

Microsoft Word

Tips and Tricks for Efficiency



by

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Introduction

Microsoft Word is one of the most popular word processing computer programs today. It is available to users through software installed on the computer, or through a web-browser. Microsoft Word has become the front-runner for all word processing needs on both Windows and Mac devices.

It was first released in 1983 under the name "Multi-Tool Word". It has since become known as Microsoft Word, and has gone through many iterations to this day. It started by being named the version number, and then resorted to the year in which it was released. We typically refer to it today as Word 365, since it is accessible through the Microsoft Office Suite.



Microsoft is used by people today in many different professions, and at various skill levels. The purpose of this manual is to introduce the ways in which the user can more efficiently use Microsoft Word through the use of custom defaults and keyboard shortcuts.

Creating a Document

The first thing that needs to be done after Word has opened is to choose a document type. There are many different templates to choose from (Figure 1.1). The most popular templates to choose from include resumes, cover letters, invitations, and flyers.

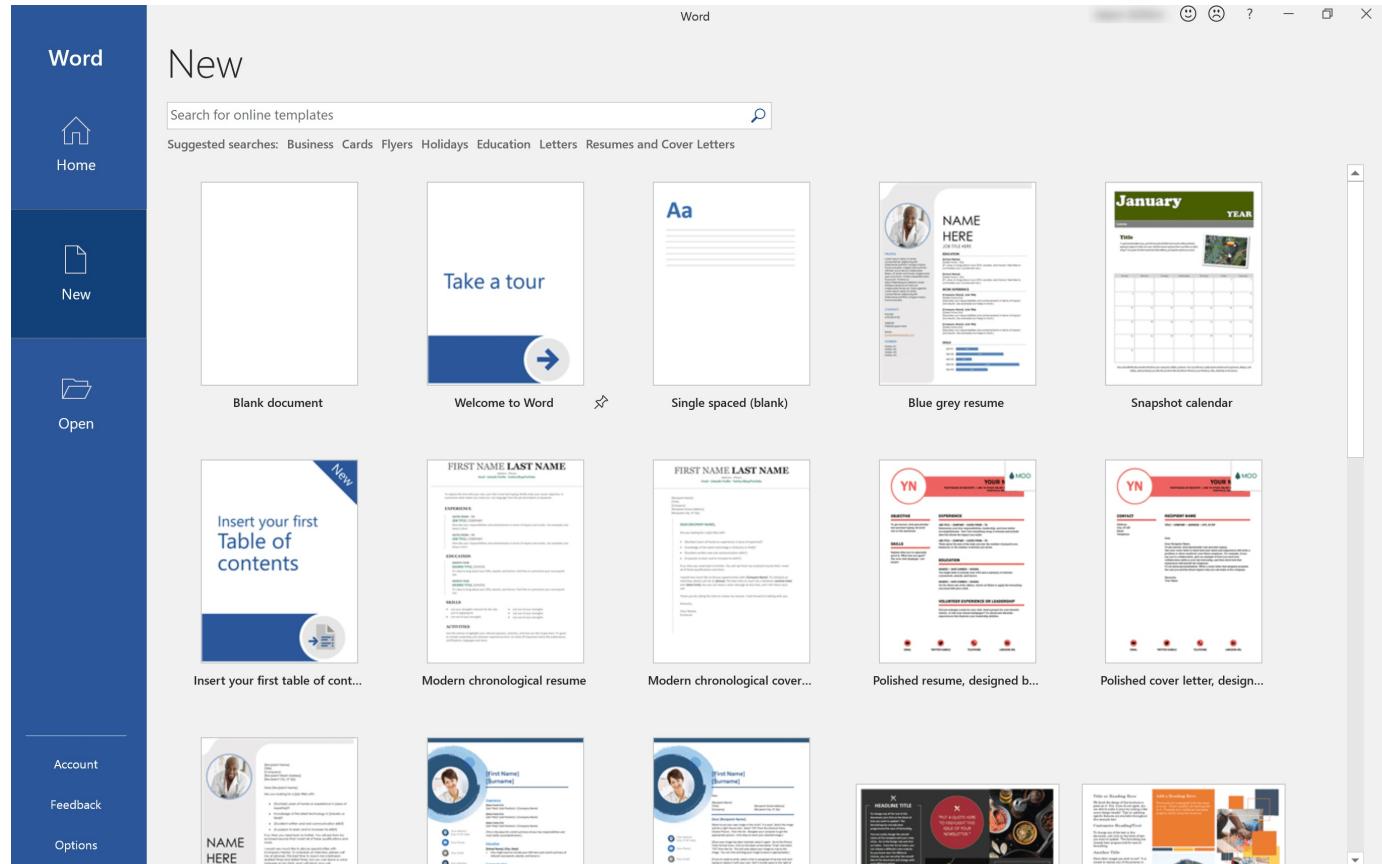


Figure 1.1

Many people choose to ignore the premade templates, and go with the standard blank document. Something that is not realized by many is the fact that the blank document can have defaults set. This is especially helpful when a lot of similar documents are made.

Customizing Appearance

Before starting a document, the graphics of the program must first be acceptable. Word offers many different options for its appearance, and it can be customized. First open Word, and in the left hand pane of the window there is a list of many different options. Within the group of three at the bottom there is one that reads "Account". Within "Account" there are two drop downs on the left-hand side (Figure 1.2). The top one, "Office Background" (Figure 1.3), will change the doodle that appears in the upper right-hand corner of the window.

Office Background:

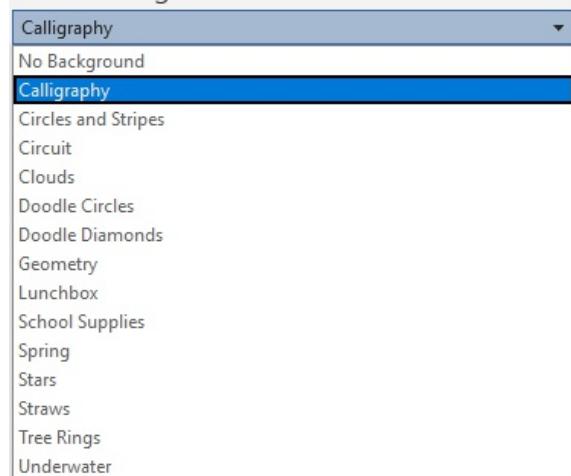


Figure 1.3

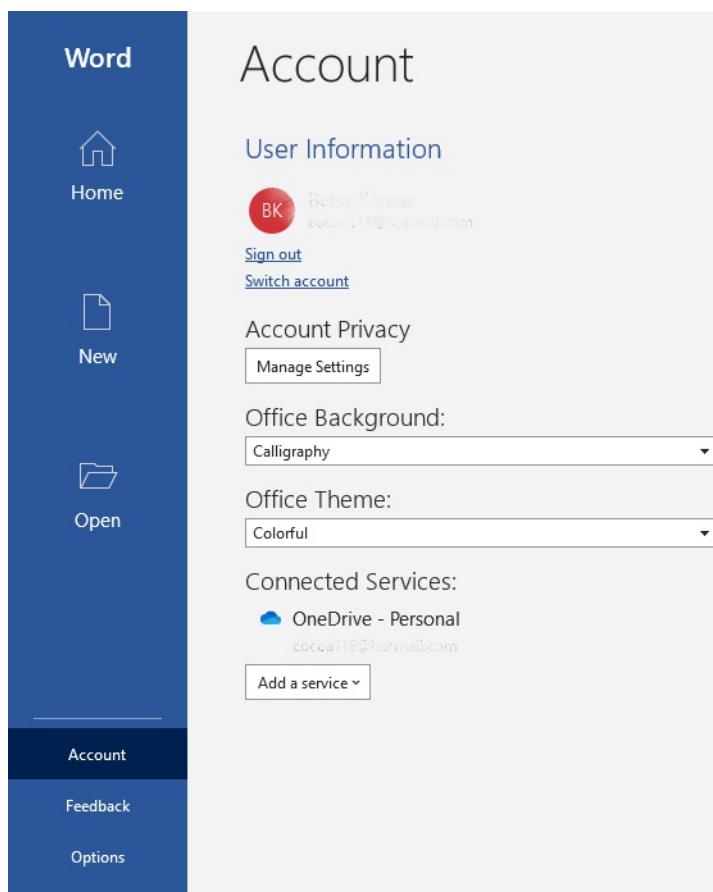


Figure 1.2

The lower one, "Office Theme"(Figure 1.4), determines the way the entire user interface looks. There are a few different options to choose from.

Office Theme:

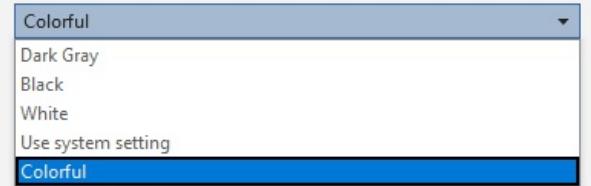


Figure 1.4

Shown in Figure 1.5 below, are the different Office Themes. Once a theme is selected in the drop down, Word will automatically switch to it.

