Quick Tips: Microsoft Word

Here are some great tips to help you work more efficiently in Microsoft Word and to simplify the operations that you use most frequently.

Shortcuts

- Add your common functions to the Quick Access Toolbar (on the top bar next to the Office Button)
  - You can customize it by clicking the dropdown arrow and selecting “More Commands”

- Take advantage of the Mini Toolbar (it appears on your screen when you highlight text)

- Use keyboard shortcuts: Microsoft Word 07 Shortcuts

Navigating

- Quickly change your screen size with the Zoom Bar in the bottom, right corner
- Easily change your viewing screens with one of the five options next to the Zoom Bar:
  1. Print Layout (Default)
  2. Full Screen Reading (looks like a book)
  3. Web Layout
  4. Outline
  5. Draft (view your doc without page breaks)
Formatting

- Select an entire word by double-clicking it
- Select a sentence just by pressing CTRL and clicking the sentence
- Select a whole paragraph by triple-clicking
- If you want to copy and paste only the text but not the formatting, or vice versa, use Paste Options
- Use the Format Painter in the Clipboard Chunk on the Home Ribbon to grab your formatting from text in one area of your document (BOLD, size 13 font) and paste it onto text somewhere else

Editing & Review

- Compare two versions of your document to find out what has changed, with the legal blackline option. On the Review tab, in the Compare group, click Compare, and then click Compare.
- You can merge comments and changes from several documents into one document, on the Review tab, in the Compare group, click Compare, and then click Combine.
- To compare your documents side-by-side, open both of the documents that you want to view. On the View tab, in the Window group, click View Side by Side.
- You can also see two parts of a document simultaneously, on the View tab, in the Window group, click Split.