USEFUL SECRETS HIDDEN WITHIN MICROSOFT WORD

A Seminar
Presented by Marilyn Gramms
June 2008

TABLE OF CONTENTS

Numbering Lines in a Word Document

If you have ever needed to proofread an important Word document with a spouse or a friend, you would probably find the task to be much easier if each printed copy included line numbers.

By following the steps below, numbering lines is exactly what this document will demonstrate.

1. Open the target Word document.

2. On the **File** menu, go to **Page Setup.**

3. Click on the **Layout tab**.

4. In the bottom section, tell Word where to apply the line numbers (whole document, this point forward or if you selected some text before you began, selected section) and click the **Line Numbers button**.

5. If you start with selected text and choose to number just that portion, Word will automatically put a page break both before and after the selected text. If you choose to number lines from this point forward, Word will then insert a page break before the numbers begin.

6. When the Line Numbers window opens, you need to check the "**Add line numbering**" option. This choice will activate the rest of the window. Here you can make decisions regarding how to number (every line, every two lines, every five lines, etc.), what number to start with and how far to place numbers from the text. Don't forget to make a choice at the bottom regarding continuous numbering throughout the document or restarting (at page or section break).

7. When you've made all your choices, click **OK**.

8. Click **OK** again to exit the Page Setup window. (The page displayed on the monitor will not show the numbered lines. When a hard copy is made of the document, however, the numbered lines will appear.)

9. Go to **File** and then select **Print Preview**. You will note that each line is numbered for easy reference.

10. Warning: If you wish to print the document without the numbered lines, you should reverse the process to turn off line numbering.

Setting A Default Location For Your Microsoft Word Documents

How can you change the default location for your Microsoft Word documents? Follow these simple steps to accomplish your objective.

1. Launch Word.

2. Click Tools, then Options.

3. Select the File Locations tab.

4. Highlight the file type (for example, Documents) that your changes should apply to and click Modify.

5. Enter the new folder location and click OK.

6. Word should now save subsequent files to the new location without you having to navigate to that folder manually each time.

Customize Word Toolbar Icons to Work for You

No one really knows why the Microsoft engineers created a standard Word toolbar that has an icon that adjusts the number of newspaper-like columns in a document -- an action most people perform once every decade or two--yet omitted icons to insert symbols and to bring up the enormously powerful Office Clipboard.

You can take control over the wimpy standard toolbars in your Word application by clicking *Tools, Customize, Commands*. Make sure the 'Save in' box says 'Normal.dot', so your changed toolbar will appear in any "normal" document.

To add an icon to a toolbar, find the one that you want in the Categories and Commands lists (to get the insert symbol icon, for example, click *Insert* in the Categories list, and then click *Symbol* in the Commands list); next, drag the command onto the desired toolbar. Drop it in whatever location you prefer. While you're working in this menu, you can remove an icon you no longer want on a toolbar by right-clicking it on the toolbar and choosing *Delete*. Click *Close* when you're finished.

Don't worry if you go too far and hopelessly scramble one of your toolbars. You can get the old one back by clicking *Tools, Customize, Toolbars*. Click once on the toolbar that's giving you fits, and click *Reset* to restore the toolbar to its original state.

Using A Preview Pane In Word

Have you ever been looking for a particular file, but can't remember its name?

Let's say you're in MS Word and you've got a whole list of files. Unfortunately, the names aren't giving you enough information to decide which one you're actually looking for.

You could systematically open each suspect file until you find the right one. Or you could set the program to show you a file preview while you're in the Open window.

You click on a file name and a preview of the file contents appears. No need to open each file, just take a look at the preview and find the right file on the first try.

Follow these steps to preview a specific file:

1. While in Word, go to the **Open** window. (**File** menu, **Open** choice or **Ctrl + O** or the **Open button**).
2. To the right of the "Look in" drop down list, you'll find a series of buttons.
3. You're looking for the **Views** button.
4. This opens into a list of choices.