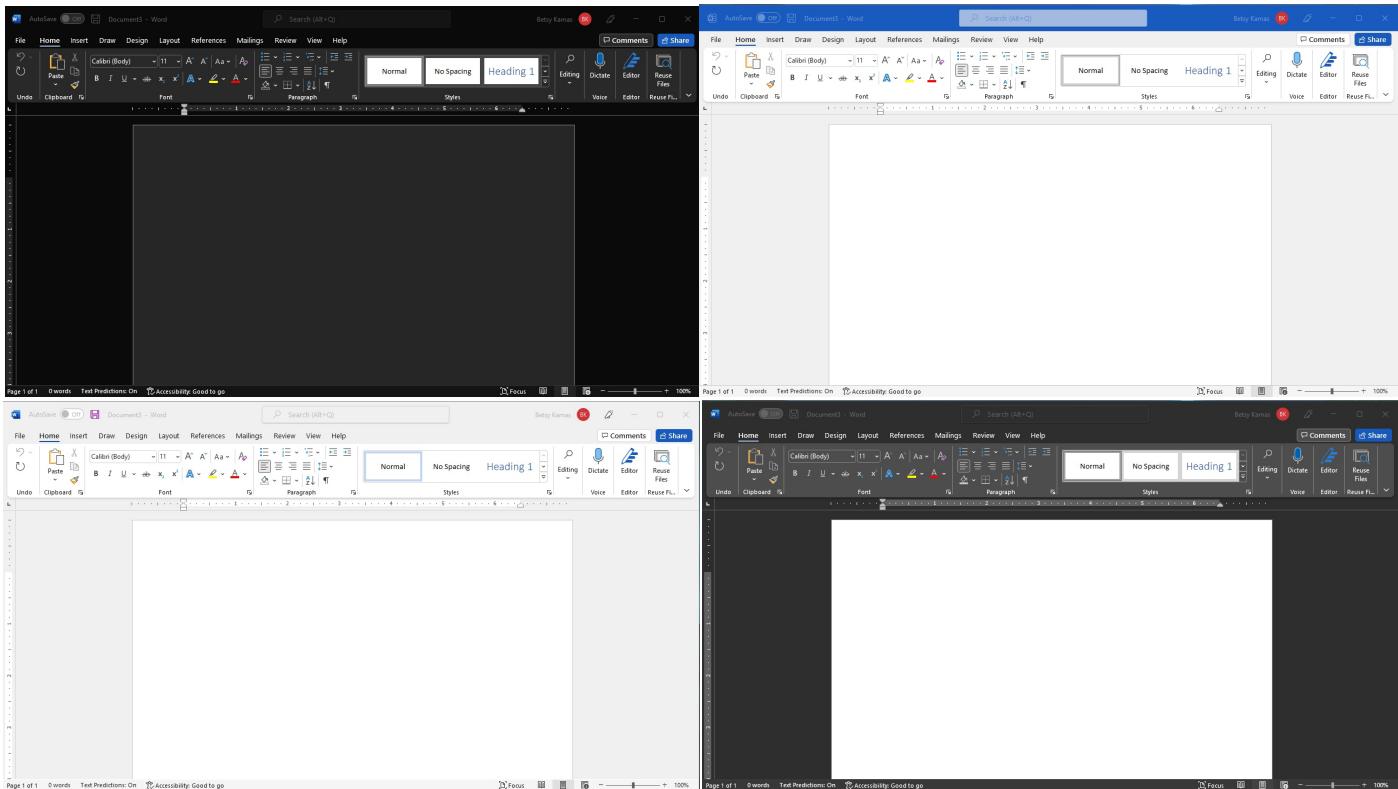


Figure 1.5

Setting Defaults

There are a ton of options to pick from when setting up a document. It can become a hassle when all the documents made are all stylistically the same. Font type, font size, font color, and spacing can all be changed from their default values and set to something new.

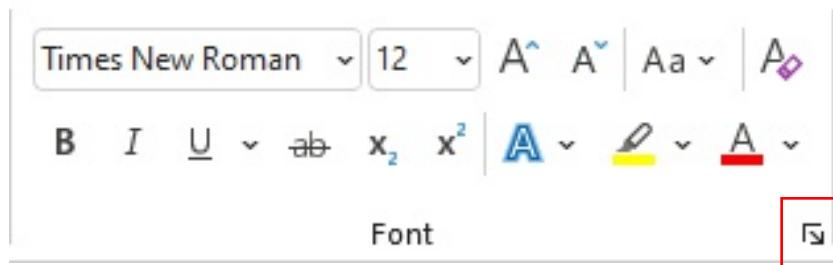


Figure 1.6

Within this window, all of the available fonts are shown. The font can be specified to be the body or header version of the font. The style and size of the font can also be specified.

Let's say, for example, that every new document should be set to Times New Romans regular size 12 font. We can select each of those values (Figure 1.8) and instead of selecting "OK", we select "Set As Default" in the lower left. That causes a new window to pop up asking if we want it to be applied only to this document or to every new blank document (Figure 1.9). Select the section option, then "OK". Now all documents from here on out will default to these settings.

Picking a Font

In order to change the font values, the arrow in the lower right of the font portion of the toolbar (Figure 1.6) must be clicked. Once clicked it will display a new window (Figure 1.7).

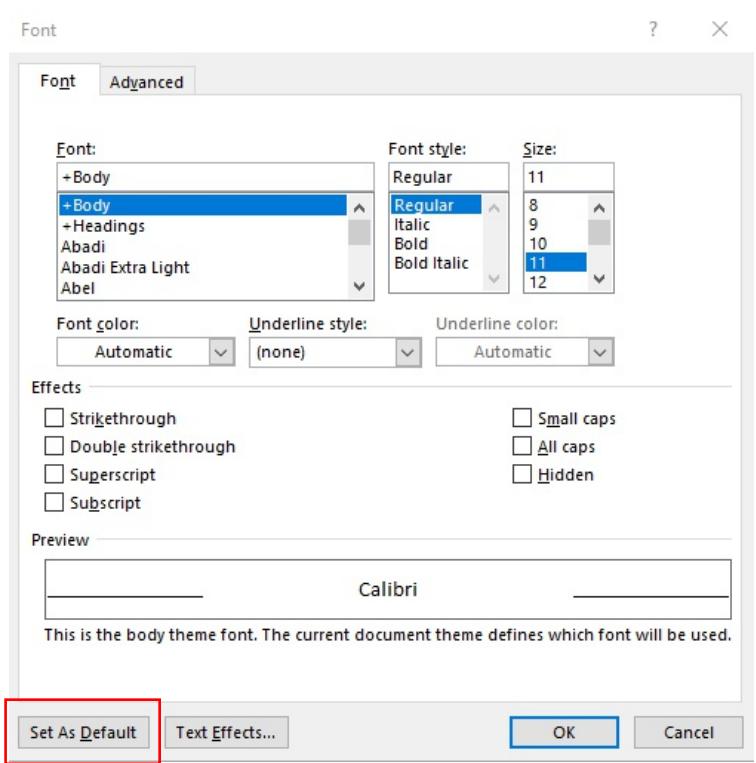


Figure 1.7

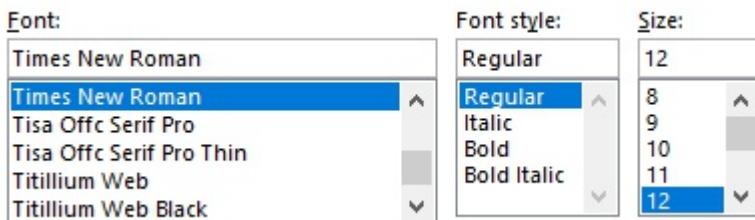


Figure 1.8

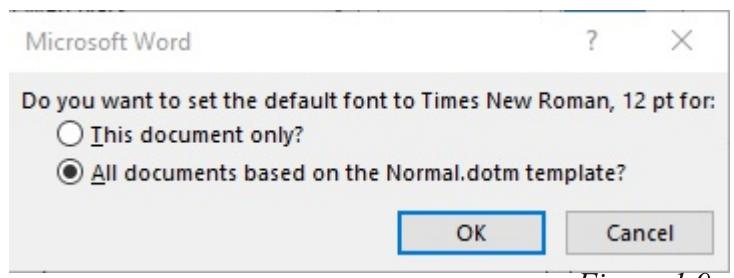


Figure 1.9

Setting Spacing

Moving onto the next portion of the toolbar is the Paragraph portion (Figure 1.10). This section is where the bullet options can be found along with text justification.

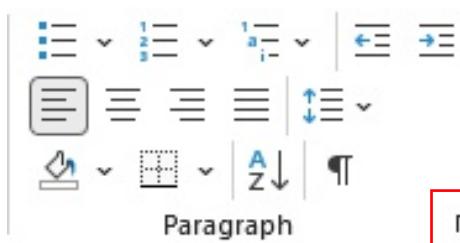


Figure 1.10

In order to access more of the settings, the arrow in the lower right must be clicked like we did for the font previously. This will again cause another window to pop out (Figure 1.11).

Let's say for example we want our document to always have 1.5 spacing with no spacing before or after.

Spacing

Before: 0 pt
After: 0 pt

Figure 1.12

Right next to these fields is the option for line spacing, and there are a few options available (Figure 1.13). For this example, we will select "1.5 lines".

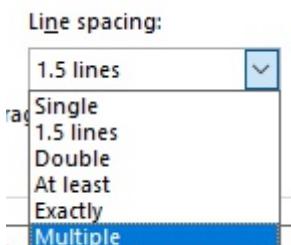


Figure 1.13

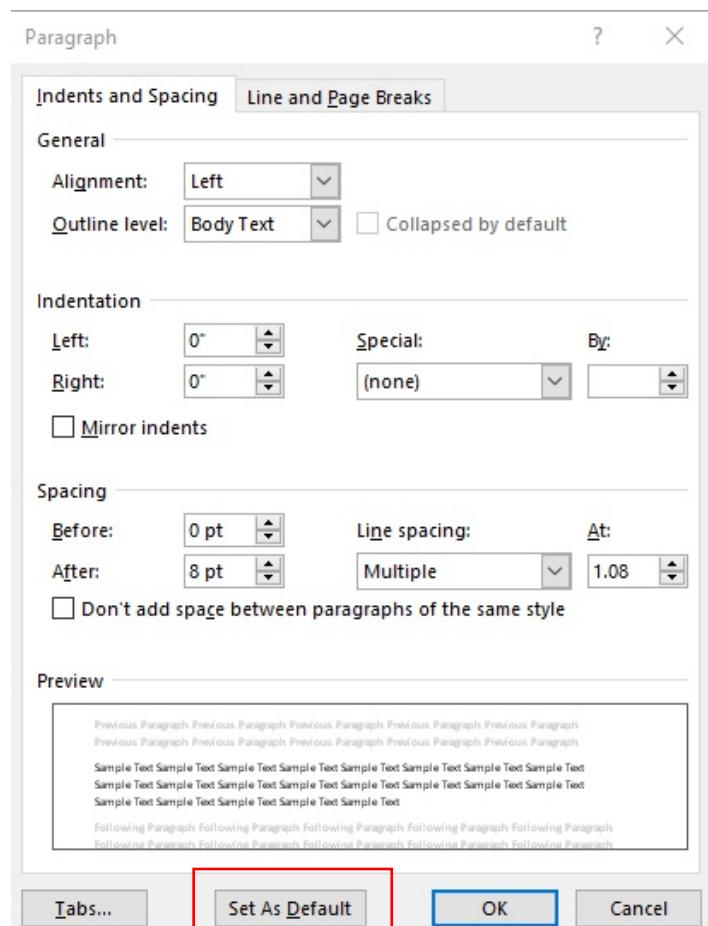


Figure 1.11

After selecting our options, click on the "Set As Default" button in the bottom middle of the window. It will take us to another window (Figure 1.14) asking for confirmation on whether we want this as the default for this document only, or if we want this to be the default for all new documents. Select the one that will set it for every future document. We have now successfully set the spacing defaults.

