

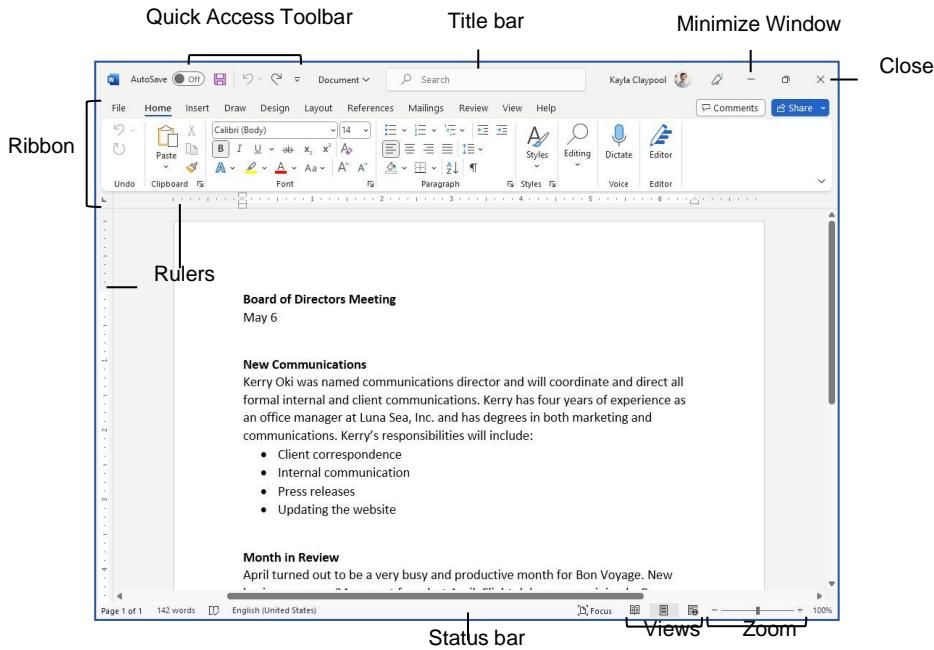


Microsoft®

# Word Cheat Sheet

## Basic Skills

### The Word Program Screen



#### Word Fundamentals

Create a Blank Document: Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

Open a Document: Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



**Reading View**



**Print Layout View**



**Web Layout View**

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

#### Select and Edit Text

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Sentence: Press the **Ctrl** key and click in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to **Repeat** once everything has been re-done.

#### Keyboard Shortcuts

##### General

Open a document ..... **Ctrl + O**  
Create a new document..... **Ctrl + N**  
Save a document..... **Ctrl + S**  
Print a document..... **Ctrl + P**  
Close a document ..... **Ctrl + W**

##### Navigation

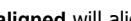
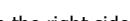
Move the text cursor ..... , , ,   
Up one screen ..... **Page Up**  
Down one screen..... **Page Down**  
Beginning of a line..... **Home**  
End of a line..... **End**  
Beginning of a document..... **Ctrl + Home**  
End of a document..... **Ctrl + End**  
Open Go To dialog box ..... **Ctrl + G**

##### Editing

Cut..... **Ctrl + X**  
Copy..... **Ctrl + C**  
Paste ..... **Ctrl + V**  
Undo ..... **Ctrl + Z**  
Redo ..... **Ctrl + Y**  
Find..... **Ctrl + F**  
Replace ..... **Ctrl + H**  
Select All..... **Ctrl + A**  
Check Spelling and  
Grammar ..... **F7**

##### Formatting

Bold ..... **Ctrl + B**  
Italics ..... **Ctrl + I**  
Underline ..... **Ctrl + U**  
Align Left ..... **Ctrl + L**  
Align Center ..... **Ctrl + E**  
Align Right ..... **Ctrl + R**  
Justify..... **Ctrl + J**  
Indent a paragraph ..... **Ctrl + M**  
Remove an indent ..... **Ctrl + Shift + M**  
Increase font size..... **Ctrl + Shift + >**  
Decrease font size ..... **Ctrl + Shift + <**  
Increase font size 1pt..... **Ctrl + ]**  
Decrease font size 1pt..... **Ctrl + [**  
Copy formatting ..... **Ctrl + Shift + C**  
Paste formatting..... **Ctrl + Shift + V**  
Show/Hide Formatting  
Marks ..... **Ctrl + Shift + \***