5. You'll need to select **Preview** from the list.

6. The window is split into two sections. A list of files on the left and the preview of the selected file on the right.

This procedure doesn't fix the fact that we seem to name files in ways that aren't always helpful later on, but it sure takes some of the guess work out of finding them again!

Using The Places Bar In Microsoft Word

If you use Microsoft Word and click Save As in order to save a document, you will get the familiar dialog box. If you have to navigate to one of your commonly used folders, one, perhaps, that is nested within other folders, you will find that the process takes several steps. There is a way to shorten this process.

The **Places Bar** was tailor-made for this situation. That is the vertical bar on the left side of the **Save As** window in Word. It includes five folders. Click on one of the folders, and it appears in the Save In box. The problem is that most of the default folders are not ones you would use. Therefore, you will want to put the folders you use most frequently in the Places Bar. Once they are there, you need only click on the one you want. It will immediately appear in the Save In box.

To start, click File > Save As, which opens the Save As window. By default, My Documents is in the Save In box. Navigate to the folder you want to use, just as you have done in the past. It doesn't matter how deeply nested it is. When you get to it, click it once to highlight it. Then click Tools > Add to My Places. Do that for each folder that you use.

If you added four folders, you will now have nine total in the Places Bar. The four you added will be out of sight. To see them, use the scroll arrow.

You'll probably want to make your folders visible. Right-click the Desktop folder near the top. Select Small Icons. That will make all nine folders visible.

If you want to use large icons, you can move your folders up. Do that by right-clicking them and selecting Move Up. Because they move just one step at a time, this is a slow process. When you finish, right-click one of the icons and select Large Icons.

Why Did Word Capitalize That?

Ever find yourself irritated with MS Word because it keeps capitalizing the first letter of everything it perceives to be a sentence?

If you've ever made a list of things that shouldn't be capitalized, you know how aggravating that can be. You're constantly fighting Word as it continually capitalizes stuff without your permission!

To turn off the capitalization feature, simply go to the **Tools** menu, **AutoCorrect** choice. Now, on the **AutoCorrect tab**, you're looking for the option of "**Capitalize first letter of sentences**." **Uncheck** the box and click **OK**.

That's it. Now, you're free of the capitalization monster!

That's Not What I Selected!

Here's the scenario: You're working in MS Word, happily highlighting this and that, editing the document that will surely become a perfect specimen of word processing.

But wait! What's that? You highlighted part of a word and now, you suddenly have the whole word highlighted! Don't panic. Nothing's wrong. There's actually a very good reason for this strange behavior.

MS Word contains an option that automatically extends your partial highlight to select an entire word. You may want to turn off this function.

You're looking for the **Tools** menu, **Options** choice.

When the Options window opens, go to the **Edit tab**.

Uncheck the "**When selecting, automatically select entire word**" option.

Use the Gutter

Have you ever found yourself frustrated with a Word document you planned to bind or place in a three-ring notebook?

The problem arises when you start putting the pages into the binding. The left margin looks smaller than the right or even worse, some of the text is in the binding!

One way to fix this is to try manually adjusting the left margin. That is, make it larger so that it accommodates the binding.

This way works, but wouldn't it be easier if you had a place to simply enter the amount of extra space you need for the binding?

What you're looking for is MS Word's gutter. The gutter margin is "a setting that adds extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that text isn't obscured by the binding." (Did you catch the little "bonus?" You can set a gutter margin for either the left side or for the top of a document. This choice puts a little more flexibility into your binding options!)

With the document you want to bind open, go to the **File** menu, **Page Setup** choice.

Next, you're looking for the **Margins tab**.

The layout of the tab may vary from version to version, but you're basically looking for the same things.

- **The Gutter field** — In this field, enter the amount of extra margin you need added to accommodate the binding.

- **The Gutter position choice** — Choose between a left or top gutter.

