

Seven Useful Microsoft Word Features

Contents

Chapter 1. Add Watermarks.....	3
How to Add Watermarks in Your Word Docs.....	3
Chapter 2. Protect Documents wit a Password.....	5
How to Protect Documents with a Password.....	5
Chapter 3. Sign your Name.....	7
How to Sign Your Name in a Word Document.....	7
Chapter 4. Smart Lookup for Unfamiliar Words or Phrases.....	8
How to Look Up Unfamiliar Words or Phrases.....	8
Chapter 5. Paste Copied Text.....	11
What is the Clipboard tool in Microsoft Word?.....	11
How to Paste Copied Text in a Word Document.....	11
Chapter 6. Write with No Distractions.....	13
How to Write with No Distractions.....	13

Chapter 1. Add Watermarks

How to Add Watermarks in Your Word Docs

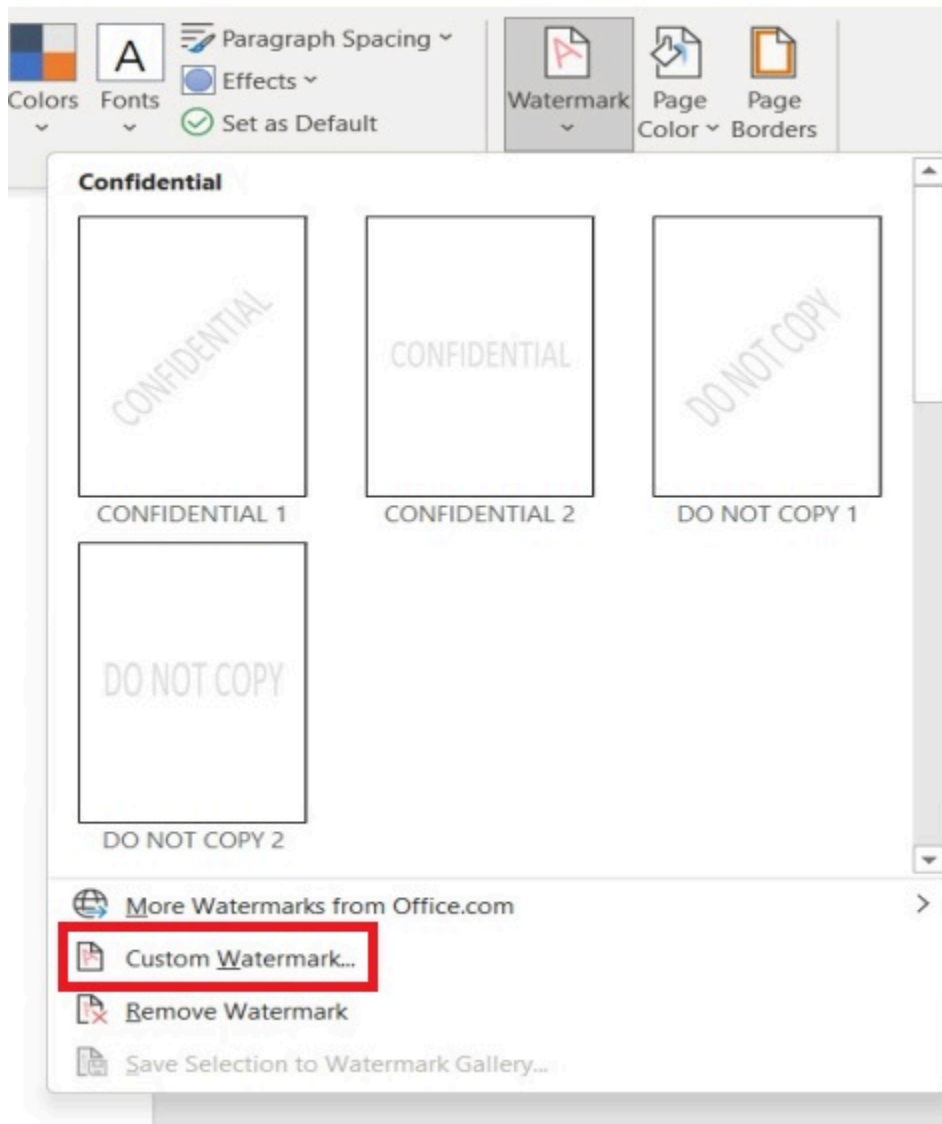
Here you will find out how to add watermarks in Microsoft Word documents.