Select and Edit Text	Format Text and Paragraphs	Format Text and Paragraphs
<p><b>Spelling and Grammar Errors:</b> Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.</p> <p><b>Correct a Spelling or Grammar Error:</b> Manually make the correction, or right-click the error and select a suggestion you want to use.</p> <p><b>Ignore a Spelling or Grammar Error:</b> Right-click the error and select <b>Ignore All</b>.</p> <p><b>Check Spelling and Grammar:</b> Click the <b>Review</b> tab and click the <b>Spelling &amp; Grammar</b>  button.</p> <p><b>Find the Word Count:</b> Click the word count in the lower-left corner; or click the <b>Review</b> tab and click the <b>Word Count</b> button.</p> <p><b>Use the Thesaurus:</b> Click the word you want to replace, click the <b>Thesaurus</b>  button on the <b>Review</b> tab, click a word's list arrow, and select <b>Insert</b>; or, right-click the word you want to replace, select <b>Synonyms</b>, and select a word from the menu.</p> <p><b>Find Text:</b> Click the <b>Find</b>  button on the <b>Home</b> tab, type the text you want to find in the <b>Search</b> box, and click an item to jump to it in the document.</p> <p><b>Replace Text:</b> Click the <b>Replace</b>  button on the <b>Home</b> tab. Enter the word you want to find in the <b>Find What</b> field, then enter the text that will replace it in the <b>Replace With</b> field. Click <b>Replace</b> or <b>Replace All</b>. Click <b>OK</b> when finished.</p> <p><b>Insert a Symbol:</b> Click where you want to insert the symbol. Click the <b>Insert</b> tab and click the <b>Symbol</b>  button. Either select a symbol from the menu or select <b>More Symbols</b>, select a symbol, and click <b>Insert</b>.</p> <p><b>Insert Text from Another File:</b> Place the cursor where you want to insert the text. Click the <b>Insert</b> tab, click the <b>Object</b>  button list arrow, and select <b>Text from File</b>. Select the file containing the text you want to insert, then click the <b>Insert</b> button.</p>	<p><b>Create a Bulleted List:</b> Select the text you want to make into a bulleted list, and click the <b>Bullets</b>  button.</p> <p><b>Change a Bulleted List Style:</b> Select a bulleted list, click the <b>Bullets</b>  button list arrow, and select a bullet symbol.</p> <p><b>Create a Numbered List:</b> Select the text you want to make into a numbered list, and click the <b>Numbering</b>  button.</p> <p><b>Change a Numbered List Style:</b> Select a numbered list, click the <b>Numbering</b>  button list arrow, and select a numbered list style.</p> <p><b>Align a Paragraph:</b> Click anywhere in the paragraph you want to align and click an alignment option in the <b>Paragraph</b> group on the <b>Home</b> tab.</p> <p>Left aligned </p> <p>Center aligned </p> <p>Right aligned </p> <p><b>Add a Border:</b> Click in the paragraph where you want to add a border, click the <b>Borders</b> button  list arrow, and select a border.</p> <p><b>Add Shading:</b> Click in the paragraph where you want to add shading, click the <b>Shading</b>  button list arrow, and select a shading color.</p> <p><b>Change Line Spacing:</b> Select the paragraph you want to adjust, click the <b>Line Spacing</b>  button, and select a spacing option.</p> <p><b>Change Paragraph Spacing:</b> Click the <b>Paragraph</b> group's dialog box launcher  change the values in the <b>Before</b> or <b>After</b> spacing fields, and click <b>OK</b>.</p> <p><b>Copy Formatting:</b> Select the formatted text you want to copy, click the <b>Format Painter</b>  button, and select the text you want to apply formatting to.</p> <p><b>Indent Paragraphs:</b> Click anywhere in the paragraph you want to indent and click the <b>Increase Indent</b>  or <b>Decrease Indent</b>  button on the <b>Home</b> tab.</p> <p><b>Set Custom Indents:</b> Click anywhere in the paragraph you want to indent and click the <b>Paragraph</b> group's dialog box launcher  Adjust the values in the <b>Left</b> and <b>Right</b> fields, then click <b>OK</b>.</p> <p><b>Enable the Ruler:</b> Click the <b>View</b> tab, then check the <b>Ruler</b> check box.</p> <p><b>Set a Tab Stop:</b> Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the <b>Paragraph</b> group's dialog box launcher  click the <b>Tabs</b> button, enter a tab stop position in the text field, and then click <b>Set</b>. Click <b>OK</b> when you're finished adding tab stops.</p>	<p><b>Types of Tab Stops:</b> Pressing the <b>Tab</b> key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.</p> <p>Left aligned  <b>Left aligned</b> will align the left side of the text with the tab stop.</p> <p>Center aligned  <b>Center aligned</b> will align the text so that it's centered under the tab stop.</p> <p>Right aligned  <b>Right aligned</b> will align the right side of the text with the tab stop.</p> <p>Decimal aligned  <b>Decimal aligned</b> will align text and numbers by a decimal point.</p> <p><b>Remove a Tab Stop:</b> Click and drag a tab stop off of the ruler.</p>
		Format the Page
		<p><b>Choose a Margin Size:</b> Click the <b>Layout</b> tab, click the <b>Margins</b>  button, and select a common margin setting. Or, click and drag the <b>Adjust Left</b>, <b>Adjust Right</b>, <b>Adjust Top</b>, or <b>Adjust Bottom</b> line on the Ruler.</p> <p><b>Change Paper Size:</b> Click the <b>Layout</b> tab, click the <b>Size</b>  button, and select the size you want to use.</p> <p><b>Change Paper Orientation:</b> Click the <b>Layout</b> tab, click the <b>Orientation</b>  button, and select <b>Portrait</b> or <b>Landscape</b>.</p> <p><b>Use a Header or Footer:</b> Click the <b>Insert</b> tab, click either the <b>Header</b>  or <b>Footer</b>  button, and select an option.</p> <p><b>Add Page Numbers:</b> Click the <b>Insert</b> tab, click the <b>Page Number</b>  button, select a part of the page, and select a page number style.</p> <p><b>Format Columns:</b> Click the <b>Layout</b> tab, click the <b>Columns</b>  button, and select a column option.</p> <p><b>Insert Column Breaks:</b> Place your cursor where you want to start a new column, click the <b>Layout</b> tab, click the <b>Breaks</b>  button, then select <b>Column</b>.</p> <p><b>Insert Page Breaks:</b> Place your cursor where you want to start a new page, click the <b>Insert</b> tab, and click the <b>Page Break</b>  button.</p> <p><b>Add a Watermark:</b> Click the <b>Design</b> tab, click the <b>Watermark</b>  button, and select a watermark style.</p> <p><b>Add Page Color:</b> Click the <b>Design</b> tab, click the <b>Page Color</b>  button, and select a page color.</p> <p><b>Add Page Borders:</b> Click the <b>Design</b> tab, then click the <b>Page Borders</b>  button. In the <b>Borders and Shading</b> dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click <b>OK</b>.</p>