- **The Apply to field** — Be sure to decide how much of the document needs to have the gutter (for example, This section, This point forward or Whole document.)

As you make these choices, you should see the preview picture updated each time. The checked area that appears denotes the placement of the gutter.

Notice that the margins around the text are still intact, so once the gutter margin space is in the binding, it will all look evenly spaced.

And finally, for those who plan to bind a double sided document, you may be concerned over the "left side" issue. After all, if you're going to bind double sided pages, sometimes it's the left margin and sometimes it's the right.

You're looking for the **Mirror Margins** option.

In some versions, it's a **checkbox** and in others, it's found in the **Multiple Pages** drop down list.

Once you make the Mirror Margins selection, you should see your preview updated to reflect the change. Hit the **OK** button when you're done.

Using Autocorrect And Symbols In Microsoft Word

Do you use symbols when writing documents in MS Word? Do you know how to set shortcut key combinations for quick insertion of frequently used symbols? Do you ever find yourself frustrated when you're trying to remember a key combination? The secret is to use the AutoCorrect feature for some of your symbol shortcuts.

Follow these steps:

1. Open Microsoft Word.

2. Go to the **Insert** menu, **Symbol** choice.

3. When the Symbol window opens, **locate the target symbol** and **click on it**.

4. Click on the **AutoCorrect button** located near the bottom left corner.

5. When the AutoCorrect window opens, the symbol you selected will already be filled in and all you need to do is **enter the characters that should initiate the AutoCorrect replacement**. For example, maybe you need to use the math fraction symbol for ½, a symbol that does not appear on the standard keyboard. You might use "onehalf" as the keyword to trigger the symbol replacement.

6. It goes without saying that you do need to be careful with your choice of characters used to signal the AutoCorrect you use to make the exchange. You don't want to pick anything that's a legitimate word or a character combination you may need to use for real. You don't want Word accidentally creating gibberish of your document.

7. When you're done, click the **Add** button to register the entry and then click **OK** to return to the Symbol window. Once there, click the **Close** button to return to your document.

8. That's it. A whole new way to quickly insert symbols, without all the menus and searching!

Create Sample Text in Word

Have you ever needed some text in an MS Word document to demonstrate something? Text where the content just doesn't matter. Text for the sake of having text to show someone how to do something (text formatting, line spacing, indenting, bulleting, etc). Or, perhaps you just want to play with different fonts.

The next time you need some text to work with, try this on for size.

Open a blank Word document and type: **=rand(2,6)**.

What you'll get, after you hit the **Enter key**, is a series of paragraphs with the same sentence repeated over and over.

The **first number in the parentheses is how many paragraphs** will be created and the **second number controls the number of sentences in each paragraph**. The bigger the numbers, the more text Word will create. (The formula above creates two paragraphs with six sentences in each).

If you only need one paragraph, simply put one number into the parentheses (that number being the number of sentences that will be created).

The sentence you'll get is: "The quick brown fox jumps over the lazy dog!" The reason this sentence is used is because it contains all 26 letters of the alphabet.

Create Your Own Menus in Microsoft Word

It is possible to customize the menus in MS Word. It's a great time saver to be able to arrange the items so they are efficient for you. (By the way, this approach will work with all Microsoft Office products.)

What if you could have the ultimate in customized menus? What if you had a menu you could build from scratch? That is, one that contains only the items you choose: nothing more, nothing less. A menu that easily allows you to mix and match items that are already in existing menus and then add a few other commands from the Customize window, etc. Imagine the possibilities! Only the items you deem to be the most useful would be on your menu, arranged in the order you dictate.

Open Microsoft Word and then follow the steps below.

1. Open the Customize window. You can either go to the **Tools** menu, **Customize** choice or **right click over any toolbar** and choose **Customize** from the bottom of the list.

2. Navigate to the **Commands tab**.

3. On the left side of the window, in the **Categories list**, you'll need to scroll all the way to the bottom and **select the New Menu** category.