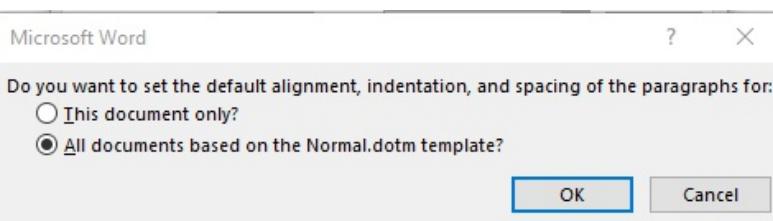
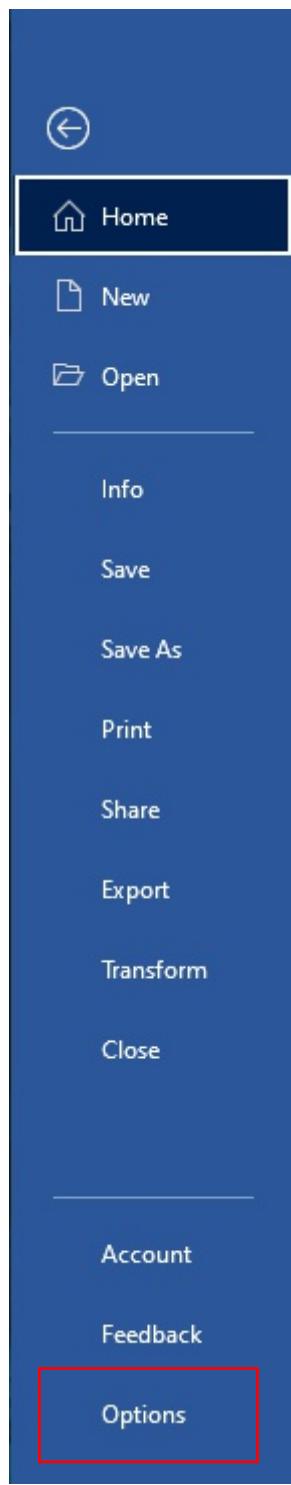


Figure 1.14

Specifying Save Location

The last default that we will go over within this manual refers to the save location. Our computers have many different locations in which to save our documents. The default save location for most users is most likely within their Documents folder. However, if you are like me, I like to save everything in the proper folder on my Desktop. In order to make it easier and quicker, I changed my save location.



When first opening Word, or when clicking on the File tab from within the document, there is the menu on the left hand side (Figure 1.15). Click on the "Options" tab at the bottom part of the menu. From here it will open a new window (Figure 1.16). Note: There are a lot of option and features that can be changed from here, and will not be covered within this manual.

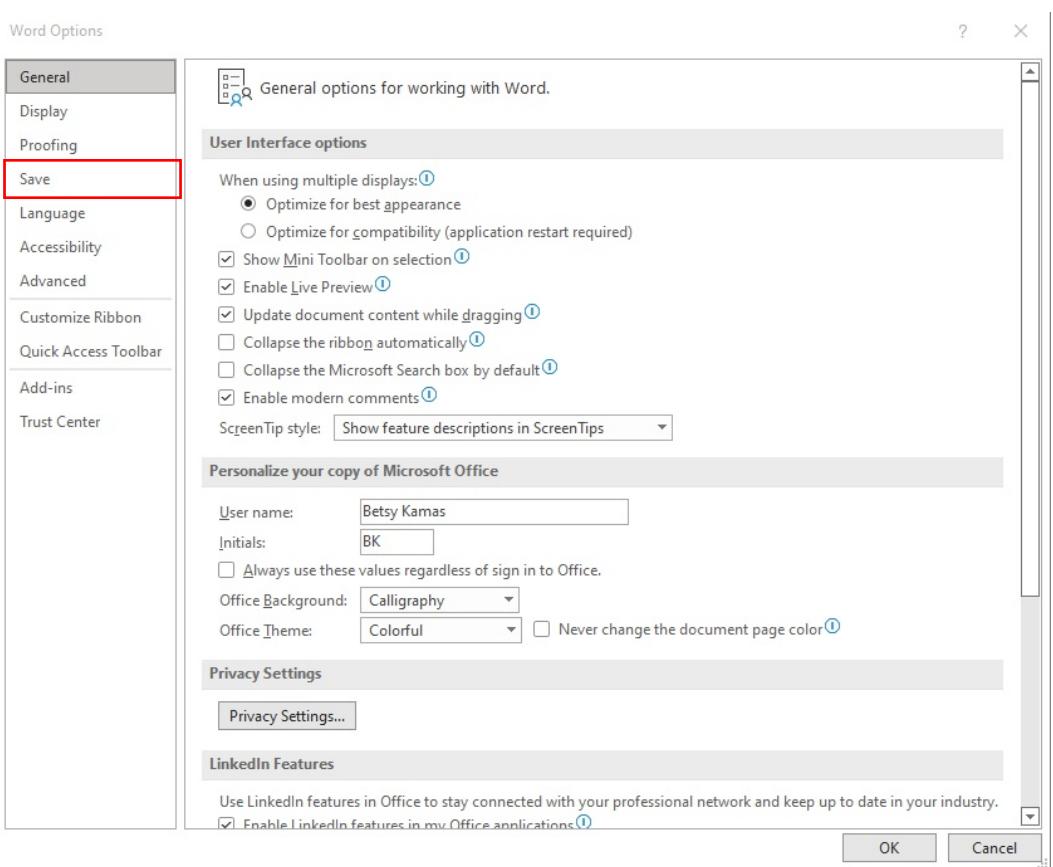


Figure 1.16

From here, click on the "Save" tab on the left hand side. This will contain a lot of information. The part we care about will be under the "Save documents" section (Figure 1.17), near the bottom of the section. It will say "Default local file location". It will be followed by a path to a folder on the computer. This path can be changed by selecting the "Browse" button right next to it. Select any location desired and when saving all documents, the file explorer will always start within the file specified.

Figure 1.15

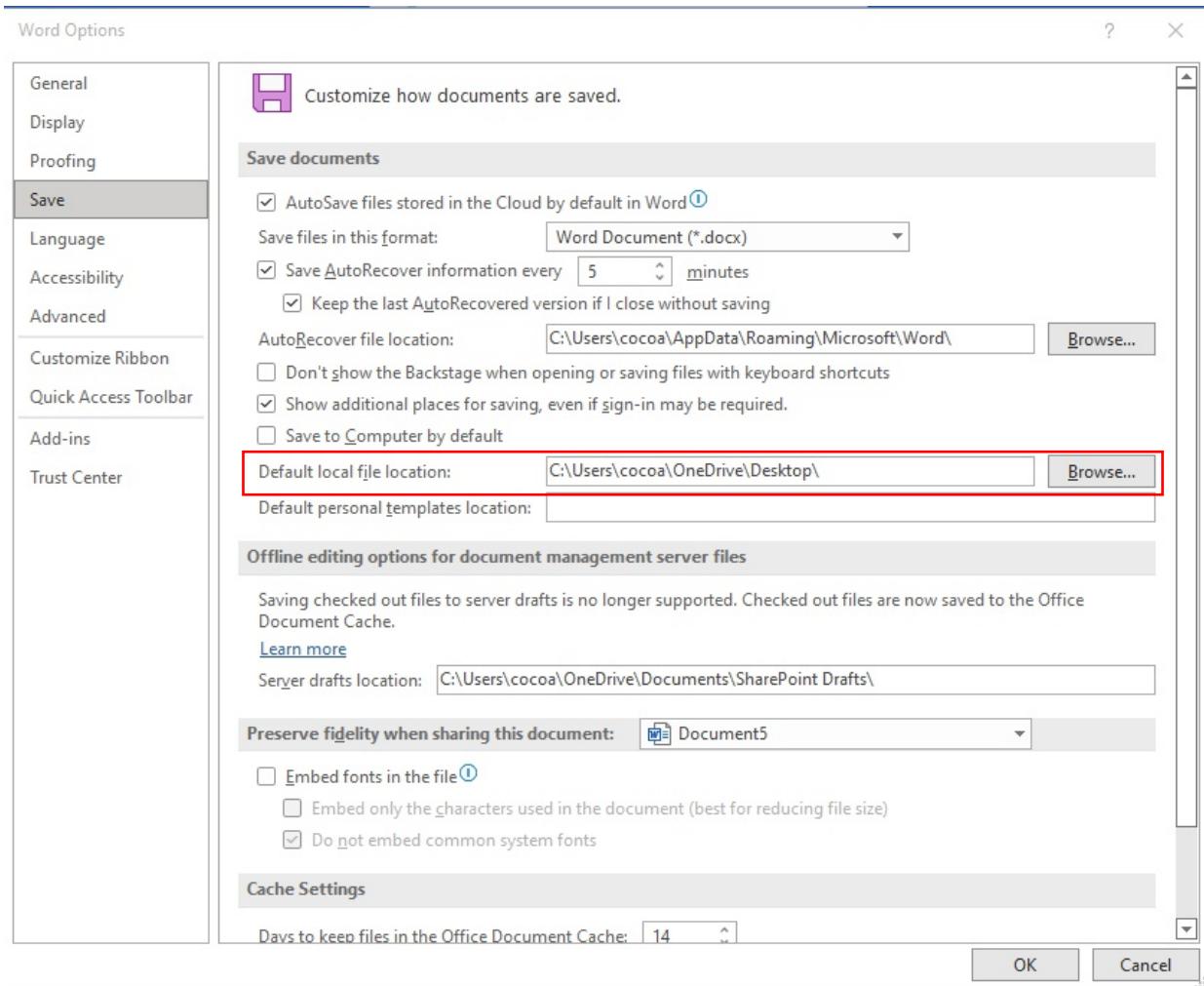


Figure 1.17

Using Keyboard Shortcuts

Using a computer for word processing is much easier than using pen and paper. When a mistake is made typing, it is very easy to backspace until happy with the result. It is also much easier to rearrange sentences and paragraphs. There are two ways to accomplish this feat. One way is through using the mouse to change the cursor location, highlight text, and right click to choose options on what to be done with the text. There is also another way that involves using the keyboard to accomplish the same tasks that can be done with the mouse. When used, the speed of word processing can be improved. Keyboard shortcuts work in both the Windows and Mac environments, although the keyboard combinations may differ slightly.



