

Tricks and Tips in Word

Yves Tkaczyk (<http://www.clearsquareassociates.com>)

Making Word YOURS

Customizing the Quick Access Toolbar



Adding and removing your most used commands

Office button > Word Options > Customize

Demo: Adding Save As button

Customizing Keyboard Shortcuts

Managing your own shortcuts

Adding your removing your most used commands

Office button > Word Options > Customize > Keyboard shortcuts

Demo: Adding Ctrl + Alt + w shortcut for *Save As Word 2003*

Using the default shortcuts

See next page

Using the Alt key and Key Tips (Demo)

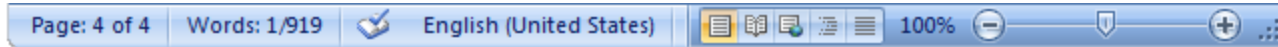
Useful shortcuts

- Ctrl + F1: Hide/Show ribbon
- Ctrl + i/u/b: Toggle italic/underline/bold
- Ctrl + l/e/r/j: Align text left/center/right/justify
- Ctrl + Shift + c/v :copy/paste formatting
- Ctrl + space: remove all formatting
- Ctrl + >/< : grow/shrink font size
- Ctrl + z/y: undo/redo
- Ctrl + Shift + e: Toggle tracking changes
- Shift + F3:Change case
- F12: Save as
- F6: Access Status Bar item
- F7:Spell check

- List shortcuts
 - Alt + Shift + ↑/↓: Move item up/down
 - Alt + Shift + ←/→:Decrease/increase indentation

- Style shortcuts
 - Ctrl + Shift + N: Apply normal style
 - Ctrl + Alt + 1/2/3: Apply Header 1/2/3 style

Customizing the Status Bar



Right click on the Status Bar and select the items that you want to add or remove

Items in the status often act as information tips and shortcuts

Demo: Add Word Count

Customizing document view

Hide/Show the Rule

Hide/Show the Document map and Document thumbnails

Removing white space, headers, footers between pages

Working with Styles

What are styles?

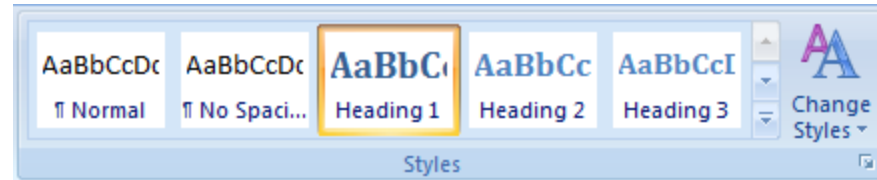
Styles are templates that define the formatting for your text. They provide a separation of the presentation from the information. There are 5 types of styles:

- Paragraph styles: these styles define the layout of your paragraphs (line spacing, indents, tab, borders, etc.)
- Character styles: these styles define the style of individual characters (font, font size, color, weight, italic, underline, strike through, letter spacing, etc.)
- Linked styles: these styles define both paragraph and character styles
- Table styles: these styles define the appearance of tables (shading of rows of columns, thickness of gridlines)
- List styles: these styles define the appearance of bulleted and numbered lists (bullet type, indentation, etc.)

Applying styles

Styles can be applied using

- The ribbon (*Home* tab)



- Keyboard shortcuts (Ctrl + Alt + 1/2/3. Ctrl + Shift + N)
- *Styles* pane

Creating a style from another style

A style can be created by using another style as a template

Creating a style from current formatting

A style can be created 'after the fact' by selecting some text and extracting its formatting as a style.

1. Select text
2. Context menu *Style > Save Selection as a New Quick Style...*

Updating a style from current formatting

In the same way that it is possible to create a style from the formatting of the Current selection, you can update an existing style from the formatting of the current selection.

1. Select text
2. Context menu *Style > Save [Style name] to Match Selection*

Use / Create a group of styles as a Quick Style Set

You can save a group of styles into a Quick Set.

The set can then be easily applied to another document (this is equivalent to the Word templates in Word 2003)

To Use a Style Set

1. *Home* tab
2. *Change Styles* button > *Style Set* > Select the style set of your choice

To Create a Style Set:

1. *Home* tab
2. *Change Styles* button > *Style Set* > *Save as Quick Style Set...*

Tracking and Reviewing

Word lets you annotate and track changes in a document. It offers several ways of viewing a document that has changes. All the Features regarding tracking are in the *Review* tab.

Tracking Changes

Several ways for toggling change tracking:

- Ctrl + Shift + E
- Click on the Track Changes in the status bar (if present)
- *Review* tab > *Track Changes* button

Displaying changes

The changes can be shown inline or in balloons. Displaying the changing using balloons gives a better idea of what the final document will look like as all the deletions are shown in the margin.

Showing changes

When tracking changes, you can view the following versions of the document:

1. *Final showing markup*: Show document with insertions inline and deletion in balloons
2. *Final*: show document if all changes were to be accepted
3. *Original showing markup*: Show documents with deletions inline and insertions in balloons
4. *Original*: show document if all changes were to be rejected

1 and 3 are different only when balloons are used.

Accepting and rejecting changes

When creating the final version of the document, each change can be either accepted or rejected. You can accept or reject the changes individually or for the entire document.

There are several ways of doing this:

1. Click on the text with the change
2. Accept or Reject the change by
 - a. Right-click and select *Accept Change* or *Reject Change*
 - b. Click on the *Accept* or *Reject* button at the top.

Tip: You can select a piece of text containing several changes and click on the *Accept* or *Reject* button. This has the effect of accepting or rejecting all the changes in the selected text.

Comments

It is possible to add, delete and navigate between comments. Comments let you put in extra text that is not part of the text. They are useful for asking questions and communicating during the review process.

Word 2007 Service Pack 2

This is now built in. You can create PDF files by doing a Save As and selecting PDF for the file type. You can also email a document as a PDF attachment.

Word 2007 RTM and Service Pack 1

An add-in must be installed (search for '2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS' on Microsoft.com or go to <http://tinyurl.com/y2fh2b>). A Save to PDF entry is then added to your Office button menu.

Word 2003

Install a PDF driver and print the file to the 'PDF printer'. In fact this works with every application. PdfCreator is a good open-source PDF driver (<http://sourceforge.net/projects/pdfcreator>)

Research Tools

Translation Screen Tips

The Translation Screen Tips show a tool tip when you place your cursor over a word in your text. Languages supported by default are English, French and Spanish. Other languages are available.

test

[test]

1. *noun scientific, technical* test masculin; *academic, for driving examen* masculin; **put something to the test** mettre something à l'épreuve
2. *transitive verb person, machine, theory* tester, mettre à l'épreuve; **test someone on a subject** interroger someone sur une matière

This is a test.

essai

باكورة تأليف " الكاتب "
تجربة
تجربة " للموسيقى "
محاولة
اختبار

Ceci est un essai.

Research Pane

The research pane offers easy only access to dictionary, thesaurus, bilingual dictionary, online search. A connection to the internet is required. Default 'books' can be set up by clicking on the *Research options...* buttons at the bottom of the pane.

To use the Research function

- Right-click on a word and click on *Look Up...* or
- Click on the *Research* button on the *Review* tab. The Research pane is displayed. You type the word you want to perform the research on.

Thank you

Yves Tkaczyk (<http://www.clearsquareassociates.com>)