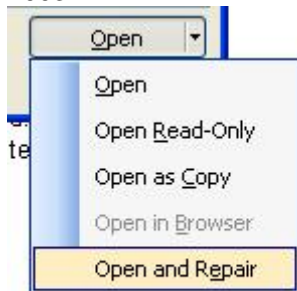
1. Click **Start/Programs/Microsoft Office Tools**
2. Click **MS Office Application Recovery**
3. Select the application that is not responding.
4. Click **Recover Application** button, to attempt to save the current file and restart gracefully.



Office applications attempt to recover the file or files you were working with at the time of the crash in a Document Recovery Pane. The Recovery Pane will appear at the left edge of that application when it restarts. You can view each recovered file and decide whether to save it as a new version, replace an existing version or discard the recovered file.

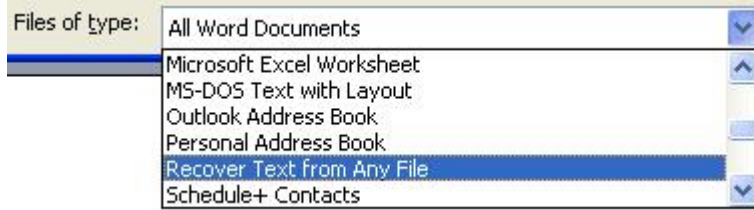
Repairing a corrupted document

1. When a single document starts behaving strangely, it may have become corrupted. You can try to force Word to try to repair the document when you open it. From the Word File Menu select Open instead of opening it from the list. Locate and select the problem document. Look at the Open button, it has a dropdown. From the Open dropdown select Open and Repair. This is on Word XP and Word 2003



2. Another simple solution is to copy the document's content and paste it into a new, blank document. The trick is to copy everything but the document's last paragraph mark. You may have to copy bits and pieces of it at a time. You do not want to copy sections breaks either. Section breaks and the final paragraph hold formatting history for the document. This document will suffer and the user has to pay the price of reformatting.

3. If you have trouble opening a document, try using the Recover Text from Any File feature. From the Word File Menu select Open. Locate and select the document. From the Files of Type select Recover Text from Any File. If the document opens there will be a list of commands at the beginning and the end of the document. Select the good text and paste into a new document. The document will have to be reformatted. One thing to remember is to change the Files of Type back to All Word Documents or every document will open in Recover Text mode.



4. Since MS Office is the product of choice at Smith some students will come in with MS Works (the lower end Home version) or Word Perfect. These documents may not convert and open in Word. The universal format that all word processing packages have is RTF, Rich Text Format. Documents saved in RTF can be opened in several packages. Those users that have Works need to save the document in RTF from the Save dialog box. The trick is to open Word first then File/Open, locate the RTF document then Click Open. Double-clicking on these documents in My Computer or Explore will not open because there is no package associated with them. RTF is a generic format.

5. The document or disk may have a virus. Virus check.

Recovering Deleted or Lost Network Files:

When you delete a file located on the network it does not go to the Trash bin on your computer. Network files (those on H:\, P:\, and T:\) are backed up to tape every workday by ITS. **Note:** ITS cannot recover a file that is created and deleted on the same day. This is because the day's backup tapes start at 6:00 pm. For the same reason, ITS cannot guarantee recovery of a file that is created then deleted between 6:00 pm and 7:00 am each day.

If you deleted a whole folder or file from a **Network** drive, it can be salvaged.

1. Open explorer or my computer. **Note:** If you deleted a file locate the folder it was in, but do not open the folder. If you deleted a folder locate the drive it was in, but do not open the drive.
2. Right click on the drive or folder then Select Salvage Files from the menu.
3. The Salvage Network Files Dialog Box appears.
4. Files can be sorted by file name, date deleted, time deleted or by deleter, see the column headings. Locate a file to be restored by the time you think you deleted it or last used it.
5. You can select single or multiple files and restore them by clicking on Salvage File. This will place them back to their original location.
6. If you are having problems please call the USC at ext. 4487.