Using Document Shortcuts

There are two main categories of keyboard shortcuts that are going to be covered within this manual: document and character shortcuts. Before getting into that, let us get a better understanding of the various features of Word, starting with the ribbon.

Understanding and Using the Ribbon

The ribbon is found at the top of the window. There are 10 options across the top of the screen as part of the upper ribbon, that all go to a different lower ribbon. Each ribbon contains a group of items that are all related to each other.

Note: Clicking on the "Alt" button will cause many grey boxes with letters to appear that show many hotkeys that will only disappear after clicking the alt button again or clicking somewhere on the document.

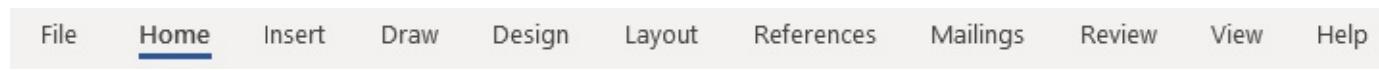


Figure 2.1

The Home ribbon contains various common font, and visual organization options. It can be accessed using "Alt-H".

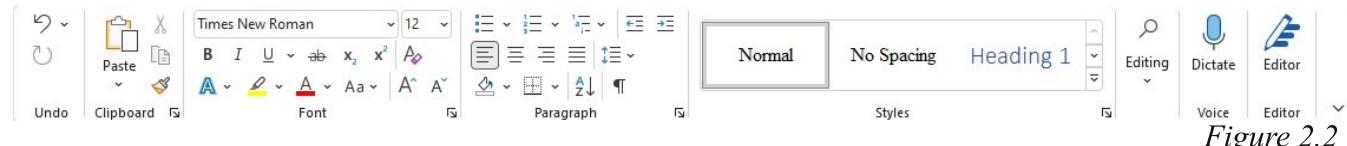


Figure 2.2

The Insert ribbon contains add-ons to the document that are not necessarily font related. Pictures, blank pages, headers, footers, graphs, charts, and tables can all be found here. Can be accessed using "Alt-N".



Figure 2.3

The Draw ribbon allows a user to use their mouse to draw on the document. This is best used with a stylus in comparison to a mouse. It can be accessed using "Alt-J-I".



Figure 2.4

The Design ribbon has a various amount of style options. This includes page color, document theme, watermark, and boarders. It can be accessed using "Alt-G".



Figure 2.5

The Layout ribbon deals with how the paper is set up. This ribbon is where margin size, orientation, columns, and some picture settings can be set here. It can be accessed using "Alt-P".

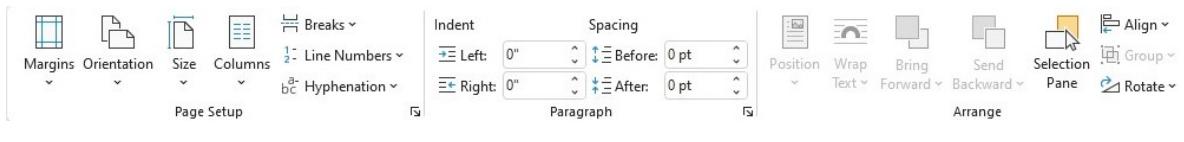


Figure 2.6

The Reference ribbon has a lot of options regarding to the various sources that a document might contain. A table of contents, footnotes, and citations can be found here. It can be accessed using "Alt-S".



Figure 2.7

The Mailings ribbon is used to merge emails, and create various types of hand mail based items such as envelops. It can be accessed using "Alt-M".



Figure 2.8

The Review ribbon has a lot of options available to analyze the document. This includes spelling and grammar check, editor, reading aloud, along with adding and viewing comments. It can be accessed using "Alt-R".

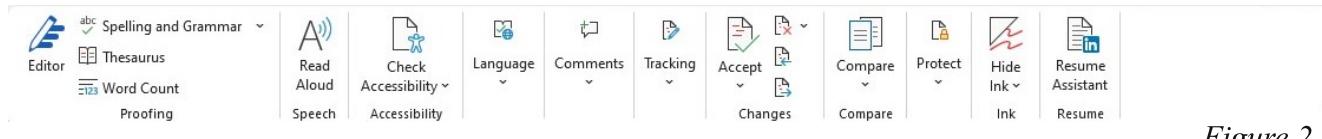


Figure 2.9

The View ribbon is used mainly for the appearance of the window. This is where the viewing layout, zoom, ruler, and navigation pane can be found. It can be accessed using "Alt-W".

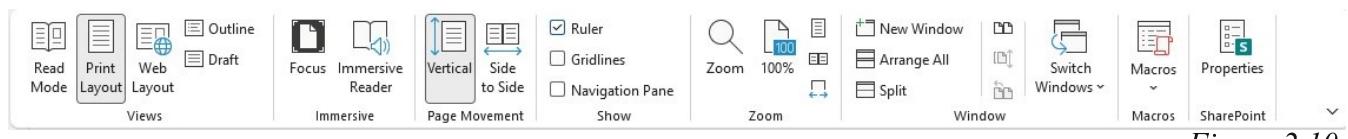


Figure 2.10

The last ribbon is the Help ribbon. This is the area to come to when Word is not functioning as it should in order to give feedback to Microsoft, to find a solution to a question about how to do something in Word, or to see what has been added to the software. It can be accessed using "Alt-Y".



Figure 2.11



Note: When certain elements are clicked on an addition ribbon tab may show up that contains extra properties to modify for that specific element.



Now that we have an understanding of the ribbon, there are a few more document based keyboard shortcuts to mention that involve ways of working with Word. There are ways to open existing documents, create new documents, and saving straight from the keyboard.



Opening a Document

When a document is already open, the key combo "Ctrl-O" can be used to open an additional document.

If this combination is used when Word is first opened, it will also open the section of Word where you can open a document.

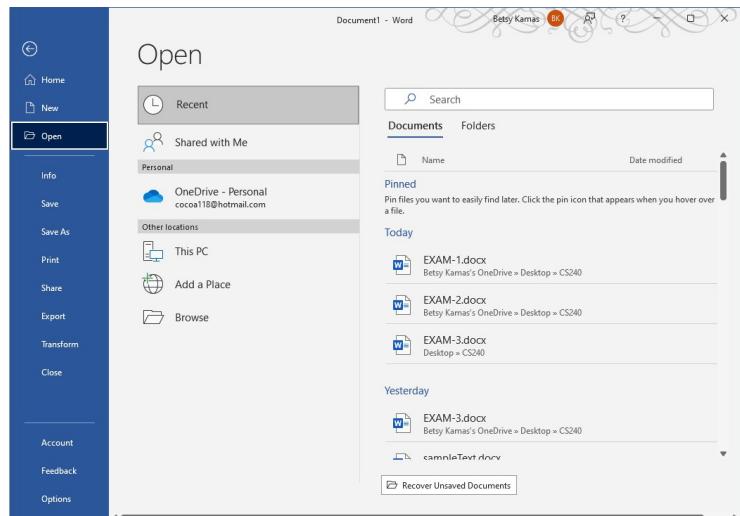


Figure 2.11

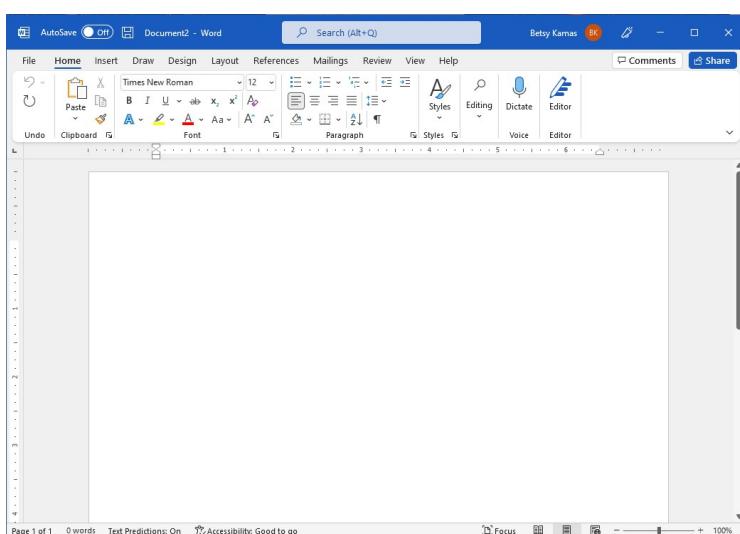


Figure 2.12

Creating a New Document

When a document is already open, the key combo "Ctrl-N" can be used to open an additional blank document in a new window.

If this combination is used when Word is first opened, it will also open the section of Word where you can select from the various new document templates.

Saving the Document

The document can be saved in a few ways. The first way is to click on the File tab, and then clicking "Save As" or "Save". "Save As" occurs when the document has not been saved yet. "Save" occurs at any point after it is first saved.

In order to save from the keyboard, the key combination "Ctrl-S" can be used. This key combination can be used at any point. If it is the first time the document is being saved, then a window will pop up asking where to save the document.