4. With the **New Menu** category selected, move your mouse pointer to the right side of the window in the Commands list.

5. **Click-hold-and-drag the New Menu command** from the Customize window to the top of the program window and into the other menus already displayed. You can choose to add your menu to the end of the list or place it anywhere between the menus that already exist.

6. When you've found the perfect location for your new menu, **release the mouse button**, dropping the menu into the program window.

7. You'll notice that the menu is initially called "New Menu."

8. With the Customize window still open, **right click on the New Menu name**.

9. The pop up menu that appears will have a field for "**Name**." Click on that and **type in a new name** for your menu. Press the **Enter key** when you're done and you'll find that your menu name has been adjusted.

10. You have created your first menu! Now you will want to fill it with commands of your choice.

11. Use the **Command tab** in the **Customize window** to drag whatever items you need into your new menu**.**

12. You may use any command from any of the categories. This isn't about sorting them into their category types (Microsoft did that for you with the original

menus). This is about what you want. It's all about you putting the items in the menu you need the most.

13. If your list of commands is getting rather long and you'd like to add a few horizontal group dividers, simply **right click** on a **command** in the menu and choose **Begin A Group** from the pop up menu. A divider line will appear **above** the selected command.

14. You can **rearrange the menu items** with a **left click-hold-drag-and-drop**.

15. Once all your menu elements are in place, click the **Close button** in the Customize window.

16. Should you find that you need to make changes at any time, simply return to the Customize window and modify your menu the same way you would any of the standard menus.

Accessing Your New Custom Menu Quickly

If you are a person who likes to access your menus by using the keyboard shortcuts (the underlined letters on the menu bar that can be combined with the Alt key to have instant access to the exact menu you're looking to use), then you will want to create a shortcut letter for your new custom menu. It's up to you to tell the program what letter to use, but the ability to have the shortcut is definitely there.

Since you've already created the menu, open the **Customize** window. (**Tools** menu, **Customize** choice or **right click over any toolbar** and then select **Customize** from the bottom of the list).

With the Customize window open, **right click on your custom menu**.

The Properties menu will then open and you can **enter a name for your custom menu in the Name field**. The trick to the shortcut key is in the way you name your menu.

Once you've entered a name, you need to **choose a letter** that is not already used for any other menu.

Move your cursor just to the left of the letter.

Now, **type an ampersand** (**&**) just to the left of the letter.

For example, if you called your menu "Bill's Special Menu" and wanted the B in "Bill" to be the shortcut key, you would enter this in the name field: &Bill's Special Menu. (Note the "&" before the B).

After the name with the ampersand is entered, **close the Properties list**. (You can either hit the **Enter key** or **click outside the list** to do this).

Immediately, you should see a difference in your menu name.

The letter you chose should be underlined and now, you can access this menu using the Alt key combination just like any other!

Close the Customize window and you're back to business as usual.

Word's Secret Repeat Key

If you use Word as your word processing program, here's a great keyboard shortcut for repetitive tasks!

The trick is all in one key: the **F4 key**. The F4 key is set to repeat the last action.

Literally, if you simply hit the F4 key, the program will repeat the last action you completed. That's it.

You can get the **F4 key** to repeat text formatting, line spacing, text color changes, indenting, font changes and more.

You can get the repetition of a "just typed" phrase or sentence as well. It's much quicker than the old copy and paste routine that you have used in the past when you have repetitive statements to make.

You can also try this one with Word's drawing tools, without needing the buttons and menus constantly. The **F4 key** will duplicate a newly drawn shape, repeat a fill color change in a newly selected shape, change line size and color and so on. Whatever you need, it can do!

Many Clues Are Hidden On Your Computer Keyboard

When you are positioned in front of your computer keyboard, locate the letters F and J. Depending on the color of your keyboard, it may be a little hard to see, but those two letters each happen to have a little "bump" on them. It's just a little line that goes across the key that sticks up a little like a bump.

