

Microsoft Word

Tips & Tricks - Advanced Level

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To make a marquee a hyperlink:

- Click the **Design Mode** button in the **Web Tools** toolbar.
- Select the marquee on the page.
- From the main menu, choose **Insert > Hyperlink** to open the **Hyperlink** dialog box.
- Enter the required web address.
- Click **OK**.

To check field matching in a mail merge:

- Click the **Insert Address Block** button on the **Mail Merge** toolbar.
- This will open the **Address Block** dialog box.
- Click the **Match Fields** button.
- This will open the **Match Fields** dialog box.
- Under the **Required Information** title on the left side of the dialog box is the listed information that is automatically placed in an address block.
- The drop-down menus on the right side of the dialog box should match the required information.
- Use the drop-down menus to alter the database field connected with the required information.
- Once done, click **OK**.

To set a document file as read-only:

- Open the document to set as read-only.
- From the main menu, choose **File > Save As** to open the **Save As** dialog box.
- From the toolbar in the **Save As** dialog box, choose **Tools > Security Options**.
- This will open the **Password to Modify** dialog box.
- Enter a password to secure the document.
- Reenter the password.
- When asked to confirm, click **OK**.
- Click **Save**.

To set Word security levels:

- From the main menu, choose **Tools > Macro > Security** to open the **Security** dialog box.
- If not shown, select the **Security Level** tab.
- Select from **High**, **Medium**, or **Low**.
- Once done, click **OK**.

To recommend a document as read-only:

- From the main menu of the document, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Security** tab.
- Select the **Read-only recommended** checkbox.
- Click **OK**. This will open a dialog box telling the reader that the document should be opened as a read-only, unless any changes need to be made, and then will ask the reader to select **Yes** to open as read-only, or **No** to open the document as normal.

To move a subdocument:

- Use the **Outlining** and **Master Documents** toolbar to locate the subdocument to move, and locate the correct area to move it to.
- Click the **Show/Hide** button in the **Standard** toolbar to show the subdocument icon located to the left of the subdocument area on the page.
- Click on the subdocument icon on the page to select the entire subdocument to be moved.
- Drag the subdocument to a new location between other subdocuments.
- Use the **Move Up** or **Move Down** buttons in the **Master Documents** toolbar to merge the selected subdocument with another subdocument above or below its original location.
- A grey line will appear on the page where the cursor is placed when dragging, showing the potential placement of the subdocument.

To move parts of a subdocument:

- Open the master document in the **Outline** view.
- Click the **Master Document View** button to open the **Outlining** and **Master Document** tools.
- Click a heading to select the text below it, or select a paragraph.
- Use the **Cut** and **Paste** commands, drag and drop, or use the **Move Up** and **Move Down** buttons to move the selected text.

To customize a web page appearance:

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **General** tab.
- Click the **Web Options** button at the bottom of the tab to open the **Web Options** dialog box.
- Select the **Browser** tab.
- Set the target browser based on the average viewer looking at the page.
- To allow most users to easily view the page, select the lowest version numbers.

To set options for web page files:

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **General** tab.
- Click the **Web Options** button at the bottom of the tab to open the **Web Options** dialog box.
- Select the **Files** tab.
- Select the **File names and locations** options as required.
- Set the **Default editor** to have Office or Word set as the default editor.

To set picture size of the web page for a monitor view:

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **General** tab.
- Click the **Web Options** button at the bottom of the tab to open the **Web Options** dialog box.
- Select the **Pictures** tab.
- Set the **Screen size** and **Pixels per inch** options for optimum viewing of the web page.

To alter the default fonts for a web page:

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **General** tab.
- Click the **Web Options** button at the bottom of the tab to open the **Web Options** dialog box.
- Select the **Fonts** tab.
- Select the required font in the **Character set** list, using common fonts is recommended.

To place horizontal lines into a web page:

- Click to place an insertion point where the horizontal line will be placed in the web page.
- From the main menu, choose **Format > Borders and Shading** to open the **Borders and Shading** dialog box.
- Click the **Horizontal Line** button to open the **Horizontal Line** dialog box.
- Select from the list of lines which to insert into the web page.
- Once done, click **OK**.
- The line will be inserted into the web page at the selected insertion point.
- Select the line, and right-click and select **Format Horizontal Line** from the pop up menu.
- This will open the **Format Horizontal Line** dialog box.
- Alter the **Width** and **Height** fields as required.
- Alter the color of the line as required. This option is only available if this is an HTML created line, not for inserted graphic lines.
- Select the **Picture** tab in the **Format Horizontal Line** dialog box.
- Alter the picture qualities of the line, such as brightness and contrast, as well as crop the line.
- Once done, click **OK**.

To Auto summarize a document:

- From the main menu, choose **Tools > AutoSummarize** to open the **AutoSummarize** dialog box.
- This will have Word create a summary of the document and temporarily store it in memory.
- Select from the **Type of Summary** area to set the look of the summary.
- Set the **Percent of Original** drop down menu to set how much of the original document can appear in the summary.
- Once done, click **OK**.
- To completely close the **AutoSummary** view, open the **AutoSummarize** toolbar and click the **Close AutoSummarize** button.

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 378 Kennedy Road, Scarborough, Ontario, M1K 2A5,
 Tel: 416-264-6247 - jneuhold@jnsoftware.ca - Internet: <http://www.jnsoftware.ca>

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