1. On the *Design* tab, select *Watermark*.



2. The *Watermark* menu opens and offers some ready-made watermarks such as "Confidential" or "Do not Copy". Choose the one you prefer.

3. If you want to use your own design, click on *Custom Watermark*, and add the logo or text you want.



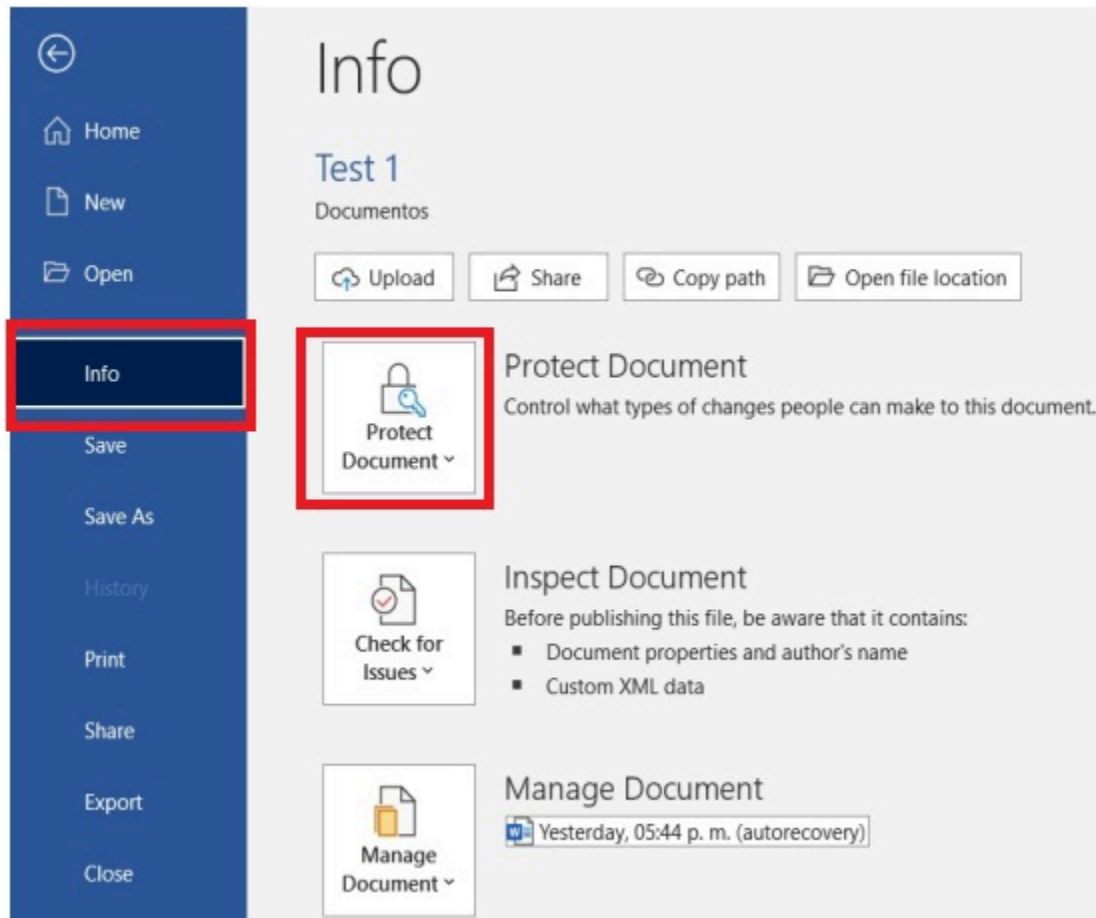
You have added a watermark to your Microsoft Word document.