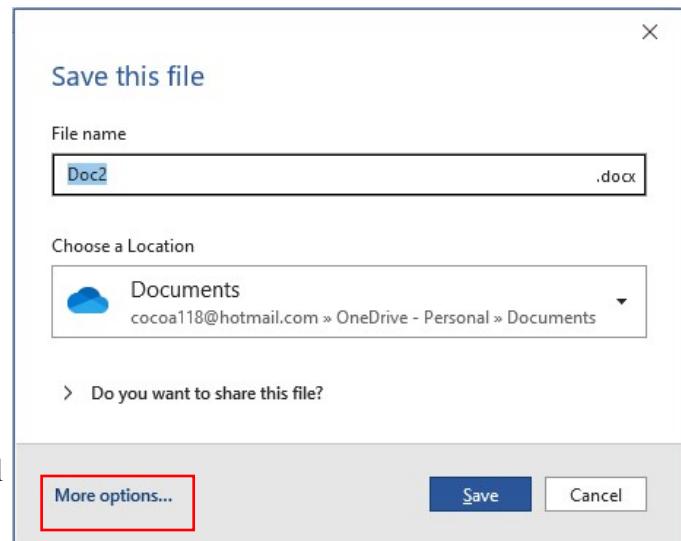


Figure 2.13

If "More options..." is clicked on in the lower left, as illustrated in figure 2.13 above, then the normal Save As location will appear.

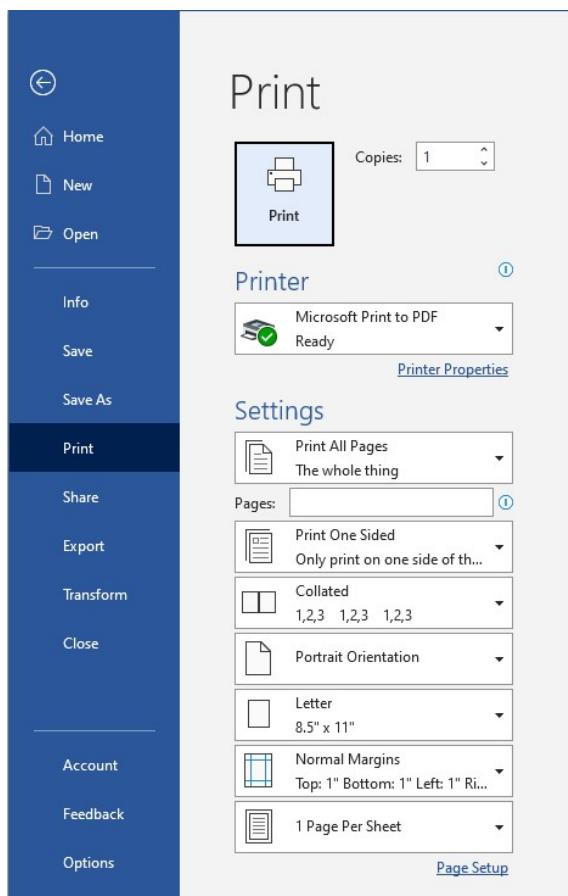


Figure 2.14

Printing a Document

A document can be printed by clicking on the File tab in the upper left of the upper ribbon. From the menu that pops up, "Print" can be selected.

This same area can be reached by using the key combination "Ctrl-P".

Closing a Document

When done with a document in Word, the program can be closed using the "x" button in the upper right of the window.

It can also be done by using the key combination "Ctrl-W".

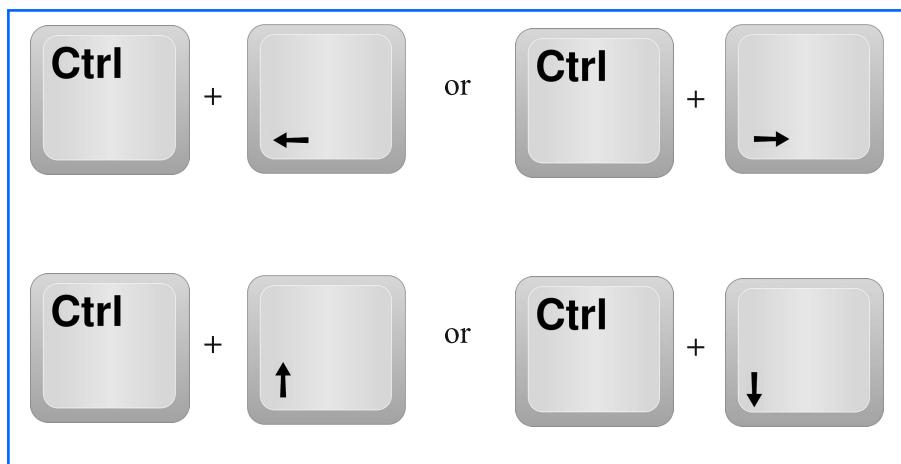
Navigating a Document

Typically, when using a word processing software of some kind, the arrow keys are used to move the cursor without using the mouse. The arrow keys move the cursor one character to the left or right, or one line up or down. This movement can be changed by using the "ctrl" button in conjunction with the arrow keys.



Figure 2.15

The "ctrl" button is typically found within the bottom row of the keyboard (Figure 2.15). Only one of these buttons needs to be pressed when performing the key combinations.



By using the "ctrl" button in conjunction with either the left or right arrow keys, will cause the cursor to move the specified direction by one word.

By using the "ctrl" button with the up or down arrow keys, the cursor will move to the beginning or end of the paragraph depending on the direction specified.

Figure 2.16

There are two other buttons that help to navigate the words in the document. These two buttons are the "home" and "end" buttons. They can be found in the group of six keys right above the arrow keys (Figure 2.16).



Figure 2.17

The "home" button will take the cursor to the beginning of the line of text the cursor is currently on. The "end" button will take the cursor to after the last character that was typed in the line of text.

Highlighting Text

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Figure 2.18

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Figure 2.19

There are a few ways to highlight text in a Word document. One of which is by using the mouse, and using the mouse to click and drag over the text.

Another way is to click multiple times on the text in the document. When the mouse is clicked once, the cursor is moved.

If the mouse is clicked twice in the same location, the entire word is highlighted (Figure 2.18). If it was a symbol or punctuation mark, then that one symbol is highlighted.

When the mouse is clicked three times in the same location, the entire paragraph is highlighted (Figure 2.19).

Another option is to highlight everything on the page at once. This can be accomplished by clicking the "ctrl" button and the "a" button at the same time (Figure 2.20).

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Figure 2.20

The ways to navigate the text mentioned above can be used to highlight text as well. The way that it highlights depends on the location of the cursor. If the cursor is in the middle of the word, it will only start highlighting from that point.

Any of the navigation hacks mentioned above will highlight the text when the key combination is used in conjunction with the "Shift" button. When using the left or right arrow keys alone, it will highlight one character at a time (Figure 2.21).

When using the up or down button with the "Shift" pressed, the line of text will be highlighted from the cursor's location to the line of text directly above or below (Figure 2.22).

When using the left or right arrow keys, "Shift", and "ctrl", the cursor will move from its location and highlight to the side of the word based on the arrow key clicked.

If the up or down arrows, "Shift" and "ctrl" buttons are all used together, the cursor location to either the beginning or the end of the paragraph is highlighted (Figure 2.23).

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Figure 2.22

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Figure 2.21

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Figure 2.23

Customizing the Font

There are a lot of characteristics that fonts possess. The size, alignment, and various formatting, can all be changed from the keyboard. The following can be used before typing, or after typing as long as the text is highlighted prior.

Within the Home ribbon, there is a subsection for the Fonts toolbar. Underneath the font name, there are options to bold, italicize, underline, strikethrough, superscript, and subscript the text.



Figure 2.24

Table 2.1

	Windows	MacOS
bold	Ctrl-B	Command-B
italicize	Ctrl-I	Command-I
underline	Ctrl-U	Command-U

There are different options that come with underlining font. However, they cannot be achieved through the keyboard. The arrow next to the U will allow you to choose the style of the underline itself (Figure 2.19).

Superscript and subscript are not as commonly used, and many do not realize where to find this option. The subscript is the first x with a 2, and superscript is the second one.

Table 2.2

	Windows	MacOS
Superscript	Ctrl-Shift-+	Ctrl-Shift-Command-+
Subscript	Ctrl-=	Ctrl-Command- -

Note: The plus sign comes from the key with the "=" sign on it as well.

All of these font customizations can be turned off by performing the same key combination that activated them in the first place.

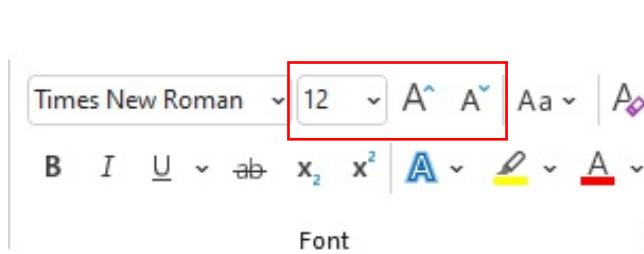
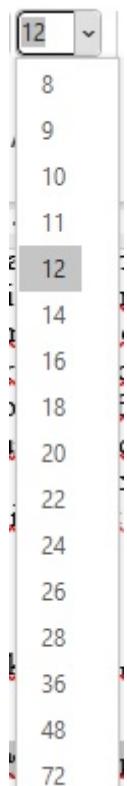


Figure 2.25

The font size can also be changed from the keyboard as well. From the Font toolbar, the font can be changed in 3 ways, and can be seen in figure 2.25. The first is through the number right next to the font name.

That will change the size to whatever is specified automatically.



The first "A" will increase the font size to the next size within the predefined font sizes seen in figure 2.26. This can be done on the keyboard by using the key combination "Ctrl-Shift->".

Note: this is the greater than sign not the right arrow key.

To increase the font size by exactly one point, use the key combination "Ctrl-["

Likewise, the second "A" will decrease the size by one of the preset font sizes. This can be done using the key combination "Ctrl-Shift-<". Note: this is the less than sign, not the left arrow key.

To decrease the font by exactly one point, use the key combination "Ctrl-]".

