

Microsoft Word

Tips & Tricks - Intermediate Level

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To save a template for future use:

- Open the template as a Word document.
- From the main menu, choose **File > Save As**.
- Name the file in the **File name** field.
- From the **Save as type** drop down menu, select **Document Template (*.dot)**.
- Click **Save**.

To remove a style:

- From the main menu, choose **Format > Style and Formatting** to open the **Style and Formatting** pane.
- From the styles list, select the style to remove.
- Right-click on the style, and select **Delete** from the pop-up menu.
- Click **Yes** to confirm that all instances of the style will be deleted.
- All text that was formatted in the removed style will revert to the **Normal** style.

To use AutoFormat styles:

- From the main menu, choose **Format > AutoFormat** to open the **AutoFormat** dialog box.
- Click the **Options** button.
- Select the **AutoFormat As You Type** tab.
- Within the **Apply as you type** area, select which items to have Word automatically create styles for: **Automatic bulleted lists**, **Automatic numbered lists** and **Built-in heading styles**.
- In the **Automatically as you type** area in the dialog box, select the **Define styles based on your formatting** checkbox.
- Click **OK**.
- Click **Close**.

To manually insert a page break:

- Open the document.
- Place the cursor and click to set the insertion point of where the break will appear.
- Press the **CTRL + ENTER** key combination.
- A page break will appear below the insertion point, shown as a dotted line with the words **Page Break** in the middle of the line.

To create keyboard shortcuts for styles:

- From the main menu, choose **Format > Styles and Formatting** to open the **Styles and Formatting** pane.
- Right-click on the desired style to create the shortcut for.
- Select **Modify** from the pop-up menu that appears.
- This will open the **Modify Style** dialog box.
- Click the **Format** button, and from the pop-up menu that appears, select **Shortcut Key**.
- This will open the **Customize Keyboard** dialog box.
- On the keyboard, press the desired keys to use for the shortcut.
- The combination will show in the **Press new shortcut key** field.
- If the selected key combination is already in use, the purpose will show beneath the box.
- Once done, click **Assign**.

To attach templates to e-mail:

- From the main menu, choose **File > New** to open the **New Document** pane.
- Select **Blank E-mail Message** from the **New Document** pane to open a new e-mail message form in the body of a new document window.
- Click in the text window of the message.
- From the main menu, choose **Tools > Templates and Add-Ins** to open the **Templates and Add-Ins** dialog box.
- The message must be in HTML format for this option to be accessible. If not, a prompt will appear, allowing you to change to HTML format.
- Click the **Attach** button to open the **Attach Templates** dialog box.
- Locate the required template to attach to the email.
- Select the template and click **Open**.
- To have the same template apply to future e-mails, select the **Attach to all new e-mail messages** checkbox.
- Once done, click **OK**.

To create even rows and columns:

- In the **Standard** toolbar, click the **Insert Table** icon.
- This will open a set of rows and columns that will appear below the button.
- Click and drag to select and highlight as many rows as required. Word will add the rows while dragging.
- Still dragging, select and highlight as many columns as required.
- Once the required rows and columns are selected, remove the mouse button.
- This will automatically create the new table in the document window.
- The row height is set according to the height of surrounding paragraphs.

To control column width while creating a table:

- Click in the document where the table should be created.
- From the main menu, choose **Table > Insert > Table** to open the **Insert Table** dialog box.
- Set the **Number of columns** and **Number of rows** fields.
- Set the column width in the **Autofit behavior** area.
- **Fixed column width** allows you to set a measured width for all columns.
- **AutoFit to contents** allows Word to widen or narrow columns depending on what is entered. The columns adjust while information is entered.
- **AutoFit to window** allows Word to adjust every cell width depending on the screen width of anyone looking at the table.
- Click the **AutoFormat** button to select any required **AutoFormat** settings.
- To keep the settings a table standard for all future tables created, select the **Remember dimensions for new tables** checkbox.
- Once done, click **OK** and the table will appear in the document.

To use trendlines in a graph:

- Select the chart in the document to enter the chart editing window.
- From the main menu, choose **Chart > Add Trendlines** to open the **Add Trendline** dialog box.
- Select the **Type** tab.
- Select a **Trend/Regression** formula: **Linear, Logarithmic, Polynomial, Power, Exponential or Moving Average**.
- Once done, select the **Options** tab.
- Name the trendline and set the periods that the trendline will forecast forward and backward.
- Once done, click **OK**.

To insert a textbox into a document:

- From the main menu, choose **Insert > Text Box**.
- The cursor will change into a crosshair and if not already in it, the document will alter to **Print Layout** view.
- A **Drawing Canvas** will appear with the words **“Create your drawing here.”**
- Click to place the upper left corner of the text box.
- Drag to create a text box as required for size.
- Release the mouse button, and the text box will appear with the shaded borders.

To link textboxes:

- Up to 31 text boxes can be linked in the same document, and a set of linked text boxes is named a **story**.
- In the document window, create at least two text boxes.
- Click to select one text box.
- If not already open, from the main menu, choose **View > Toolbars > Text Box** to open the **Text Box** toolbar.
- In the **Text Box** toolbar, click on the **Create Text Box Link** icon.
- The cursor will change into an upright pitcher.
- Move the cursor over the next text box.
- The upright pitcher cursor will change to a pouring pitcher cursor when placed over text boxes available for linking.
- Click on the second text box to link.

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