The two bumps are there to help a touch typist position his/her hands on the keyboard in the correct places without having to look down. All you have to do is feel around for those two bumps and your right and left hands will be in the right spots. A touch typist knows that the correct way to position your fingers is to place your left index finger on the F key and your right index finger on the J key. You then just line up the rest of your fingers on the other keys to begin typing.

Several of the other keys provide clues to using keyboard shortcuts. If you look at the FRONT FACE of some of the keys you will be given hints as to what key to press

(**together with the Control key**) to provide such formatting, editing, and file functions as:

- ❖ A = select all
- ❖ F = find
- ❖ U = underline
- ❖ I = italics

- ❖ X = cut
- ❖ C = copy
- ❖ V = paste
- ❖ B = bold

Your Keyboard Provides Menu Magic

If you prefer the keyboard over the mouse, but don't really know many keyboard tricks, the information presented in this section may be of help.

Have you ever noticed the underlined letter in the title of each menu at the top of your Microsoft Word screen? (the F, E, V, etc).

The underlined letter in each case is the "magic key" to using your keyboard to access the menus.

To access a menu, simply hit the **Alt key** together with the **letter for the menu** you're trying to access. (For example, F is for the File menu, E is for the Edit menu, A is for the Table menu, etc). Those will open the corresponding menu.

One way to continue is to use the **up and down arrows** to navigate through the menu choices. (When you come to a submenu, hit the right arrow and the submenu will open where you can use the up and down arrows to navigate through it. To get out of the submenu, simply use the left arrow.) You can escape out of the submenu or the main menu by pressing the **Esc** (Escape) key that is located on the extreme upper left corner of your keyboard.

Another way to make your submenu choice is to simply **hit the underlined letter** of your menu choice. If there's a submenu available, it will open automatically. (You do not need to press the Alt key for this function to work properly.)

To move from menu to menu, you can use the **left and right arrow keys** (when you're not on a choice with a submenu).

When you find what you're looking for, just hit the **Enter** key. This acts like a mouse click and starts whatever choice you made.

Useful Keyboard Shortcuts

Although there are literally hundreds of keyboard shortcuts that will take the place of mouse clicks, the following are among the most popular and, over time, are easy to commit to memory. You may even find that by using them, you will become more efficient in your computing activities than by clicking the mouse and dragging a pointer. It will be to your advantage to make several of these a part of your everyday computing repertoire.

The following shortcuts work with Word.

1. When you want to OPEN an existing document from within an application: Press CTRL+O.

2. When you want to create a NEW document: Press CTRL+N (new).

3. When you want to SAVE your work in a document: Press CTRL+S.

4. When you want to PRINT a document: Press CTRL+P.

5. When you want to select the ENTIRE body of text: Press CTRL+A.

6. When you want to toggle BOLDFACE on or off: Press CTRL+B.

7. When you want to toggle *ITALICS* on or off: Press CTRL+I.

8. When you want to toggle UNDERLINE on or off: Press CTRL+U.

9. When you want to UNDO your most recent keystroke: Press CTRL+Z.

10. Pay a quick visit to the MENU BAR. Pressing the ALT key in almost every application creates a focus on the active application's menu bar. From there, you can press the key matching the underlined letter in the menu item you want to access.

11. When you want to open the FILE Menu: Press ALT+F.

12. When you want to open the EDIT Menu: Press ALT+E.

13. When you want to open the VIEW Menu: Press ALT+V.

14. When you want to open the INSERT Menu: Press ALT+I.

15. When you want to open the FORMAT Menu: Press ALT+O.

16. When you want to open the HELP Menu: Press ALT+H.

17. When you want to open the TABLE Menu: Press ALT+A.

18. When you want to open the Windows Menu: Press Alt+W

19. If you want to increase the FONT SIZE of a text selection in Word: Press CTRL+].

20. If you want to decrease the FONT SIZE of a text selection in Word: Press CTRL+[.

21. If you want to CLOSE the application that you are in: Press ALT+F4. In other words, it will close each open window, one at a time.

