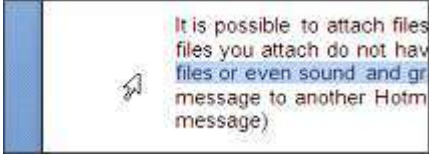


Word 2013 –Tips and Tricks

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1. 10 or More Different Ways to Select Text

To Select...	Procedure:
Word	Double click on the word.
Sentence	CTRL + click in the sentence.
Single line of text	Move the mouse pointer into the left margin next to the line you wish to select (the pointer arrow should point towards the right), and then click to select. 
Paragraph	Triple-click in the paragraph OR Double-click in the left margin by the paragraph.
Series of lines or paragraphs	Move the mouse pointer into the left margin, click and drag down until the desired selection is made.
Entire document	Press CTRL+A ,OR Triple-click in the left margin.
Series of non adjacent blocks of text	Select the first block of text, hold down CTRL and select all subsequent blocks.
Text between two points in a document	Click where you wish the selection to start, scroll if you need to, hold down SHIFT and click where you wish the selection to end.
To extend a selection	Once you have select one block of text, hold down SHIFT and use the cursor keys or Page Down key to extend the selection. <i>The down cursor key will extend selection by a line for each press, the right cursor key will extend the selection by a character each press.</i>
Text with similar formatting	Click in the text which has the formatting you wish to select for. Then click on Select text with similar formatting (Home tab, Editing group, Select button)

2. Line Spacing Shortcuts

CTRL+1	Single line spacing
CTRL+2	Double line spacing
CTRL+5	1.5 line spacing

3. Case Changes

Use **SHIFT+F3** to cycle through the possible cases: all upper case, all lower case, only first letter of each work.

Example of different cases







METHODS OF RESEARCH
methods of research
Methods Of Research

4. Text Alignment Shortcuts

- CTRL+L Align text left
- CTRL+E Align text centre
- CTRL+R Align text right
- CTRL+J Justify

5. Adding Horizontal Lines

Type the three named characters shown below at the start of a paragraph and then press **ENTER**.