Chapter 2. Protect Documents with a Password

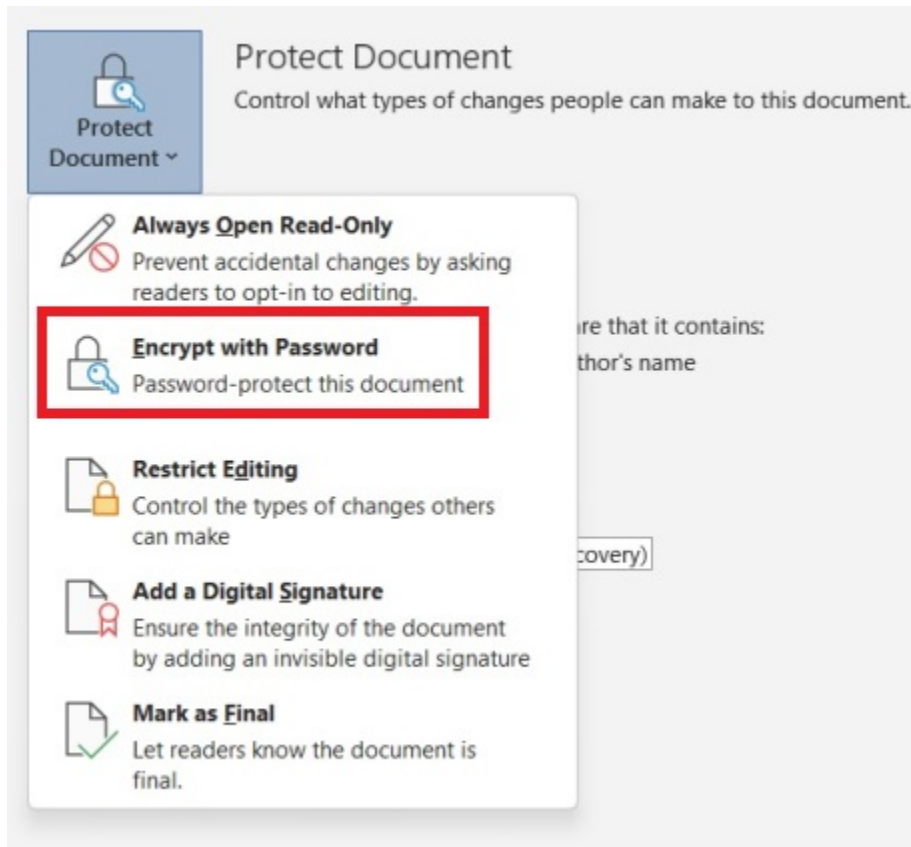
How to Protect Documents with a Password

In case of secret business documents or personal documents with private information, it makes sense to protect the contents of Word documents with a password. In this section, you will learn how to do it.

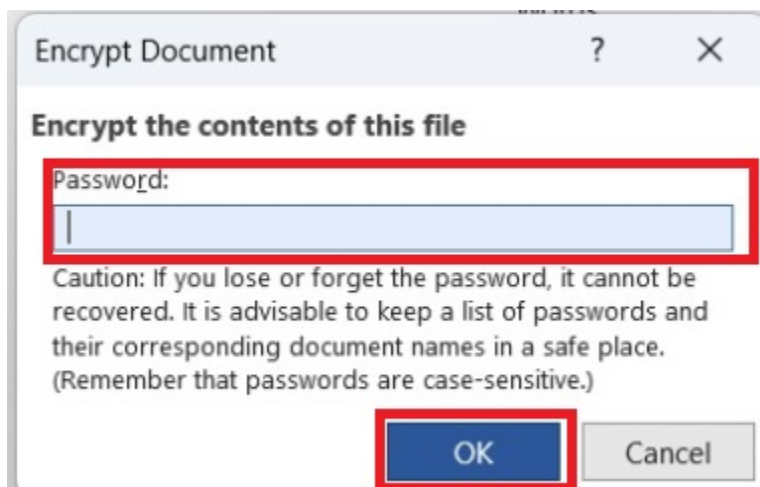
1. On the *File* tab, go to *Info*, and then *Protect Document*.