22. If you want to move to the BEGINNING of an open file: Press CTRL+HOME.

23. If you want to move to the END of an open file: Press CTRL+END.

24. If you want to "GRASSHOPPER" your way across a line of text: Hold the CTRL key while pressing either the up, down, left, or right arrows.

25. If you want to CUT a block of text or other information from a document: Select it and then press CTRL+X.

26. The best mouse-free way to select text is to position the cursor in front of your desired selection using the arrow keys. Then while holding down the SHIFT key, press the appropriate ARROW keys until you've highlighted the entire selection.

27. If you want to COPY a selection to the clipboard: Press CTRL+C.

28. If you want to PASTE the clipboard's contents into a new location: Press CTRL+V.

29. If you want to see the clipboard's contents: Press CTRL+C twice.

30. If you want to toggle between all caps, all lower case, and standard text: Highlight the target text and press SHIFT + F3.

Creating Your Own Shortcut Keys for the Word Application

If you want to create a short cut key combination for the Word program:

1. Right-click on the Word **shortcut** icon. (It will be located on your Desktop, on the Start Menu, or in All Programs.)

2. Left-click on Properties. A dialogue box will appear.

3. Click inside the box for the SHORTCUT KEY.

4. Press the CONTROL key and the key combination of "CTRL + Alt +" will appear. Add the keystroke of your choice. ("W" would be a good choice for creating a shortcut to Word.)

5. Select OK. Now when you use those three keys in combination, the program will open.

Paragraph Relocation in Word

Do you sometimes find yourself highlighting entire paragraphs in an MS Word document for relocation? So, what do you do? You probably first highlight the entire paragraph, then you use the mouse to grab and hold the paragraph and while still using the mouse, you run the pointer up and down the document to find the target location to drop the paragraph. When you need to move something else, you start the process all over again.

There is a mouseless, three key solution to the situation that works so much better!

The next time you need to move an entire paragraph, try this little trick:

- Put your **cursor in the paragraph** you want to move.

- **Hold down the Alt + Shift keys**.

- **Press the up or down arrow** in the direction you need to move your paragraph. That's it!

Each time you press an arrow key (while still holding **Alt + Shift**), your text will move one paragraph up or down.

To move something a long way, simply hold down the arrow key and let it go!

Sorting Data in Word

Have you ever found yourself wishing that a list you typed in MS Word could be alphabetized? If you know how to enter data into a program such as Microsoft Excel, you may wonder why you didn't type your data into a column in the spreadsheet where sorting is a built-in function.

You may be surprised to learn that you can conduct an alphabetical sort in Word!

Here's all you have to do!

The first thing is to get the list typed into Word. Be careful to note that if you want the list to be double spaced, you need to set the paragraph that way. Do not simply hit the Enter button twice! If you do, your list will become an editing nightmare and when the sorting is finished, it will put all of the blank spaces at the top of the list, leaving the data single spaced near the bottom.

Here's how you begin the sort (alphabetizing).

Highlight the entire list.

In Word 2007, you need to locate the **Sort** button in the **Paragraph** section on the Home Ribbon. For other versions of MS Word, you need to go to the **Table** menu, then **Sort**. choice. The Sort Text dialogue window will open:

The default is set to Sort by Paragraphs, Type of Text, Ascending. That will make your list alphabetical A to Z. (Descending will reverse the list from Z to A).

At the bottom of the window, there's an option to tell the program your list has a header row (or title). If you highlighted a title with the data, you would use this option to prevent the program from sorting your title into the list. (In other words, the first row stays in place regardless of the first letter).

Click **OK**. You will then be returned to the document and you should see your list in order.