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# Word Cheat Sheets

## Intermediate Skills

### Elements of a Table

	Location	Excursion Length	Column Packages	Sales
Header Row	Las Vegas	3-day	8	\$8,000
	Paris	3-day	2	\$4,000
	Beijing	3-day	0	\$0
	Las Vegas	5-day	6	\$10,200
Selected Cell	Paris	5-day	8	\$27,200
	Beijing	5-day	4	\$20,000
	Las Vegas	7-day	0	\$0
Row	Paris	7-day	4	\$20,000
Total Row	Beijing	7-day	6	\$42,000
			38	\$131,400

### Tables

**Insert a Table:** Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above**, **Insert Below**, **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column** .

**Convert a Table to Text:** Select the table, click the Table Tools **Layout** tab, click the **Convert to Text** button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the Table Tools **Layout** tab, click the **AutoFit** button, and select an option.

**Merge Cells:** Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells** button.

**Split Cells:** Select a cell, click the Table Tools **Layout** tab, click the **Split Cells** button, enter the number of rows and columns, and then click **OK**.

**Distribute Rows and Columns:** Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows** button to distribute the rows evenly, or click the **Distribute Columns** button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

**Apply Text Alignment:** Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

**Add a Border to a Table:** Select a table, click the Table Tools **Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders** button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Shading** button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table** button.

### Navigating a Table

#### Navigating a Table

Next cell ..... **Tab**

Previous cell ..... **Shift + Tab**

Next row .....

Previous row .....