2. A dropdown menu opens. Click on *Encrypt with Password*.



3. An *Encrypt Document* dialogue box opens for you to type your password. Then, hit *Ok*.



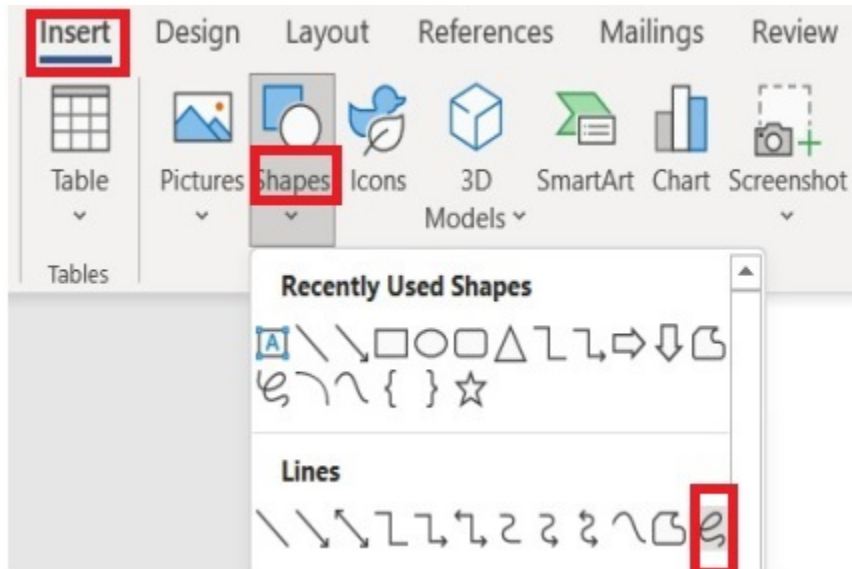
Your Word document is password-protected.

Chapter 3. Sign your Name

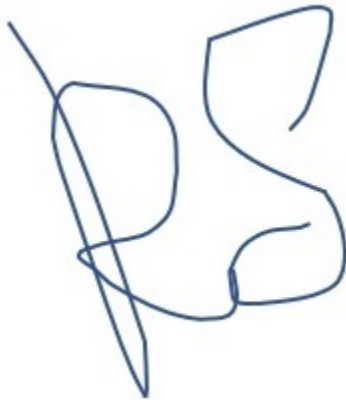
How to Sign Your Name in a Word Document

Learn how to add your signature in a Microsoft Word document.

1. First, click on the *Insert* tab above the toolbar. Next, in the *Lines* section of the *Shapes* dropdown menu, click on *Scribble*.



2. After you click on *Scribble*, your cursor turns into a drawing tool. Finally, drag your mouse to sign your name.



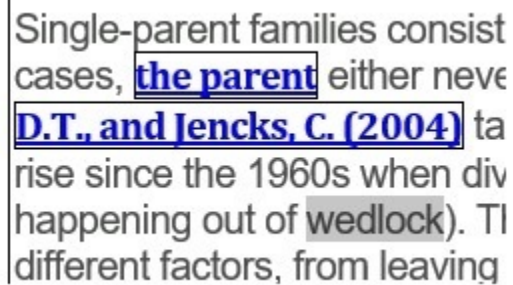
You have signed your name in your Word document.

Chapter 4. Smart Lookup for Unfamiliar Words or Phrases

How to Look Up Unfamiliar Words or Phrases

Whenever you don't know the meaning of a word or phrase, you can resort to the Smart Lookup feature of Microsoft Word to check it. In this section, you will find out how.

