TECH EXCHANGE No. 6 – Microsoft Word Tips and Techniques (Part 1)

To open this week's column, I would like to respond to some questions that I was asked last week. Peter asks *'there is a number of web pages that I have used regularly in the past have disappeared. Is there a way that the relevant ISP can reinstate them or is there is other way of viewing them?'* Back in 1996 The Internet Archive started recording websites. Visit HTTP://WEB.ARCHIVE.ORG and use the Wayback Machine search engine to maybe view a historical version of the web site you are interested in. Simon asks *'when my mouse freezes during a windows session is there a way of closing the current application cleanly?'* As long as the keyboard is still operational you can use keyboard shortcuts (see accompanying table for the most common keyboard shortcuts). Jane asks *'What is the difference between a providers, servers and websites?'* The provider is the company that supplies your Internet service (ISP). The server is the generic name given to the computers that store websites. An ISP generally

Keyboard Shortcut	Description
CTRL + A	Select All
CTRL + C	Copy
CTRL + V	Paste
CTRL + X	Cut
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + S	Save
CTRL + ALT + S	Save As
ALT + F4	Close window
CTRL + O	Open
CTRL + N	New
CTRL + D	Duplicate
CTRL + Q	Exit
PtrScr	Copy image of whole screen to clipboard
ALT + PtrScr	Copy image of current window to clipboard
CTRL + ALT + DEL	Run Task Manager

has many servers, maybe running different operating systems - **Windows and Linux** being the most common. Websites are the pages you view using your browser software. Common websites include Hotmail and Yahoo. In this article we will take a break from the Internet theme and turn our attention to tips and tricks using Microsoft word.

General formatting tips - To ensure that the next line of your document always appears at the top of a new page, we need to insert a hard-carriage return before it. This is achieved by holding the **CTRL** key down while pressing the Enter key. We can keep all the lines of a paragraph together on one page by selecting the paragraph. Then select **Paragraph ...** from the **Format** menu. Tick the **Keep lines together ...** option on the **Line and Page Breaks** tab.

Word provides several ways of alleviating finger trouble while typing a document - **AutoCorrect, AutoFormat** and **AutoComplete** (see figure). **AutoCorrect** automatically corrects many common typing, spelling, and grammatical errors, and it can also automatically insert text, graphics, and symbols. To add an AutoCorrect entry to correct a typing error, select AutoCorrect from the **Tools** menu. Make sure the **Replace text as you type** check box is selected. In the Replace box, type a word or phrase that you often mistype or misspell, for example, type usualy. In the With box, type the correct spelling of the word for example, type usually. Click the **Add** button. Now whenever you type an AutoCorrect name (for example, usualy) followed by a space or other punctuation, Word will replace it with the correction (for example, usually). **AutoFormat** automatically formats headings, bulleted and numbered lists, borders, numbers, symbols, and so on as you type in a document. To automatically format selected text or an entire document in one pass, use the **AutoFormat** command from the **Format** menu. Some example of default AutoFormats,
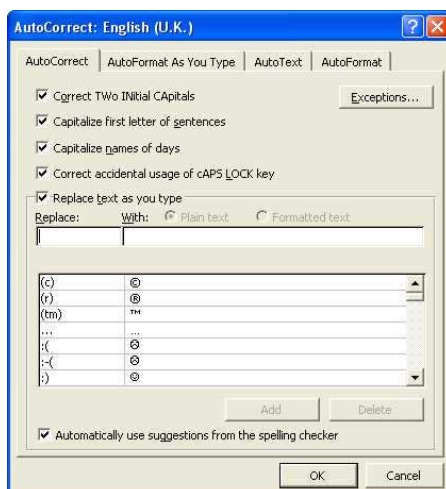
1. An asterisk (*) immediately followed by text and another asterisk, such as Look up *solar system* in the dictionary. Formats the text within the asterisks with bold character formatting: Look up **solar system** in the dictionary.
2. An underline (_) immediately followed by text and another underline, such as Look up _solar system_ in the dictionary. Formats the text within the underlines with italic character formatting: Look up *solar system* in the dictionary.
3. Type A plus sign, a series of hyphens, another plus sign, and so on, and then press ENTER, such as +---+----------+--------------+ this will insert a table, where the plus signs become the column borders, and the number of hyphens determines the column width.

AutoComplete gives you the opportunity to insert entire items, such as dates and AutoText entries, when you type a few identifying characters.

Text boxes were introduced in Word 97. Text placed inside the text box will remain intact as you move the text box around or change the surrounding document. Suppose you are creating a newsletter and you want a story that begins on page 1 to continue on page 4 (think of the way stories are laid out in your local newspaper). To make this happen you create two boxes one on page 1 and one on page 4 and then link them together. Text will then flow from one box to the its linked box. To add a textbox to a document, select textbox from the **Insert** menu, then click where you want the text box to appear and drag it to the required size. To specify how the text of your document wraps or flows around the text box and other options select the text box and then select **Text Box ...** from the **Format** menu. To link text boxes together select the first text box and then click the text box link button on the text box toolbar and then click in the text box you wish to link to. Note that if you change to Normal view your text boxes seem to disappear. Don't panic word hasn't eaten them; they just do not show up in Normal view. Switching back to Page Layout view will show your text boxes right where you left them. As a side line placing a table inside a text box and adjusting the wrapping options is the only way I have found of flowing text around a table that say is only half the page width. Anyone know of a better way?

A quick tip on saving files in the Window's Notepad application, if you do not wish a '.TXT' file extension to be appended automatically, when prompted for the filename to save enclose it in quotes. In part 2 of this column we will be exploring tables, wildcard searching techniques and the Visual Basic for Applications (VBA) language used for among other things macro programming.

This week's recommended site is another question and answer site. NT FAQ (Frequently Asked Questions) HTTP://WWW.NTFAQ.COM contains a searchable archive of all the tips ever posted. The Windows XP/2000 Answer Book (Addison Wesley Professional ISBN: 0321113578) is a hardcopy of the website's contents. As this book was published in 1993 you should always check the website for the most up to date information. That's it for this week; please send any questions or comments to TECHEXCHANGE@ENDHOUSESOFTWARE.COM.

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