Figure 2.26

Copying, Cutting, and Pasting

There are many different things that can be done while in Word. One of the most common things is copying and pasting. Another option that goes hand in hand with these two is cutting. The difference between copying and cutting is simple, but important. Copying involves highlighting a set of words, and those words stay in their original location, while also being part of the clipboard. Cutting involves highlighting a set of words, however, they are removed from their original location. The words can only be found on the clipboard. Pasting will take whatever is on the clipboard and place it where ever the cursor is.

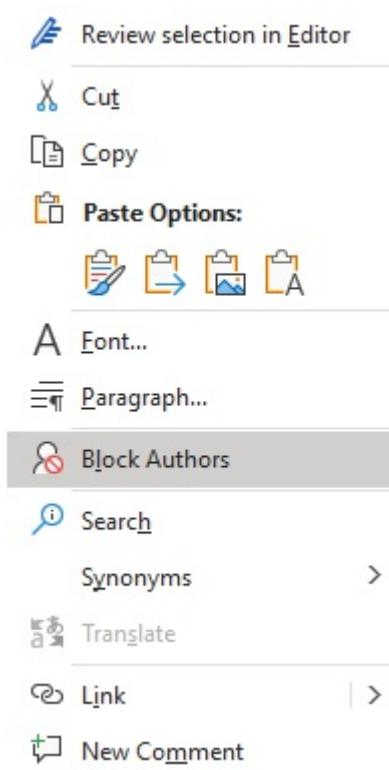


Figure 2.27

One way that cutting, coping, and pasting can be done is by using the mouse. There are two different ways it can be accomplished with the mouse. One way is to right-click on the highlighted text, and select from the options (Figure 2.10). One thing to note is that there are multiple different options for pasting.

Let's take for example a bulleted list shown in figure 2.28 being pasted in each of the following ways. The original is typed in a document using 14pt Century Gothic font, and is being placed into a document with a 12pt Times New Roman.

The first one will copy the text exactly as it is from the original place it was copied. It will be placed in the new document with the same exact style that existed in the first document. It can be chosen by clicking on it or pressing the "K" button when the menu in Figure 2.27 is up on the screen.

Figure 2.27 and 2.28 are identical due to this type of pasting.

Some sample Text

- Example 1
 - Example 1.1
- Example 2
 - Example 2.1
 - Example 2.1.1
 - Example 2.2

Figure 2.28

Some sample Text

- Example 1
 - Example 1.1
- Example 2
 - Example 2.1
 - Example 2.1.1
 - Example 2.2

Figure 2.29

```

Some sample Text
• Example 1
    ○ Example 1.1
• Example 2
    ○ Example 2.1
        ■ Example 2.1.1
    ○ Example 2.2

```

Figure 2.30

The third option will paste in what was copied as an image. So the contents of it will be uneditable. It can be picked by clicking on it or by pressing the "U" button when the menu is open.

In this case, Word is using the Black Office theme. This makes it hard to view the contents, because the font will appear white in this mode although the font color is set to black. When the font is converted to an image, the font color will change to the color it is actually supposed to be.

```

Some sample Text
• Example 1
○ Example 1.1
• Example 2
○ Example 2.1
□ Example 2.1.1
○ Example 2.2

```

Figure 2.32

The other way text can be copied, cut, or pasted with the mouse is by navigating to the ribbon at the top of the page. On the far left there is an area called the clipboard. After the text has been highlighted in some way, copy or cut can be chosen here. Cut is denoted by scissors, and copy is denoted by two pieces of paper on top of one another. After choosing between copy and cut, place the cursor where you want the text to go and then click the paste button, which shows up as a paper on top of a clipboard.

The paintbrush deals with copying and pasting styles. It can be used to pick up a certain font style from one area, and then applied to the highlighted text. Select the font style you want to copy by highlighting, and then clicking on the paintbrush shown in figure 2.34, or by using the key combination "Ctrl-Shift-C".

The second option merges the formatting of the two documents. For example, say you are copying a bulleted list. When this option is picked, the bulleted list format will stay but the font type and style will match that of the new document. It can be chosen by clicking on it or pressing the "M" key when the menu is open after right clicking within the document.

As you can see in figure 2.30, the format of the bulletts match, however the font between the source and destination do not match. This is makes it easier to pull from multiple documents into one, and have it look homogenous.

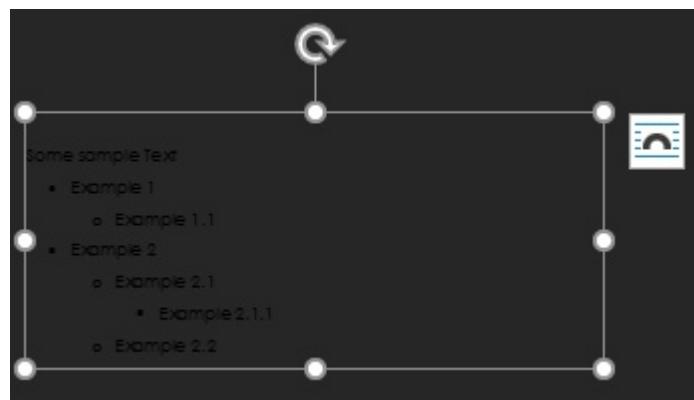


Figure 2.31

The last option keeps the text only. It will not keep the formatting the same as the original document, but it will match the new locations font style and size. It can be chosen by clicking on it within the menu or by pressing "T".

Pasting in this way changed the format of the text completely. The content stayed the same, but style completely changed.



Figure 2.34

If the paintbrush icon is selected, as soon as the text is highlighted, the style will be applied. If "Ctrl-Shift-C" is used, the text that we wish to change needs to be highlighted, and then the key combo "Ctrl-Shift-V" should be applied.

The last way to cut, copy, or paste is through the keyboard. To cut, use the key combination "Ctrl-X", to copy use "Ctrl-C", and to paste is "Ctrl-V". These are typically the universal key combinations in many different software programs for editing and within browsers.

When pasting using "Ctrl-V", there will be a box underneath what was just pasted, typically on the right hand side if it was a lot on content. This box shows the clipboard and paper icon for pasting. If clicked on, it will show the different ways to paste we talked about earlier. Underneath the options, is a button to "Set Default Paste...". If this is clicked, the Word Options Dialogue box will open, and the copy, cut, and paste options can be found a little down the page (Figure 2.35).

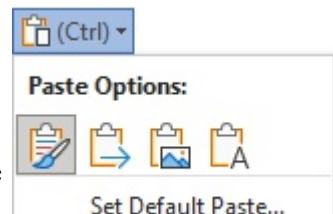


Figure 2.35

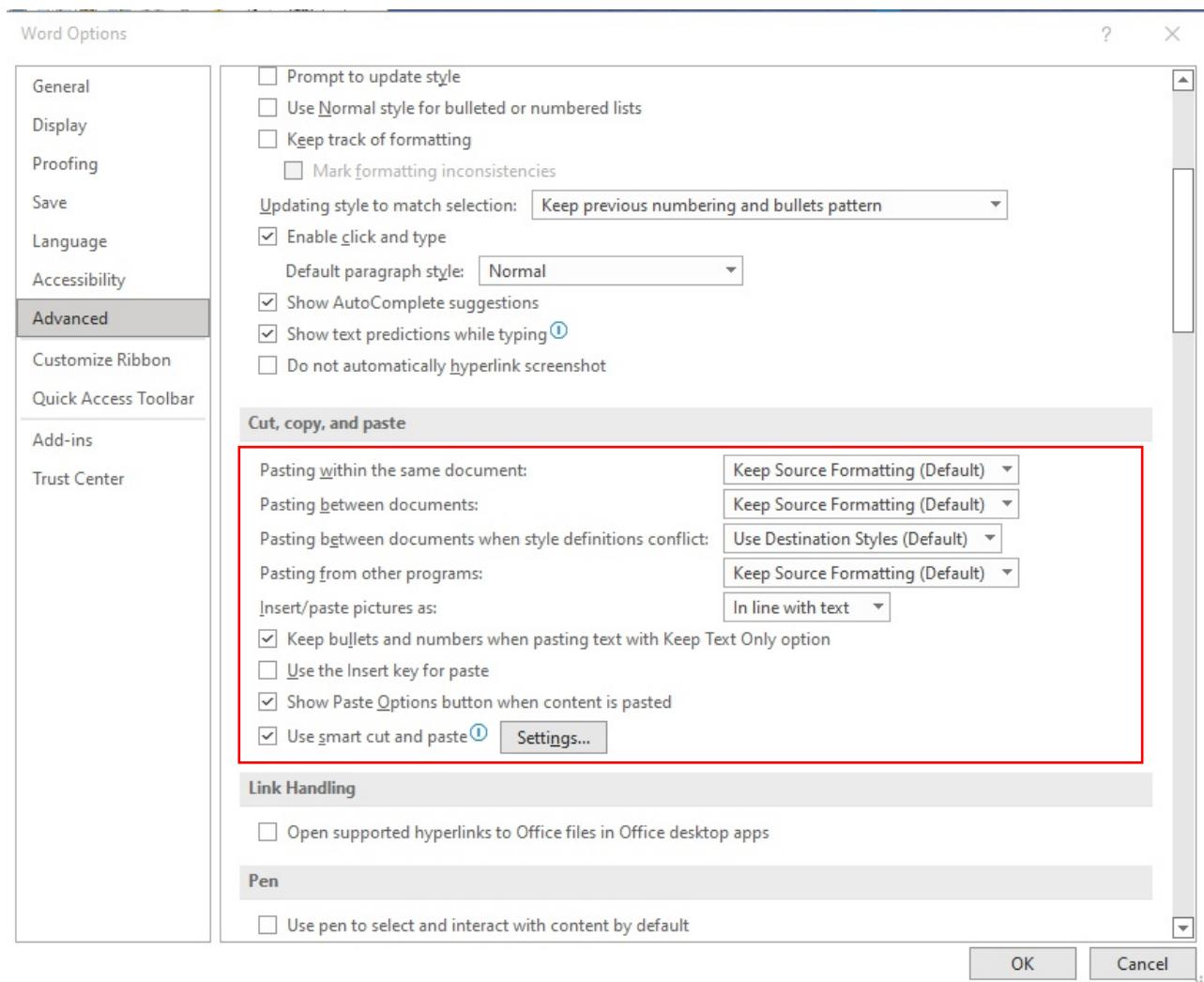


Figure 2.36

These can be picked based on user preference. Once decided, click on the "OK" button and then the paste default will be changed.