1. Select the word or phrase.



The screenshot shows a document with the text: "Single-parent families consist cases, **the parent** either neve **D.T. and Jencks, C. (2004)** ta rise since the 1960s when div happening out of wedlock). TI different factors, from leaving". A tooltip is displayed over the phrase "the parent", showing a definition: "a person who is responsible for the care and upbringing of a child". The tooltip also includes a citation: "D.T. and Jencks, C. (2004)".

2. Right-click the selected term, then choose *Search*.

2. Single parent

Single-parent families or cases, the parent either

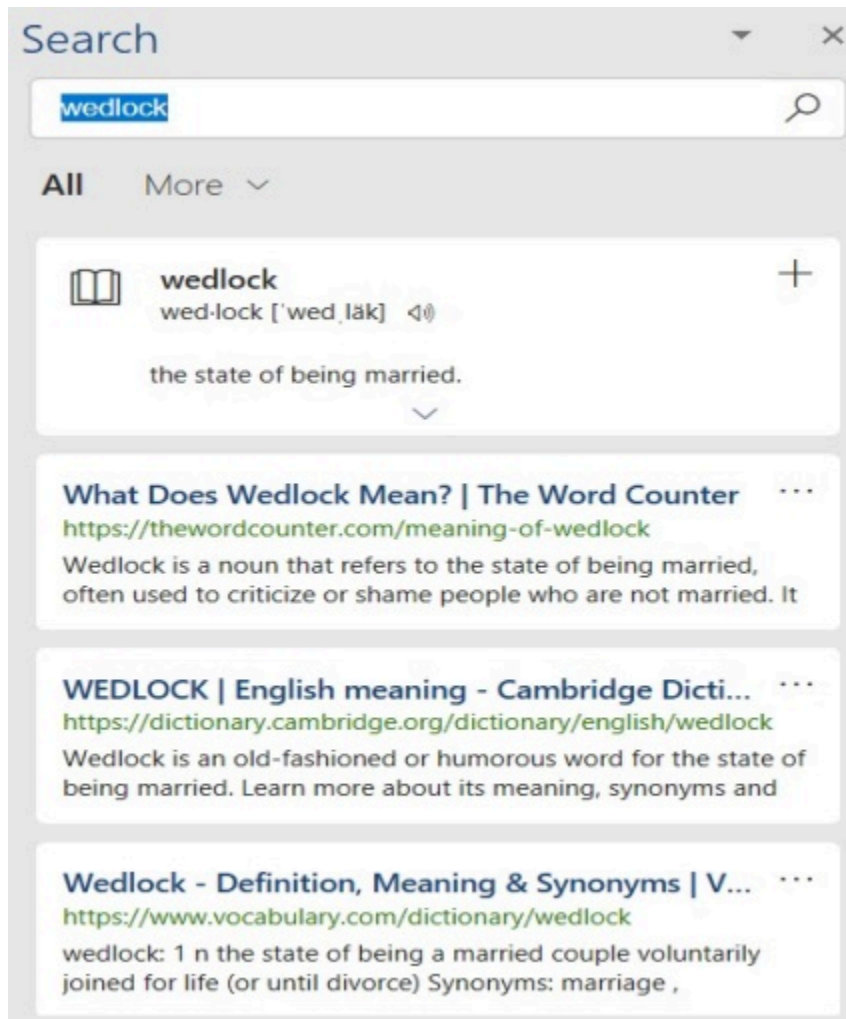
D.T., and Jencks, C. (200

rise since the 1960s when divorce rates started going up (and so did birth happening out of wedlock).

different factors, from less being independent and presence of a spouse or

A screenshot of the Microsoft Word interface. The text 'Single-parent families or cases, the parent either D.T., and Jencks, C. (20 rise since the 1960s when divorce rates started going up (and so did birth happening out of wedlock). These changes could be du different factors, from less gender roles to feeling con being independent and ising a child, regardless of presence of a spouse or' is visible. The word 'wedlock' is highlighted. A context menu is open over the word, showing options: Cut, Copy, Paste Options, Font..., Paragraph..., Search 'wedlock' (highlighted with a red box), Synonyms, Translate, Link, and New Comment.

