

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

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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
Highlight an entire sentence	Ctrl + click	Cmd + click
Highlight a portion of text	Shift + click	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/LBLLeFZ> (case sensitive)

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

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

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, select “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 page numbers
2. Navigate to the Insert tab
3. Click on “Footer”
4. Click on “Edit Footer”
 - a. This selection opened a new tab named Design
5. Notice that under the Navigation section, the “Link to Previous” button will be selected
6. Click on “Link to Previous” to unselect this option
7. In the Design tab, click “Page Number” from the Header & Footer section
 - a. Select “Bottom of the Page” and the design option
8. Click and highlight the inserted page number
9. Click “Page Number” from the Header & Footer section
10. Click “Format Page Numbers”
11. Choose the number format
12. Select the “Start at” button under Page numbering
 - a. Set this to the first page number, based on the selected number format
13. Click “OK”
14. Repeat steps 1-13 to insert differently formatted page numbers throughout the document
 - a. Replace “Footer” with “Header” in these instructions to add page numbers to the Header

Insert header for remaining pages

1. Go to and click on the first page where you want a header
2. Navigate to the Insert tab
3. Click on “Header”
4. Click on “Edit Header”
 - a. This selection opened a new tab named Design
5. Notice that under the Navigation section, the “Link to Previous” button will be selected
6. Click on “Link to Previous” to unselect this option
7. In the Design tab, click “Header” from the Header & Footer section
 - a. Select the design option
8. Click and highlight to edit the header

Insert header with a different first page

1. Go to and click on the page where you want a header
2. Navigate to the Insert tab
3. Click on “Header”
4. Click on “Edit Header”
 - a. This selection opened a new tab named Design
5. Check the “Different First Page” box from the Options section
6. Notice that under the Navigation section, the “Link to Previous” button will be selected
7. Click on “Link to Previous” to unselect this option for both the Header and the Footer
 - a. Note: If you already put your page numbers on these pages, this may remove your page number from “Different First Page” location
 - b. To add the page number back:
 - i. Navigate to the Design tab
 - ii. Select “Page Number” from the Header & Footer section
 - iii. Select “Bottom of the Page” and the design option
8. In the Design tab, click “Header” from the Header & Footer section
 - a. Select the design option
9. Click and highlight to edit the header
10. Navigate the next page
11. Repeat steps 1-8 to add the different header to the remaining pages