Aligning Text

Typically, the alignment is changed by the icons within the paragraph tollbar of the Home Ribbon.

Alignment can be changed from the keyboard as well.

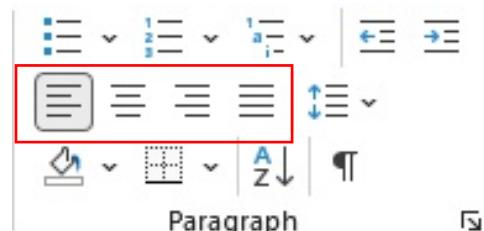


Figure 2.37

If the text is already contained within the document, start by highlighting the words.

If the text has not yet been typed, perform the following key combination to start typing in the alignment.

To left align: Ctrl-L

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Figure 2.38

To center: Ctrl-E

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Figure 2.39

To right align: Ctrl-R

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Figure 2.40

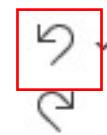
To justify: Ctrl-J

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Figure 2.41

Undoing Text

When typing or rearranging items in the document, accidents can happen. One of the biggest problems that can occur is when text is highlighted accidentally and it is deleted, otherwise known as overtyping. One way to fix this is by navigating to the top of the document, and clicking the undo button.



The other way to fix this is by using the key combination "Ctrl-Z".

Undo

Figure 2.42

Redoing Text



Sometimes, when clicking undo, much more can be undone than originally intended. There is a way to get that data back. One way is by clicking the redo button which is directly underneath the undo button.

Undo

Figure 2.43

The other way is by using the key combination "Ctrl-Y".

Finding Text

One of the most aggravating things is when a document is open, and there is an element there, but it is hard to find. Or there is a numerous amount of the same word or phrase, and they all need to be located. One solution to this is to search the document for it.

This can be done by using "Ctrl-F". A pane on the left side of the screen will appear.

Within this there is a search bar that can be used to enter the word or phrase being searched for.

As soon as a character is pressed, every instance of that character is highlighted. It will highlight for every match that exists within the document.

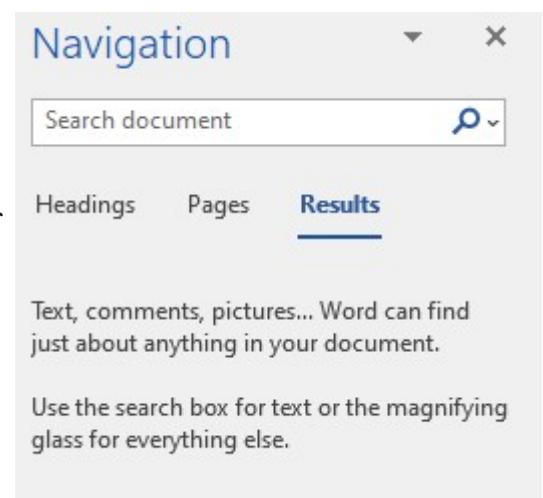


Figure 2.44

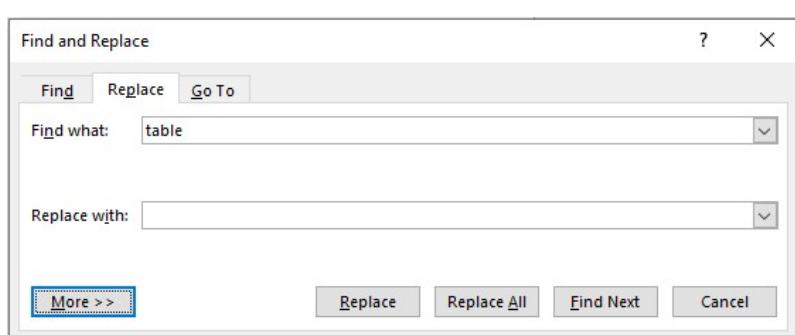


Figure 2.45

Replacing Text

Besides searching for text, certain words and phrases can be replaced as well.

In order to do this, start by using the key combination "Ctrl-H". This will cause a window to open.

After typing in the word or phrase being searched for, and the phrase or word it is being replaced with, click on the "Find Next" button. This will take you to the location of the word or phrase.

From here, if the location is one that requires replacing, click on the "Replace" button.

If all instances of the word or phrase need to be replaced, click on the "Replace All" button.

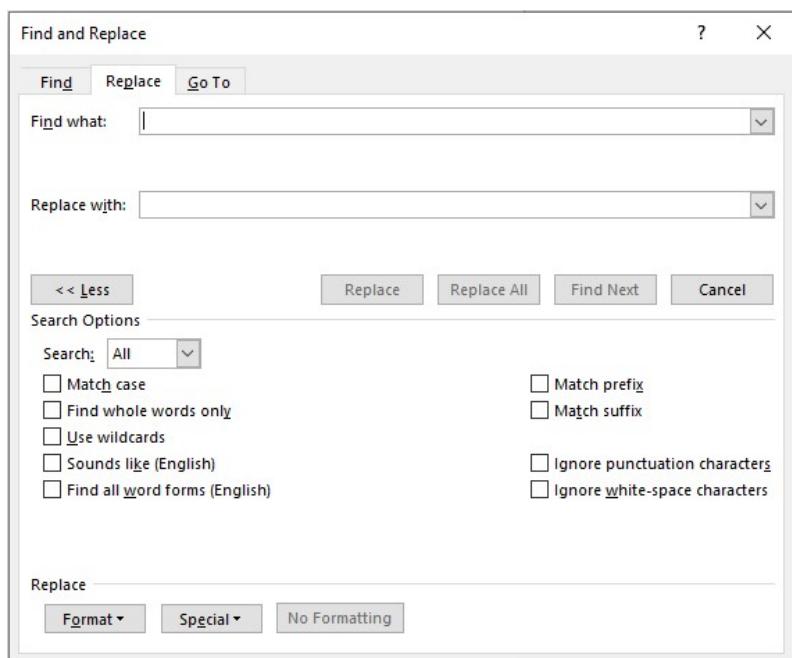


Figure 2.46

Within the default window, there are no search constraints. However, if you click on the "More >>" button, a list of options will be available to help to narrow the search as needed. These options can be seen in the figure to the left.

In addition to these many document shortcuts, there are more key combinations that help to insert special characters into the document.

Using Special Character Shortcuts: Windows

When typing anything on the computer, the characters that we type are based on Unicode and ASCII code for it. The most common letters and characters we use are on the keyboard. The more uncommon ones are typically found somewhere within the word processing program. However, by entering a special combination of characters, we can insert it in the document without needing to search for it.

A special character can be found hidden within the Insert Ribbon. All the way over on the right side, there is a section of the toolbar for Symbols. In that section, there is a portion that says "Symbol" with a drop down arrow (Figure 2.48).

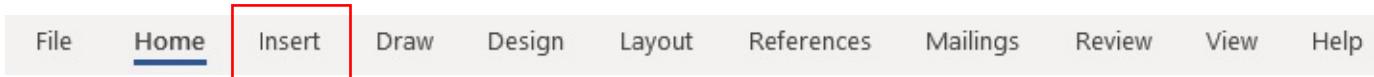


Figure 2.47

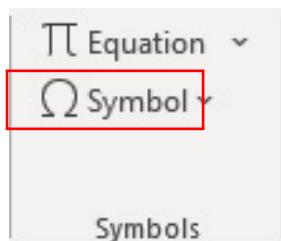


Figure 2.48

From here, when clicked on there will be a few common symbols to click on and insert into the document (Figure 2.48).

If "More Symbols" is clicked on, a new window, as seen in figure 2.49, will open and show many more symbols that can be added to the document.

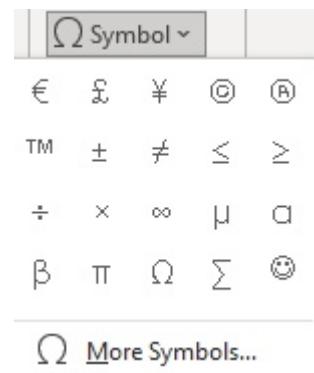


Figure 2.49

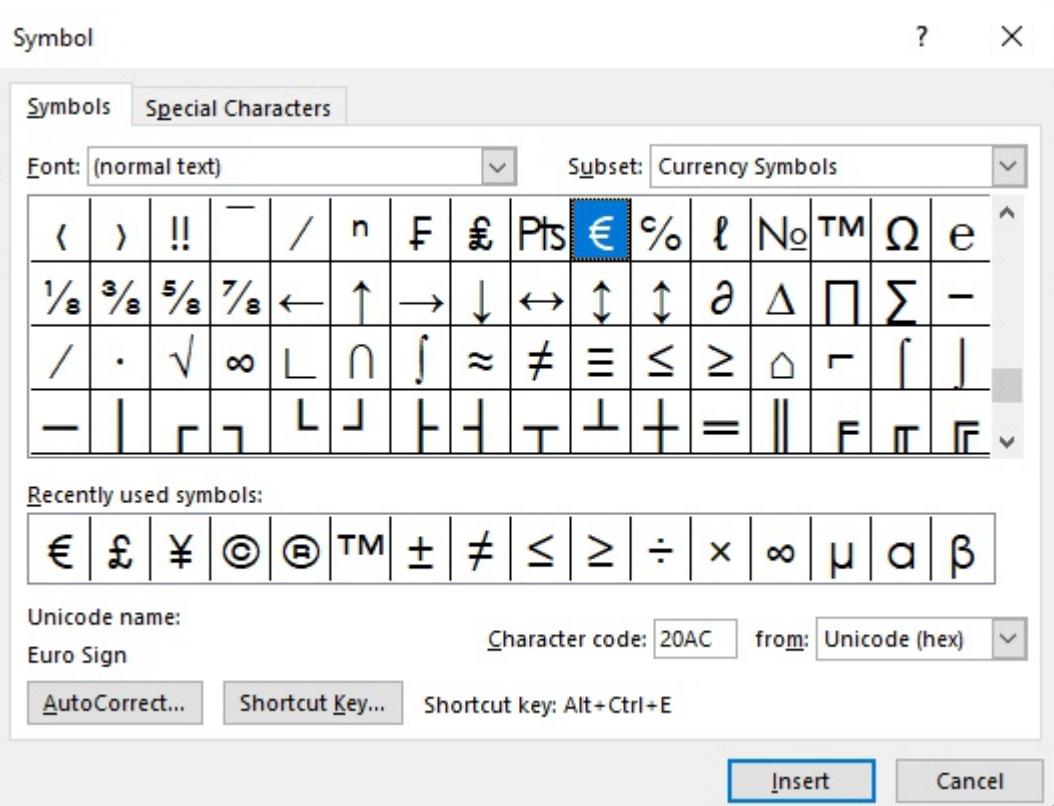


Figure 2.50

These characters can also be entered by using the "Alt" key in conjunction with a specific number combination. The next page has table 2.3 highlighting the most common ones and their code within the Windows Word environment.