TYPE OF LINE	TYPE AND PRESS ENTER
	--- (3 hyphens)
	___ (3 underscores)
	=== (3 equal signs)
	*** (3 asterix)
	~~~ (3 tildes)
	### (3 hash signes)

6. Adding Blank Spaces Between Paragraphs Without Having to Manually Insert a Blank Line Between Each Paragraph

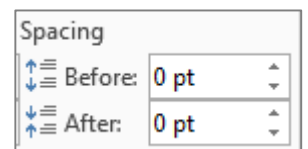
Spacing After a paragraph is very useful if you want to add spaces between paragraphs, items in a bulleted list or numbered list or items in a bibliography. Once you set the paragraph spacing you can change the amount of spacing very quickly and easily.

Using The Home Tab

- i. Select the paragraphs you wish to apply spacing to
- ii. Go to the **Home** tab, locate the **Paragraph** group and click on the Paragraph dialogue box launcher button.
- iii. Locate the *Spacing* section and the **After** box and set the value(s) to what you require, e.g. 6pt, 12pt, 9pt

Using the Page Layout Tab

- i. Select the paragraphs you wish to apply the spacing to
- ii. Go to the **Page Layout** tab and locate the **Paragraph** group
- iii. Enter the value(s) you require into the appropriate **Spacing** command buttons.



7. Repeat the Most Recent Action

If you have just formatted some text it is possible to repeat the same formatting to further text.

- i. **Select** some text and format it, e.g. bold, font colour or borders
- ii. Select text you wish to repeat the most recent action to
- iii. Press the Function key **F4**
(or use the **Repeat** button on the Quick Access Toolbar)



8. Copying Formatting From One Block Of Text To Another

- i. Select the text which has the formatting you wish to apply elsewhere
- ii. Click on the **Format Painter** button
(Home tab, Clipboard group)
- iii. Drag the mouse over the block of text to be reformatted

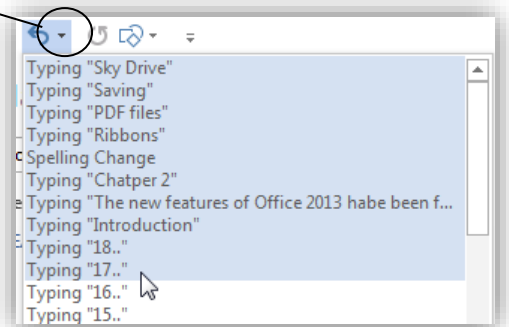


A small paintbrush will be attached to the mouse

- TIP:** Double click the Format Painter button in step 2 if you wish to apply the formatting to multiple blocks of text. Then press ESC to stop the feature.
- TIP:** Keyboard shortcut for this feature is to use SHIFT+CTRL+C to copy the formatting from selected text, and SHIFT+CTRL+V to apply to selected text.

9. Undo Lots of Things In One Go

- i. Click on the down arrow after the **Undo** button (located on the Quick Access toolbar)
- ii. Drag your mouse as far as the edit you wish to undo to and click on it. (If there are lots of items listed you may need to scroll through the list first).

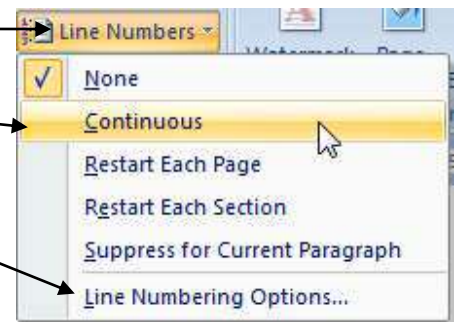


10. Line Numbering

To switch on line numbering:

- i. Go to the **Page Layout** tab and locate the **Page Setup** group

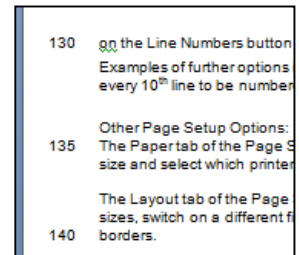
- ii. Click on the **Line Numbers** command button to display a drop down list and select the type of line numbering you require.



TIP:

For further line numbering options click on **Line Numbering Options** in the drop down list, and then click on the **Line Numbers** button at the base of the dialogue box which appears. Make your selection from this dialogue box.

