

Word Tips & Tricks



- Applies to recent versions of Word but some tips may work with earlier versions.

Options



- Under File, Options (down the bottom), there are tabs for lots of default settings.
- They are worth exploring. For example, the Save option allows setting of default save location and auto save frequency and location.
- Readability can be checked under Proofing.
- Quick access settings (shown top left of toolbar).
- Etc

Auto-Generate Text



If you ever just need to add some place filler gobbledygook into a document, Word has an auto text generator.

Use =rand(p,l) hit Enter, and you'll get p paragraphs, each l lines long. If you use =rand() you get 5 paragraphs, of 3 lines.

Or use =Lorem() to generate pseudo latin text.

Highlight a Square Field of Text



- Here's a feature that will only be useable in very specific cases. If you hold down the Alt key while you click and drag your mouse, you will be able to draw a box within the document that will highlight all the characters in that box.
- If you ever wanted to create a perfect square of purple text in the middle of a chunk of text, that's how you'd go about it.

Highlight a sentence



- Double clicking a word highlights just the word.
- If you hold down the Ctrl key and click on any word, it will highlight the entire sentence.

Write Text Anywhere



- You can use Word as a whiteboard of sorts and easily place text anywhere on the page.
- Just click twice on any place on the page and Word will allow you to start typing there.
- Word automatically inserts hard returns and tabs to allow you to enter text.
- Note: The Show/Hide ¶ will show formatting marks, like dots (for spaces) or arrows (for tab characters), or paragraph marks ¶. [Ctrl + Shift 8]

Replace Invisible and Special Characters



- You're probably already familiar with Word's "Replace" function (under the Home tab, in the Editing group, then press the "More" button).
- The pull-down menu at the bottom titled "Special" has all the invisible and special characters.
- Can be useful for tidying-up text imported into Word.
- Note the different paste options when importing text.

Picture Placement



- When you insert a picture it is locked to the paragraph.
- Right-click the picture for wrap options which include in front of and behind text.

Easily Convert to a PDF and HTML doc



- Word makes it easy to convert your doc to a PDF or HTML file.
- When you "save as" a file, you'll see a "Save as type" pull-down menu, which will provide a bevy of options including PDF and Web Page (htm, html).
- Bonus tip: If you have a document with lots of pictures, saving as a Web Page puts the pictures into a separate folder.

Change Capitalizations the Easy Way



- You can easily change the capitalization of any text with a click of a button: whether you would like to convert the text to lower case, Sentence case, UPPERCASE, or—for some unfathomable reason—tOGGLE cASE.
- First, highlight the text you wish to affect. Go to the Home Tab, click on the "Aa" pull-down menu near the font/size menu

Format Copy



- The Format Painter allows the copying of text formatting.
- Select the text area that is to be copied.
- Click the Format Painter icon (one click for a one-off copy, double click for multiple copies).
- Select and click the destination text.

Cut and Paste



- The key shortcuts Ctrl-x = Cut, Ctrl-c = Copy, and Ctrl-v = Paste can be handy, particularly filling forms where right-click copy and/or paste is disabled.
- The right-click paste option for 'text only' allows imported text to take on the format of the current paragraph.

Dictation and Reading



- If you have a microphone you can dictate to Word using the Dictate button on the Home toolbar.
- The Review toolbar has a Read Aloud button which will read highlighted text or from the current cursor location.