Table 2.3

Description	Key Combination	Symbol
Euro Currency	Alt-0128	€
Three Dots Continuation	Alt-0133	...
Dagger	Alt-0134	†
Intermediate (A Tilde)	Alt-0152	~
Trademark	Alt-0153	™
Down Exclamation Point	Alt-0161	¡
Cent	Alt-0162	¢
Pound	Alt-0163	£
Pipeline with a Break	Alt-0166	⋮
Double Less Than	Alt-0171	«
Degree	Alt-0176	°
Plus or Minus	Alt-0177	±
Power of 2	Alt-0178	²
Power of 3	Alt-0179	³
Micron	Alt-0191	µ
Paragraph	Alt-0182	¶
Double Greater Than	Alt-0187	»
Down Question Mark	Alt-0191	՞
Square Root	Alt-8730	√
Infinity	Alt-8734	∞

Not only are there special characters, but there are also letters that have the special characters on them in other languages. We can also place these into the Word document as well. The Windows key combinations can be seen in table 2.4 on the next page.

Table 2.4

Uppercase Acute: Á Alt-0193 É Alt-0201 Í Alt-0205 Ó Alt-0211 Ú Alt-0218 Ý Alt-0221	Lowercase Acute: á Alt-0225 é Alt-0233 í Alt-0237 ó Alt-0243 ú Alt-0250 ý Alt-0253
Uppercase Umlaut/dieresis: Ä Alt-0196 Ë Alt-0203 Ï Alt-0207 Ö Alt-0214 Ü Alt-0220 Ŷ Alt-0159	Lowercase Umlaut/dieresis: ä Alt-0228 ë Alt-0235 ï Alt-0239 ö Alt-0246 ü Alt-0252 ÿ Alt-0255
Uppercase Grave: À Alt-0192 È Alt-0200 Í Alt-0204 Ò Alt-0210 Ù Alt-0217	Lowercase Grave: à Alt-0224 è Alt-0232 í Alt-0236 ò Alt-0242 ù Alt-0249
Uppercase Circumflex: Â Alt-0194 Ê Alt-0202 Î Alt-0206 Ô Alt-0212 Û Alt-0219	Lowercase Circumflex: â Alt-0226 ê Alt-0243 î Alt-0238 ô Alt-0244 û Alt-0251
Uppercase Cedilla: Ç Alt-0199	Lowercase Cedilla: ç Alt-0231
Uppercase Tilde: Ã Alt-0195 Ñ Alt-0209 Ӧ Alt-0213	Lowercase Tilde: ã Alt-0227 ñ Alt-0241 Ӧ Alt-0245

Using Special Character Shortcuts: MacOS

The way to get these letters and characters are slightly different within the MacOS environment. These key combinations can be seen in table 2.5 below. Note: "the letter" is whatever letter is desired with the accent applied to it.

Table 2.5

Actue (á, é, í, ó, ú, ý):
Option-E, "the letter"

Umlaut/dieresis(ä, ö, ü, ÿ):
Option-U, "the letter"

Grave (à, è, ì, ò, ù):
Option-` , "the letter"

Circumflex(â, ê, î, ô, û):
Option-I, "the letter"

Cedilla(ç):
Option-C

Tilde (ã, õ, ñ):
Option-N, "the letter"

The key combination to the left is known as using dead keys. There is another way to do this.

When typing, if the letter that the accent is needed on is held down, a pop up will appear. This pop up will have a list of different accents that letter can have (Figure 2.51).



Cafe

Figure 2.51

Below are the locations for more special characters within the Mac environment. These can be achieved by clicking "Option-Shift".

The image below shows the keyboard layout in the Mac environment. The upper symbol on each of the keys can be achieved by pressing "Option-Shift" and then the corresponding letter key on the keyboard. The lower symbol can be achieved by using the "Option" key and the letter.



Figure 2.52

Below is a list of all the MacOS Equivalents to the previously mentioned keyboard shortcuts in the Windows Environment.

Table 2.6

Save	Command-S
Print	Command-P
Close	Command-W
Find Text	Command F
Select All	Command-A
Undo	Command-Z
Redo	Command-Y
Cut	Command-X
Paste	Command-V
Center Align	Command-E
Left Align	Command-L
Right Align	Command-R
Justify	Command-J
Find and Replace	Control-H

Glossary

A

Alignment - How text is positioned between the margins.

ASCII - Abbreviated from American Standard Code for Information Interchange, is a character encoding standard for electronic communication that most encoding schemes are based on.

B

Blank Document - A new blank document opens each time you start word. The word document has a temporary name, such as document 1. When you finish typing in the document, you can save it with a new name.

Bullets - Any small character that appears before a listed item.

Bullets & Numbering - A feature that allows the user to create bulleted or numbered paragraphs.

C

Case - It refers to whether letters are capitalized or not.

Click and type - A useful feature that you can use to quickly insert text or other items into a blank area of a document.

Clipboard - A temporary storage place in memory.

Columns - Appear vertically in a worksheet and are identified by letters at the top of the worksheet window.

Copy - Copies text or graphic from a document and places it on the clipboard.

Copy & Paste - A method of copying text or a graphic.

Cut - Deletes text or graphic from a document and places it on the clipboard.

Cut & Paste - A method of moving text or a graphic.

D

Document - A written or printed paper that contains information.

Double Spacing - This has a full blank line between each line of text.

Double-clicking - Clicking the left mouse button twice rapidly.

Drag and Drop - A quick method to copy or move text a short distance.

E

Edit - To add, delete, or modify text or other elements of a file.

F

Find and Replace - Useful editing commands that let you find specific words in a document and replace them if you wish.

Font Size - Determined by measuring the height of characters in units called points.

Font Style - Certain standard changes in the appearance of a font.

Fonts - The appearance of a character distinguished by typeface and size.

Footer - a printed note placed below the text on a printed page.

Footnote - A printed note or definition placed below the text at the bottom of the page.

Format - The way text appears on a page.

Formatting Toolbar - Contains buttons for changing character and paragraph formatting, such as alignment and type styles.

G

Graphics - A line, circle, or box that has been created, or an image or illustration that is imported into the publication.

H

Hanging Indent - a paragraph format in which the first full line of text is not indented but the following lines are indented.

Headers - text that is printed at the top of each page.

Hotkeys - a keyboard shortcut that is a series of one or several keys to quickly invoke a software program or perform a preprogrammed action.

I

Icons - Small pictures to remind you of each button's function.

Insertion Point - It shows where text will appear when you begin keying. Otherwise known as the cursor.

L

Landscape Orientation - Documents are wider than they are long.

Left-aligned - flush with left margin with ragged right edge.

Line Spacing - The amount of space between lines of text.

M

Margins - The distance between the edge of the text in the document and top, bottom, or side edges or the page.

Menu - List of options from which to choose.

Menu Bar - Located directly below the title bar, contains menu titles from which you can choose a variety of word processing commands.

Merge - A feature that combines a data document with a main document to mass-produce personalized letters or other documents.

Microsoft Word - software produced by the microsoft company to produce text document such as letters, essays, resumes, reports etc.

N

Nonbreaking Hyphen - Use this if you want to make sure that text separated by a hyphen doesn't divide over two lines.

O

Overtype Mode - The text you key replaces existing text.

P

Page Break - The location in a document where one page ends and another begins.

Paste - Procedure that retrieves text or graphic from the clipboard and allows the user to place it in another location in a document.

Point Size - Measures the height of characters.

Points - Height of characters in units.

Portrait Orientation - Documents are longer than they are wide.

Q

Qick Access Toolbar - A toolbar located in the upper-left corner of the program window, which displays the Save, Undo, and Repeat buttons by default but can be customized to include any command.

R

Ribbon - an area at the top of an office program window that contains commands for working with the open file; the commands are organized under tabs.

Right-aligned - flush with right margin with ragged left edge.

Right-clicking - Clicking the right mouse button one time.

Ruler - Located beneath the toolbar, you can quickly change indentations, tabs, and margins.

S

Scroll Bars - Located at the bottom and right sides of the window, allows you to move quickly to other areas of the document.

Selecting - Highlighting blocks of text.

Shift-clicking - Holding down the shift key while clicking the mouse.

Single Spacing - The default line spacing in Word.

Styles - sets of formatting specifications.

T

Table - A series of columns and rows in which data is entered, formatted, and organized.

Taskbar - Located at the bottom of the screen. It shows the Start button, and all open programs.

Template - A designed and formatted document on which new documents are based.

Triple-clicking - Clicking the left mouse button three times rapidly.

U

Undo Button - A button on the Quick Access toolbar that you can click to undo (or reverse) your last action.

Unicode - a universal character encoding standard. It defines the way individual characters are represented in text files, web pages, and other types of documents. Unicode was designed to support characters from all languages around the world.

V

View Buttons - Located at the lower left corner of the document window, it allows you to quickly change views.

W

Word Processing - A software application that uses a computer and software to create, edit, and print text-based documentation such as letters, reports, and memos.

Terms taken in part from <https://quizlet.com/12787671/microsoft-word-vocabulary-terms-flash-cards/> and <https://www.quia.com/jg/1203513list.html>.

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