# Dark Mode

Give your eyes a break.

The benefit of dark mode in MS Word is that it reduces eye strain and fatigue, especially when working in low-light environments. It also helps to improve the readability of the text and reduces the amount of blue light emitted from the screen, which can disrupt sleep patterns.

1. Goto File Tab
2. Click Account
3. Choose Office Theme as “Black”

# Saving as a PDF file

Helps to share your files without disturbing the document formatting…

1. Goto File Tab
2. Click Save As Adobe PDF

**OR**

1. Click “Save As”
2. In Other Locations : Click “This PC”
3. Select the file type as “PDF”
4. Then Click the Save Button

# Convert Photo or Document PDF to an editable Word document

Convert from PDF with ease and edit your files without restrictions.

1. Goto File Tab
2. Click Open
3. Browse – It will prompt you to open a file.
4. Select a PDF file and click Open Button

# Access your clipboard

Copy me!

Copy this!

Copy that!

**Alt+ H + F + O**

# Using formulas in Word

Word can do formulas too!

1. Click the cell in the table.
2. Goto Layout Tab after Table Design Tab.
3. In Data section, click the formula button.

## Kevin Cookie Company Sales by Location

|  |  |  |
| --- | --- | --- |
|  | New York | London |
| Chocolate Chip | $598,005 | $456,685 |
| Macadamia | $425,863 | $125,468 |
| Oatmeal raisin | $125,846 | $126,852 |
| Total: |  |  |

# Alphabetize in Word

To sort list in word

1. Select the list
2. Goto Home Tab
3. In Paragraph section, Sort button.

Tokyo

Lagos

Guangzhou

Istanbul

Karachi

Dhaka

Beijing

Mumbai

Shanghai

Delhi

54

34

6554

32

343

4

5

2

4

2

345

2/15/1985

1/1/1929

5/4/1956

# Collaborate with others

Easily share your documents to work together with others. @ mention others to get their attention.

# Pin documents

Quickly get back to the content that you care about.

# Say it another way with rewrite

See how text at your current place could be rewritten or select a short phrase you want to rewrite.

I’m **always working** to **continuously improve** my videos.

# Translator

Translate individual lines or entire paragraphs into a different language.

To Review Tab --> Translate

This is a top 15 tips and tricks video about Microsoft Word.

# Table of Contents

Help your audience navigate throughout your document.

# Research

To References Tab -> Research Group

# Navigation Pane

Quickly navigate throughout your document.

# Format Painter

***This formatting took me a while to apply!***

Can I get some of that?

Can I get some of that?

What about me?