3. The results pane opens showing more information about that word or phrase, including definitions, Wikipedia articles, and top related searches from the web.



You are able to learn the meaning of a particular word or phrase.

Chapter 5. Paste Copied Text

What is the Clipboard tool in Microsoft Word?

Here you will find out about the Clipboard tool in Microsoft Word.

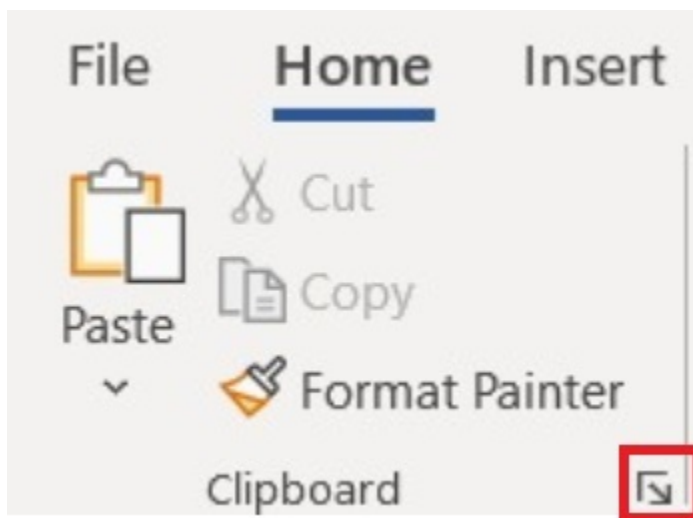
The Clipboard tool allows you to insert portions of text, like names, addresses, instructions, etc. in a Word document, instead of cutting or copying and pasting.

The clipboard in Microsoft Word holds up to 24 items at one time. This means that all of those things you cut or copied throughout the day are just a click away.

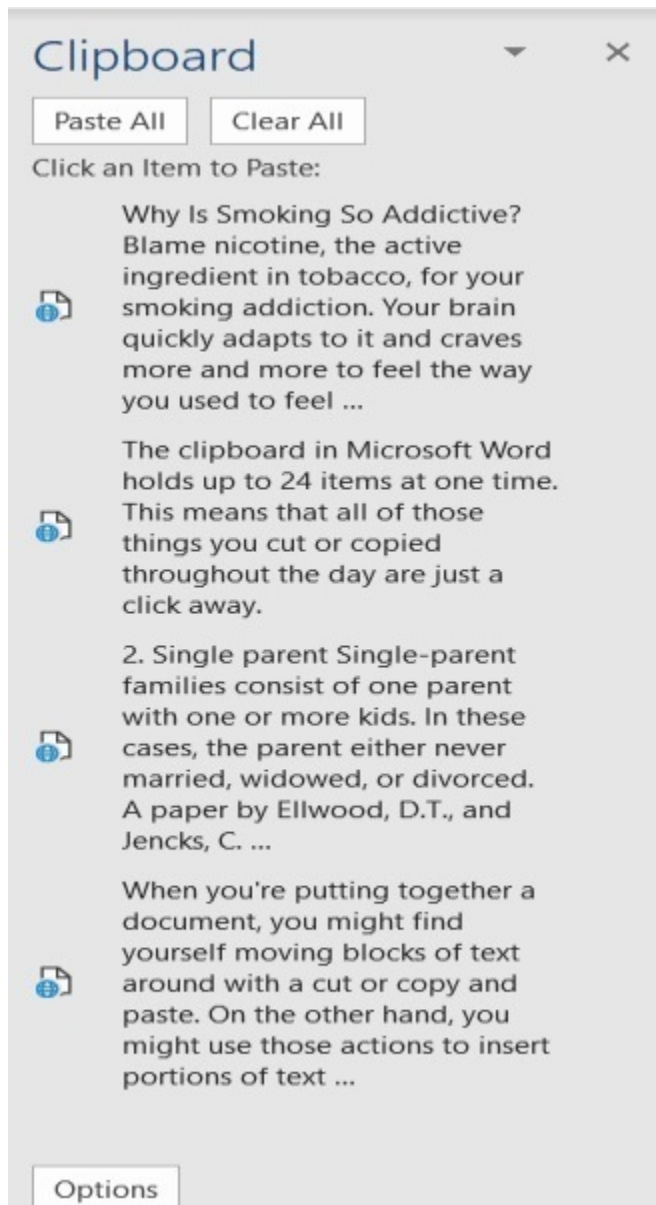
How to Paste Copied Text in a Word Document