First cell in a row ..... **Alt + Home**

Last cell in a row ..... **Alt + End**

First cell in a column ..... **Alt + Page Up**

Last cell in a column ..... **Alt + Page Down**

#### Selecting Cells in a Table

**Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow ; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Cell**.

**Select a Row:** Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select**, and choose **Select Row**.

**Select a Column:** Click above a column, when the cursor changes to an arrow , or click the Table Tools **Layout** tab, click **Select**, and choose **Select Column**.

**Select an Entire Table:** Click the table selector button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Table**.

#### Table Style Options

**Configure Table Style Options:** Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.

Graphics	Graphics	Long Documents
<p><b>Insert a Picture:</b> Place the text cursor where you want to insert a picture, click the <b>Insert</b> tab, click the <b>Pictures</b>  button, select a picture, and click <b>Insert</b>.</p> <p><b>Remove a Picture's Background:</b> Select a picture, click the <b>Format</b> tab, and click the <b>Remove Background</b>  button. Areas that will be removed are highlighted. Click the <b>Mark Areas to Keep</b>  button to draw over any area accidentally highlighted, and click the <b>Mark Areas to Remove</b>  button to draw over any area that needs to be removed. Click the <b>Keep Changes</b>  button.</p> <p><b>Insert a Text Box:</b> Click the <b>Insert</b> tab, click the <b>Text Box</b>  button, and select a style of text box.</p> <p><b>Insert a Shape:</b> Click the <b>Insert</b> tab, click the <b>Shapes</b>  button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).</p> <p><b>Insert a Drawing:</b> Click the <b>Draw</b> tab, click the <b>Draw with Touch</b>  button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the <b>Draw with Touch</b>  button again when you're done drawing.</p> <p><b>Format a Shape:</b> Select a shape, then click the <b>Format</b> tab and use the options in the Shape Styles group to customize the appearance of the shape.</p> <ul style="list-style-type: none"> <li>Click the <b>Shape Fill</b>  button and select a color to change the shape's fill color.</li> <li>Click the <b>Shape Outline</b>  button and select a color and weight for the shape's outline, as well as dash and arrow styles.</li> <li>Click the <b>Shape Effects</b>  button and select a shape effect, such as shadow, glow, or bevel.</li> <li>Select a shape style preset from the Shape Styles gallery. Click the gallery's <b>More</b>  button to see more presets.</li> </ul> <p><b>Insert WordArt:</b> Click the <b>Insert</b> tab, click the <b>Insert WordArt</b>  button, and select a style of WordArt.</p> <p><b>Insert a Chart:</b> Click the <b>Insert</b> tab, click the <b>Add a Chart</b>  button, select a chart category on the left, select a chart type, and click <b>OK</b>. Edit the chart data in the window that opens.</p> <p><b>Resize an Object:</b> Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.</p> <p><b>Move an Object:</b> Select an object, then click and drag it to a new location.</p> <p><b>Rotate an Object:</b> Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the <b>Format</b> tab, click the <b>Rotate Objects</b>  button, and select a rotation option.</p>	<p><b>Flip an Object:</b> Select an object, click the <b>Format</b> tab, click the <b>Rotate Objects</b>  button and select <b>Flip Vertical</b> or <b>Flip Horizontal</b>.</p> <p><b>Position an Object on the Page:</b> Select an object, click the <b>Format</b> tab, click the <b>Position</b>  button, and select a position.</p> <p><b>Wrap Text Around an Object:</b> Select an object, click the <b>Format</b> tab, click the <b>Wrap Text</b>  button, and select a text wrapping style.</p> <p><b>Move an Object Up or Down One Layer:</b> Select an object, click the <b>Format</b> tab, and click the <b>Bring Forward</b>  button to move the object forward one layer, or click the <b>Send Backward</b>  button to send the object backward one layer.</p> <p><b>Group Objects:</b> Select multiple objects, click the <b>Format</b> tab, click the <b>Group Objects</b>  button, and select <b>Group</b>.</p> <p><b>Ungroup Objects:</b> Select a group, click the <b>Format</b> tab, click the <b>Group Objects</b>  button, and select <b>Ungroup</b>.</p> <p><b>Align Objects:</b> Select multiple objects, click the <b>Format</b> tab, click the <b>Align</b>  button, and select an alignment option.</p> <p><b>Distribute Objects:</b> Select multiple objects, click the <b>Format</b> tab, click the <b>Align</b>  button, and select <b>Distribute Horizontally</b> or <b>Distribute Vertically</b>.</p>	<p><b>Use Outline View:</b> Click the <b>View</b> tab and click the <b>Outline</b>  button. Click the <b>Close Outline View</b>  button to return to the previous view.</p> <p><b>Demote Items:</b> While in Outline view, click the item you want to demote and click the <b>Demote</b>  button (or the <b>Demote to Body Text</b> button).</p> <p><b>Promote Items:</b> While in Outline view, click the item you want to promote and click the <b>Promote</b>  button (or the <b>Promote to Heading 1</b> button).</p> <p><b>Navigate Long Documents:</b> Click the <b>View</b> tab, check the <b>Navigation Pane</b> check box, and use the <b>Pages</b> tab to browse by page, or use the <b>Headings</b> tab to navigate by headings.</p> <p><b>Add a Bookmark:</b> Select the text you want to bookmark, click the <b>Insert</b> tab, click the <b>Bookmark</b>  button in the <b>Links</b> group, give the bookmark a name, and click <b>Add</b>.</p> <p><b>Insert a Section Break:</b> Place the cursor where you want the section to start, click the <b>Layout</b> tab, click the <b>Breaks</b>  button, and select a type of section break.</p> <p><b>Insert a Link:</b> Select the text you want to use as a link, click the <b>Insert</b> tab, click the <b>Link</b>  button, choose what type of link to create, choose where to link to, and click <b>OK</b>.</p> <p><b>Create Footnotes and Endnotes:</b> Click the text that you want the footnote / endnote to refer to, click the <b>References</b> tab, click the <b>Insert Footnote</b>  (or <b>Insert Endnote</b>  button), and type your footnote / endnote.</p> <p><b>Insert a Table of Contents:</b> Place the text cursor where you want to insert a table of contents, click the <b>References</b> tab, click the <b>Table of Contents</b>  button, and select a table of contents style.</p> <p><b>Insert an Index Entry:</b> Select the text you want the index entry to refer to, click the <b>References</b> tab, and click the <b>Mark Entry</b>  button. Set any index entry options you want, then click <b>Mark</b> (or, click <b>Mark All</b> to mark all instances of the text). Click <b>Close</b>.</p> <p><b>Insert an Index:</b> Place the text cursor where you want to insert an index, click the <b>References</b> tab, click the <b>Insert Index</b>  button. Set up the index's options, then click <b>OK</b>.</p> <p><b>Create a Citation:</b> Click the <b>References</b> tab, click the <b>Insert Citation</b>  button, and select <b>Add New Source</b>. Enter the source's information, then click <b>OK</b>.</p> <p><b>Insert a Citation:</b> Click the <b>References</b> tab, click the <b>Insert Citation</b>  button, and select a citation from the menu.</p> <p><b>Insert a Bibliography:</b> Click the <b>References</b> tab, click the <b>Bibliography</b>  button, then select a bibliography style.</p>