Examples of further options include: changing the starting line number or setting only every 5th line to be numbered as shown in the example opposite.



11. New File Shortcut

CTRL+N

12. Move to Another Open Word Window

CTRL+F6

13. Close a Window

ALT+F4

14. Open Recently Opened Documents

- i. Click on **File** button and select **Open**. (or use CTRL+O).

All the recently opened documents are displayed in the Recent Documents column.

- ii. Click on the file you wish to open

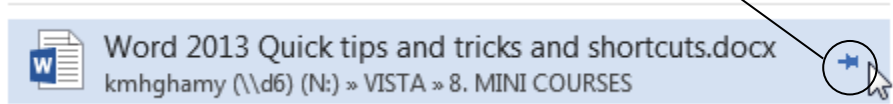


15. Bookmark a Recently Opened Document with a Pushpin

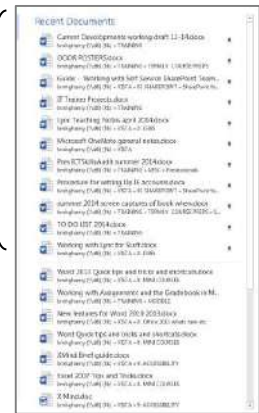
To make one of the documents listed in the recently opened documents list stay permanently in the list to act as a bookmark:

- i. Display the list of recently opened documents, as instructed in the previous tip.

- ii. Hover over one of the files to display a pushpin for the document

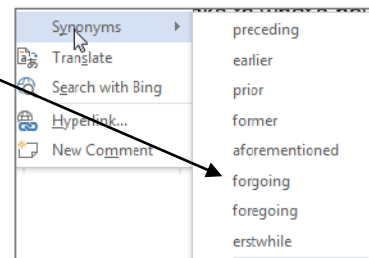


- iii. Click on the pushpin to make the file permanently available on the list. The file is moved into the top section.



16. Synonyms Shortcut

- i. Right-click the word you wish to find a synonym for
- ii. Select **Synonym** from the drop down menu



17. Dialog Box Launcher



Some groups on the Ribbon tabs have a **Dialogue box launcher** button. Clicking on this will open a dialog box or a task pane.

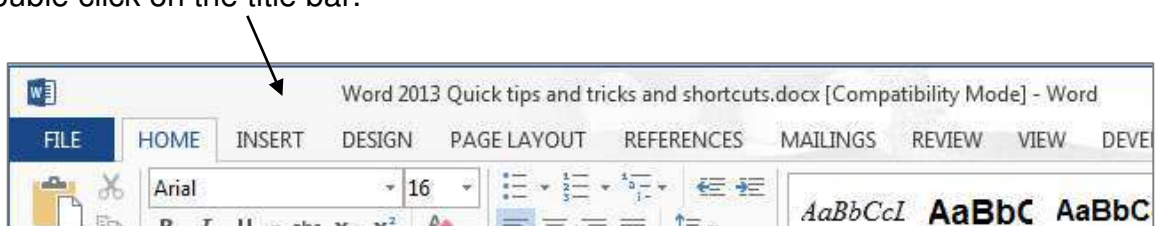
18. Shortcut to Open Page Setup Dialogue Box

Double click on the margin area on the ruler



19. Maximizing and Restoring Window

Double click on the title bar.



20. Resize Window to Fit Half the Screen

Hold down Windows button on the keyboard and either press left or right cursor key

21. Minimizing Ribbon

Double click on the active tab to minimize the ribbon. It can still be used.

Once minimized, double click on any tab to maximize the ribbon again.

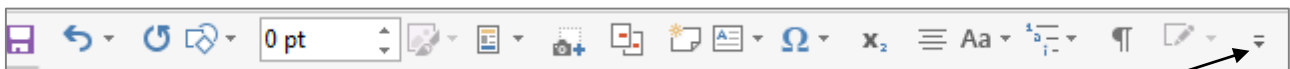
22. Scroll Through the Ribbon Tabs

Position your mouse over any part of the ribbon and use the mouse wheel.

23. Adding your Favourite Commands to the Quick Access Toolbar

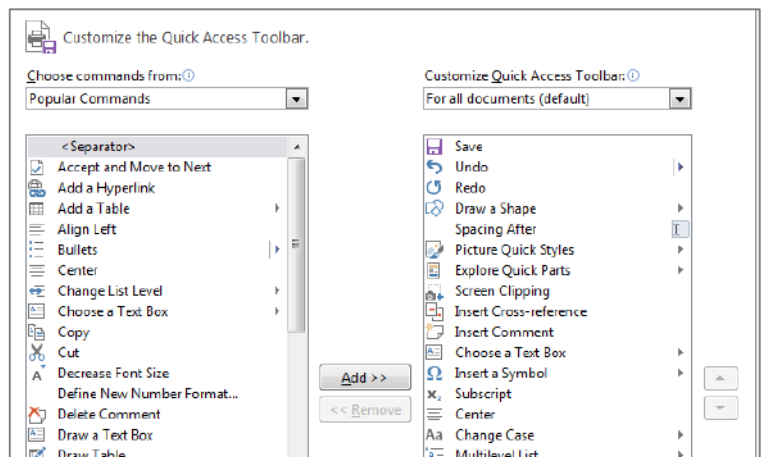
- i. Right click any command in the Ribbon or Office drop down menu
- ii. Select **Add to Quick Access Toolbar**

A customized quick access toolbar



Alternatively,

- i. Click on the **Customize Quick Access Toolbar** button at the end of the toolbar
- ii. Click on **More Commands** and use the dialogue box which opens, shown opposite, to add more commands into the box on the right, and then click OK



24. Moving the Quick Access Toolbar Under the Ribbon

- i. Click on the **Customize Quick Access Toolbar** button.
- ii. Select **Show Quick Access Toolbar below the Ribbon**

25. Using Preset Styles to Format Your Document Headings

Use Word's preset styles to format your headings for speed and consistency. Each style already has programmed into it a collection of formatting features, such as font size, bold, spacing after. Use style **Heading 1** for your main level headings, **Heading 2** for your sub headings etc.

To apply a preset style:

- i. Select the heading text
- ii. Go to the **Home** tab, locate the **Styles** group and click on the style you require, e.g. **Heading 1**, **Heading 2** etc.

