

# Microsoft Word

## Tips & Tricks - Basic Level

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### To create a new document:

- From the main menu, choose **File > New**  
**OR** press the **Ctrl + N** key combination.
- From the **New Document** task pane, select **Blank Document**.

### To open an existing document:

- From the main menu, choose **File > Open**  
**OR** press the **Ctrl + O** key combination.
- In the **Open** dialog box, browse to find the file you want to open. To see documents of all types, select **All Formats** from the **Files of Type** list.

### To save a document:

- From the main menu, choose **File > Save**  
**OR** press the **Ctrl + S** key combination.
- If it is the first time you are saving the document, the **Save As** dialog box opens.
- Specify the location where you want to save the document using the **Save in** drop-down list. Specify the name under which you want to save the document in the **File name** box.
- If the file has already been saved, click **Save** on the **Toolbar** to replace the saved copy with the newest version.

### To view the Word Task Panes:

- From the main menu, choose **View > Task Pane**. The **Task Pane** opens on the right side of the **Word** window.
- To browse the different panes, click the arrows in the upper left corner of the pane.
- To view a specific pane, click the down arrow on the upper right side of the pane.

### To change the format of the text you are pasting:

- Place the cursor where you want to place the item.
- From main menu, choose **Edit > Paste**  
**OR** press the **Ctrl + V** key combination.
- Click the **Paste Options** button next to the text you pasted and choose the paste option you want.

### To print selected pages:

- From the main menu, choose **File > Print**  
**OR** press the **Ctrl + P** key combination.
- The **Print** dialog box opens.
- If you want to print the current page, choose the **Current page** radio button.
- If you want to print a part of the document you selected, choose the **Selection** radio button.
- If you want to print a range of pages, choose the **Pages** radio button and, in the box provided, type the numbers of the pages you want to print (separating them with a comma or specifying a range with a dash).
- Click **OK** to print.

### To move items using cut / copy and paste:

- Select the items your want to cut or copy.
- From the main menu, choose **Edit > Cut / Copy**  
**OR** press the **Ctrl + X / Ctrl + C** key combination.
- Place the cursor where you want to place the item.
- From the main menu, choose **Edit > Paste**  
**OR** press the **Ctrl + V** key combination.

### To change the font and font style

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the font you want to use from the **Font** list and a size from the **Font Size** list.
- From the **Font Style** list, select a font style.
- If you want to change the **font color**, select the color from the **Font Color** list.
- If you want to **underline** the text, select the style of underline from the **Underline style** list.
- If you want to apply any **text effects**, select them from the **Effects** options.
- The **Preview** box shows you the selected text with the **new format** before you apply it.
- Click **OK**.

**To bullet paragraphs:**

- Select the different paragraphs you want to bullet.
- From the main menu, choose **Format > Bullets and Numbering**.
- On the **Bulleted** tab, select the style of bullets you want to apply and click **OK**.

**To number paragraphs:**

- Select the different paragraphs you want to number.
- From the main menu, choose **Format > Bullets and Numbering**.
- On the **Numbered** tab, select the style of the numbered list you want to apply and click **OK**.

**To reset numbering:**

- Select the different paragraphs for which you want to reset the numbering.
- From the main menu, choose **Format > Bullets and Numbering**.
- On the **Numbered** tab, select the style of numbered list
- Then click **Restart numbering**.
- Click **OK**.

**To attach a file to an e-mail:**

- On the **E-mail Toolbar**, click **Insert File**.
- Browse to the file you want to attach and click **Insert**.
- An **Attach** line appears below the **Subject** line, with the file name and file size appearing on the line.

**To add a header or a footer:**

- From the main menu, choose **View > Header and Footer**.
- The **Header and Footer** toolbar appears along with two rectangular boxes: one at the top and one at the bottom.
- Type the text you want to use in the corresponding box and click **Close** on the **Header and Footer** toolbar.

**To send your document as an e-mail:**

- On the **Standard Toolbar**, click **E-mail**.
- **Word** opens your document in an **E-mail Editing Window**, with **To**, **Cc**, **Subject**, and **Introduction** lines appearing above your document.
- Fill in the required information and click **Send a Copy**.

**To change the spacing in a paragraph:**

- Put your cursor in the paragraph you want to format.
- From the main menu, choose, **Format > Paragraph**.
- In the **Spacing** section, use the **Before** list to specify the space above a paragraph.
- Use the **After** list to specify the space after paragraphs.
- Use the **Line spacing** lists to specify the space between lines. You can set a standard spacing that is based on line size, or you can specify a particular point size.
- Click **OK**.

**To change the default tabs:**

- From main menu, choose **Format > Tabs**.
- From the **Default tab stops** list, select the distance, in inches, between each tab.
- Click **OK**.

**To use the Office Clipboard pane:**

- To paste an item from the **Office Clipboard** into your document, click the item you want to paste.
- To paste all items from the **Office Clipboard** into your document at one time, click **Paste All**.
- To remove an item from the **Office Clipboard**, put your mouse over the item and click the down arrow that appears on the right side.
- Click **Delete** from the list.
- To delete all items, click **Clear All**.
- To configure the **Clipboard** pane, click **Options**.

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