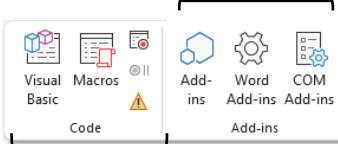
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# Word Cheat Sheet

## Advanced Skills

### The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.



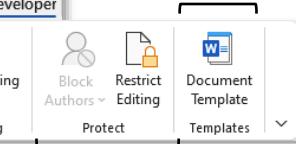
The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Mapping** group lets you link content controls to external XML.



The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Templates** group lets you switch document templates and other add-ins.



The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

### Forms

#### Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Yes, Start Enforcing Protections** button, enter a password (optional), and click **OK**.

#### Types of Form Controls

Form Controls: You can add different types of form controls that allow a user to enter different types of data into a form.

- **Rich Text** allows users to enter text that can be formatted with different fonts and font styles.
- **Plain Text** allows users to enter text, but not to format that text.
- **Picture** allows the user to add a picture from their computer or an online location to the form.
- **Check Box** places a form with a check box that the user can check or uncheck.
- **Combo Box** adds a list with a text box, where users can choose an option or enter their own.
- **Drop-Down List** adds a list with several options that a user can choose from.
- **Date Picker** lets the user choose a date from a calendar.
- **Repeating Section** contains other types of content controls and repeats as many times as you need it.
- **Legacy Types** of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

### Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the Invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it and click the **Reply** button in the comment. Type your response, then click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the Tracking group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Collaborate in Word	Advanced Documents	Advanced Documents
<p><u>Customize Line Numbers:</u> Click the <b>Layout</b> tab, click the <b>Line Numbers</b>  button, and select <b>Line Numbering Options</b>. Click the <b>Line Numbers</b> button. Customize where the line numbers start, how far they appear from the text, and how often they appear. Click <b>OK</b>, then click <b>OK</b> again.</p> <p><u>Protect a Document:</u> Click the <b>File</b> tab, click the <b>Protect Document</b>  button, and select <b>Mark as Final</b>. Click <b>OK</b> in both the confirmation dialog boxes.</p> <p><u>Password Protect a Document:</u> Click the <b>File</b> tab, click the <b>Protect Document</b>  button, and select <b>Encrypt with Password</b>. Enter a password, click <b>OK</b>, then enter that password again to confirm it, and click <b>OK</b> again.</p> <p><u>Remove a Password:</u> Click the <b>File</b> tab, click the <b>Protect Document</b>  button, select <b>Encrypt with Password</b>, remove the password from the text field and click <b>OK</b>.</p> <p><u>Inspect a Document:</u> Click the <b>File</b> tab, click the <b>Check for Issues</b>  button, and select <b>Inspect Document</b>. Select the types of content you want to check for, then click <b>Inspect</b>. After inspection, click <b>Remove All</b> for any content that you want to remove, then click <b>Close</b>.</p>	<p><u>Change Word's Default Font:</u> Start in a new, blank document. Click the <b>Font</b> group's dialog box launcher . Choose the new default font or font style, then click the <b>Set as Default</b> button. Select <b>All documents based on the Normal template</b>, then click <b>OK</b>.</p> <p><u>Create a Building Block:</u> Select the text or objects you want to use as a building block. Then, click the <b>Insert</b> tab, click the <b>Explore Quick Parts</b>  button, and select <b>Save Selection to Quick Part Gallery</b>.</p> <p><u>Insert a Building Block:</u> Place the text cursor where you want a building block placed. Click the <b>Insert</b> tab, click the <b>Explore Quick Parts</b>  button, and either select a building block from the menu, or select <b>Building Blocks Organizer</b>. Select a building block, and then click <b>Insert</b>.</p> <p><u>Find and Replace Using Wildcards:</u> Click the <b>Find</b>  button list arrow, select <b>Advanced Find</b>, and expand the dialog box by clicking the <b>More</b> button. Check the <b>Use Wildcards</b> check box, then while entering a search phrase in the <b>Find What</b> field, click the <b>Special</b> button and select a wildcard.</p>	<p><u>Insert a Field:</u> Click the <b>Insert</b> tab, click the <b>Explore Quick Parts</b>  button, and select <b>Field</b>. Select a field category, then a field. Click <b>OK</b>.</p> <p><u>View Field Codes:</u> Right-click a field and select <b>Toggle Field Codes</b>.</p>
<h3>Macros</h3> <p><u>Enable the Developer Tab:</u> Before adding macros, you must enable the Developer tab on the ribbon. Click the <b>File</b> tab, click <b>Options</b>, click <b>Customize Ribbon</b>, check the <b>Developer</b> check box, and click <b>OK</b>.</p> <p><u>Record a Macro:</u> Click the <b>Developer</b> tab, click the <b>Record Macro</b>  button, and give the macro a name. Click either <b>Button</b> or <b>Keyboard</b> to assign a button or keyboard shortcut to the new macro (optional). Click <b>OK</b>. Perform the tasks you want to record, then click the <b>Stop Recording</b>  button.</p> <p><u>Run a Macro:</u> Place the text cursor where you want the macro to run. Click the <b>Developer</b> tab, click the <b>Macros</b>  button, select a macro, and click <b>Run</b>.</p> <p><u>Edit a Macro:</u> Click the <b>Developer</b> tab, click the <b>Macros</b>  button, select a macro, and click <b>Edit</b>. Modify the macro using the Visual Basic editor, then close Visual Basic.