26. To Modify One of the Preset Styles

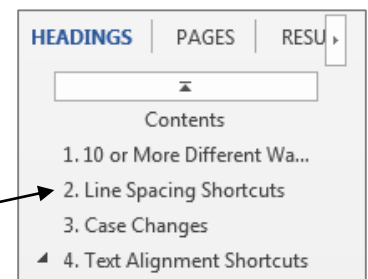
- i. Locate and right click on the style command button for the style you wish to modify, e.g. **Heading 1** (Home tab, Styles group)
- ii. This will bring up the Modify Styles dialogue box. Make all the necessary formatting changes and click OK

27. Navigate Using the Navigation Pane

Switch on the navigation pane by going to the **View** tab and check the **Navigation Pane** checkbox.

You will see a list of all the document headings which you have applied Word's standard styles to (e.g. styles *Heading 1*, *Heading 2* etc.)

Click on any heading in the list to navigate to it in the document.



TIP:

Right click a heading and you will see options to promote or demote it to higher or lower level heading, or insert a new heading before or after current heading.

28. Reorganize Chapter Heading Via the Navigation Pane

Switch on the navigation pane, then click and drag the headings up or down into new positions. This saves on time consuming cut and pastes when restructuring your document.

29. Creating a Basic Automated Table of Contents

- i. Apply preset styles to your headings as detailed in tip 24 above.
- ii. Position the cursor where you wish to insert the table of contents
- iii. Go to the **References** tab, locate the **Table of Contents** group

- iv. Click on either the Automatic Table 1 or Automatic Table 2 option.

A typical table of contents

Contents	
Introduction to Styles	2
Some Examples of Uses of Styles	2
Location of Style Related Commands	2
The Quick Styles Gallery	3
The Styles Box	4
Applying a Style to Selected Text	4
Applying a Style Method 1: Selecting a Style from the Quick Style Gallery	4
Applying a Style Method 2: Using the Styles Task Pane	4
Applying a Style Method 3: Using the Apply Styles Box	5
Applying a Style Method 4: Using the Mini Toolbar	5
Creating a New Style.....	6

TIP:

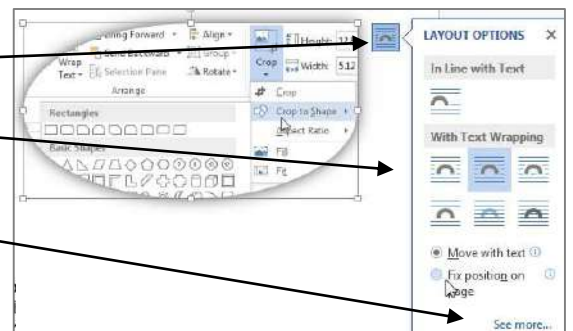
Once you generate a table of contents, if you edit the document you must also update the table of contents as it does not automatically update itself.

- i. Display the Update Table of Contents dialogue box using one of the following methods:
 - Click on the **Update Tables** command (References tab, Table of Contents group)
 - Click inside the table of contents and press the **F9** key on the keyboard
 - Right click anywhere inside the table of contents and select the **Update Field** option from the drop down menu which appears.
- ii. Select the option you require from the dialogue box and click OK. You would usually select to **update the entire table**

30. Layout Options icon

When you click an object, such as an image, chart or SmartArt, a Layout Options icon appears at the top right corner. Click on the icon for directly access to text wrapping options.

Also, click on the **See more** link at the bottom for more.



31. Quick Access to Crop Command and Style Options for a Graphic

Right click a graphic and you will see shortcut buttons for Style and Crop.