Here you will learn how to paste copied portions of text, that is, how to reuse clipboard items that you copied or cut throughout the day.

1. Go to the *Home* tab and click the arrow on the bottom right of the *Clipboard* section of the ribbon.



2. The clipboard history displays in a side pane on the left. From there, you can review the items, select one to reuse it, paste them all, or clear the history.



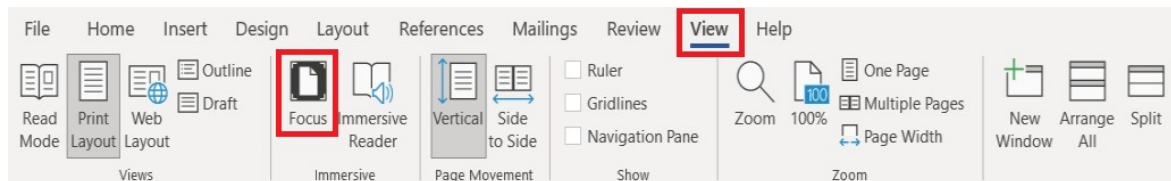
You can reuse portions of text without copying or cutting and pasting.

Chapter 6. Write with No Distractions

How to Write with No Distractions

Here you will find information about *Focus*, a Word feature that allows to write your documents using your full attention.

1. Go to the *View* tab.
2. Hit *Focus*.



Why Is Smoking So Addictive?

Blame nicotine, the active ingredient in tobacco, for your smoking [addiction](#). Your [brain](#) quickly adapts to it and craves more and more to feel the way you used to feel after smoking just one cigarette.

Over time, your [brain](#) learns to predict when you're going to smoke a cigarette. You feel down and [tired](#), so you think, "I need a cigarette," and the cycle starts again.

But it's not just about [brain](#) chemistry. Certain situations make you want to smoke. Everyone's triggers are different. Yours might include the smell of cigarette smoke, seeing a carton of cigarettes at the store, eating certain foods, or drinking your morning [coffee](#). Sometimes just the way you feel (sad or happy) is a trigger. One of the biggest keys to quitting smoking is spotting the triggers that make you crave smoking and trying to avoid them.

What Should I Do First?

Your first days of not [smoking](#) will be the hardest. Pick a date to [quit smoking](#) and then stick to it. Write down your reasons for quitting before your quit day, and read the list every day before and after you quit.

Come up with a quit plan. It will help you stay focused and motivated. Here are [some ideas to get started](#):

- Write down when you smoke, why you smoke, and what you're doing when you smoke. These are your [smoking](#) triggers. You need to avoid these as often as possible going forward.
- [Stop smoking](#) in certain situations (such as during your work break or after dinner) before actually quitting.
- Make a list of activities you can do instead of smoking, like taking a brisk walk or chewing a piece of gum. You have to be ready to do something else when you want to smoke.
- Ask your doctor about using nicotine replacement [therapy](#) gum or patches or prescription medications (see below). [Some people find these helpful in curbing cravings.](#)
- Join a [smoking cessation](#) support group or program. Call your local chapter of the American [Lung](#) Association to find groups near you.
- Tell your friends and family about your quit smoking plan, and let them know how they can support you.

Your document takes over the entire screen with no ribbon, status bar, or anything else to get in the way of your concentration.