</p>	<h3>Wildcard Examples</h3> <ul style="list-style-type: none"> <li>? any single character</li> <li>* any number of characters</li> <li>[] one of these characters</li> <li>[-] one of these characters in a range</li> <li>[!] none of the specified characters</li> <li>&lt; beginning of a word</li> <li>&gt; end of a word</li> <li>@ one or more instances of a character</li> <li>{n} exactly <math>n</math> instances of a character</li> <li>{n,} at least <math>n</math> instances of a character</li> <li>{n, m} between <math>n</math> and <math>m</math> instances of a character</li> </ul> <p><u>Find and Replace Special Characters:</u> Click the <b>Find</b>  button list arrow, select <b>Advanced Find</b>, and expand the dialog box by clicking the <b>More</b> button. While entering a search phrase in the <b>Find What</b> field, click the <b>Special</b> button and select a special character.</p> <p><u>Edit a Document in Multiple Languages:</u> Select the text in another language, click the <b>Review</b> tab, click the <b>Language</b>  button, and select <b>Set Proofing Language</b>. Select a language and click <b>OK</b>.</p> <p><u>Add Additional Editing Languages:</u> Click the <b>Review</b> tab, click the <b>Language</b>  button, and select <b>Language Preferences</b>. Click the <b>Add additional editing languages</b> list arrow and select a language. Click <b>Add</b>, then click <b>OK</b>.</p> <p><u>Insert a Date and Time Field:</u> Click the <b>Insert</b> tab, click the <b>Date and Time</b>  button, select a date format, check the <b>Update Automatically</b> check box, and click <b>OK</b>.</p>	<h3>Mail Merge</h3> <ol style="list-style-type: none"> <li><u>1 – Start the Mail Merge Wizard:</u> Click the <b>Mailings</b> tab, click the <b>Start Mail Merge</b>  button, and select <b>Step-by-Step Mail Merge Wizard</b>.</li> <li><u>2 – Choose a Document Type:</u> In the Mail Merge pane, select a document type, then click <b>Next</b>.</li> <li><u>3 – Select a Document:</u> In the Mail Merge pane, select whether to use the current document, start a new document from a template, or use another existing file, then click <b>Next</b>.</li> <li><u>4 – Select Recipients:</u> In the Mail Merge pane, select whether to use an existing list, select contacts from Outlook, or type a new list. If using an existing list, click the <b>Browse</b> button, select a file with a list of recipients, and click <b>Open</b>. Select which contacts in the list you want to use by checking or unchecking them, then click <b>OK</b>.</li> <li>If selecting contacts from Outlook, click the <b>Choose Contacts Folder</b> button, select a contacts folder to import, and click <b>OK</b>. Select which contacts in the list you want to use by checking or unchecking them, then click <b>OK</b>.</li> <li>If typing a new list, click the <b>Create</b> button, then fill out the fields for each address. Click <b>OK</b> when finished.</li> <li><u>Click Next.</u></li> <li><u>5 – Write Your Letter:</u> Place the text cursor where you want an element, then click the button for the element you want to add (such as an <b>Address Block</b> or a <b>Greeting Line</b>), choose an element's options, then click <b>OK</b>. Or, click the <b>More Items</b> button, select a specific field to insert, click <b>Insert</b>, and then click <b>Close</b>. When you've added all the fields you need, click <b>Next</b>.</li> <li><u>6 – Preview Your Letter:</u> In the Mail Merge pane, click the &lt;&lt; and &gt;&gt; buttons to preview the placeholders filled in with a recipient's data. When you're finished previewing, click <b>Next</b>.</li> <li><u>7 – Complete the Merge:</u> In the Mail Merge pane, click <b>Print</b> to print the finished mail merged documents, or click <b>Edit individual letters</b> to create a new document for all or some of the records.</li> </ol> <p>Close the Mail Merge pane when you're finished with the merge.</p>
<h3>Advanced Documents</h3> <p><u>Customize Word's Options:</u> Click the <b>File</b> tab and click <b>Options</b>. Select a category on the left, and then customize options on the right. Click <b>OK</b> when you're finished.</p> <p><u>Customize the Ribbon:</u> Click the <b>File</b> tab, click <b>Options</b>, then click the <b>Customize Ribbon</b> tab. Select and expand a ribbon tab, then select and expand a group. Select a command from the left column, then click <b>Add</b> to add it, or select a command from the right column and click <b>Remove</b> to remove it from the ribbon.</p>		