

# Microsoft Word Tips

Each tab in Microsoft Word has features that make document creation easier for the user. The tabs are Home, Insert, Design, Layout, Reference, Review, and View.

## Home

- Paste (ctrl + V)
  - Can copy whatever's highlighted with (Ctrl + C)
- Format painter
  - Select formatting you like on one paragraph and apply it to another
- Clipboard
  - See all the items you've copied
- Font (ctrl + shift + F)
- Font size (ctrl + shift + P)
- Bold, italics, underline, strikethrough
  - Bold (ctrl + B)
  - Italics (ctrl + I)
  - Underline (ctrl + U)
- A<sup>^</sup> (font size increase) (ctrl + shift + >)
  - Other font size decrease (ctrl + shift + <)
- Change case
  - Uppercase
  - Lowercase
- Text effects
- Text highlight colors
- Font color
- Bullets numbering
- Multi-level list
- decrease/increase indent
- Sort
- show/hide (ctrl + \*) or (ctrl + shift + 8)
- Alignment
  - Left (ctrl + L)
  - Right (ctrl + R)
  - Centered (ctrl + E)
  - Justify (ctrl + J)
- line/paragraph spacing
- Shading
- Borders
- Paragraph
- Style

- Headings, titles, etc...
- Find (ctrl + F)
  - Find in the document what you need
- Replace (ctrl + H)
- Editor
  - Checks for spelling and grammar errors
- Comments
  - Make a comment on something in the doc

## Insert

- Table
- Illustrations
  - Pictures
  - Charts
    - Pie, line, etc...
- Links
  - Hyperlink (Ctrl + K)
  - Bookmarks
    - Able to bookmark hyperlinks to jump to it
- Comments
  - Add a comment
- Header & footer
  - Headers, footers, and page numbers
- Text
  - Text box and other objects like date & time
- Symbols
  - Find equations & symbols

## Design

- Document formatting
  - Themes
  - Colors
  - Fonts
  - Paragraph spacing
  - Effects
  - Set as default
- Page background
  - Watermark
    - Add a watermark to the back of your page
  - Page color

- Change the color of the page
- page borders
  - Add borders to the page

## Layout

- Page setup
  - Margins
    - Edit margin sizes
  - Orientation
    - Changes layout of words
  - Size
    - Changes page size
  - Columns
    - Splits text into columns
  - Breaks
    - Adds a break to the page to go on to the next
  - Hyphenation
    - Hyphenate words and saves space
- Paragraph
  - Edit paragraph spacing

## Reference

- Table of contents
  - Add text
  - Update table
- Footnotes
  - Insert footnote
  - Insert endnote
  - Next footnote
  - Footnote arrow
    - In-depth into footnotes
- Research
  - Search the web
  - Find quotes
- Citations & bibliography
  - Insert citations
  - Style

## Review

- Proofing
  - Editor
  - Thesaurus
  - Word count
- Speech
  - Read aloud
- Accessibility
  - Accessibility tools
- Comments
- Tracking
  - Track changes made

## View

- Views
  - Shows layout
  - Outline and draft
- Page movement
  - Vertical or horizontal page movement
- Zoom
  - One page
  - Multitude pages
- Window
  - Split the document into different windows