

Graduate Student Essentials: Tips and Tricks for Microsoft Word, Excel, and PowerPoint (2019)

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Microsoft Word: Keyboard shortcuts

Shortcuts that require you to press and release multiple keys together are indicated with a plus sign (+)

Action	PC shortcut	Mac shortcut
Save a document	Ctrl + S	Cmd + S
Bold text	Ctrl + B	Cmd + B
Italicize text	Ctrl + I	Cmd + I
Underline text	Ctrl + U	Cmd + U
Double underline text	Ctrl + Shift + D	Cmd + Shift + D
Underline words, not spaces	Ctrl + Shift + W	Cmd + Shift + W
Apply superscript	Ctrl + Shift + +	Cmd + Shift + +
Apply subscript	Ctrl + =	Cmd + =
Copy text	Ctrl + C	Cmd + C
Cut text	Ctrl + X	Cmd + X
Paste text	Ctrl + V	Cmd + V
Undo action	Ctrl + Z	Cmd + Z
Redo action	Ctrl + Y	Cmd + Y
Highlight an entire sentence	Ctrl + click	Cmd + click
Highlight a portion of text	Place cursor, Shift + click	Place cursor, Shift + click
Highlight all text	Ctrl + A	Cmd + A
Indent	Tab	Tab
Reverse indent	Shift + Tab	Shift + Tab
Insert a hyperlink	Ctrl + K	Cmd + K

More PC shortcuts from Microsoft: <https://is.gd/LBLcFZ> (case sensitive)

More Mac shortcuts from Microsoft: <https://is.gd/ME2Bcl> (case sensitive)

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Microsoft Word: Use section breaks to control page numbers, footers, and headers

Insert section breaks

1. Navigate to the View tab
2. Click on “Draft” from the Views section
3. Place the cursor where the section break should begin
4. Navigate to the Layout tab
5. Click on “Breaks” from Page Setup section
6. Under Section Breaks, click on “Next Page”
 - a. This will automatically insert a blank page, to delete this page:
 - i. Click directly below the Section Break
 - ii. Hit “Delete” on your keyboard until the next section is directly below the “Section Break (Next Page)” text
7. Repeat steps 3-6 to add additional section breaks
8. When finished, navigate to the View tab
9. Click on “Print Layout” to return to the original view

Insert page numbers in the footer

1. Go to and click on the page where you want the page numbers to start
2. Navigate to the Insert tab
3. Click on “Footer” in the Header & Footer section
4. Click on “Edit Footer”
 - a. This selection will open a new tab called Design
5. Notice that under the Navigation section, the “Link to Previous” button is selected
6. Click on “Link to Previous” to unselect this option
7. In the Design tab, click on “Page Number” from the Header & Footer section
8. Click on “Bottom of the Page” and the design option
9. Highlight the inserted page number
10. Click on “Page Number” from the Header & Footer section
11. Click on “Format Page Numbers”
12. Choose the number format
13. Select the “Start at” button under Page numbering
14. Select the value for the first page number, based on the selected number format
15. Click on “OK”
16. Repeat steps 1-15 to insert different page numbers where section breaks occur
 - a. Replace “footer” with “header” in these instructions to add page numbers to the header

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Insert a header

1. Go to and click on the page where you want the header to start
2. Navigate to the Insert tab
3. Click on “Header”
4. Click on “Edit Header”
 - a. This selection will open a new tab called Design
5. Notice that under the Navigation section, the “Link to Previous” button is selected
6. Click on “Link to Previous” to unselect this option
7. In the Design tab, click on “Header” from the Header & Footer section
8. Click on the design option
9. Highlight and edit the header
10. Repeat steps 1-9 to insert different headers where section breaks occur

Insert a header with a different first page by adding a new section break

1. Follow “Insert section breaks” instructions to insert a section break between the first header page and the second header page.
2. Follow “Insert header” instructions for the first header page and the second header page

If the page number on the second header page is incorrect:

1. Navigate to the second header page
2. Highlight the inserted page number
3. Click on “Page Number” from the Header & Footer section
4. Click on “Format Page Numbers”
5. Select the “Continue from previous section” button under Page numbering
6. Click on “OK”