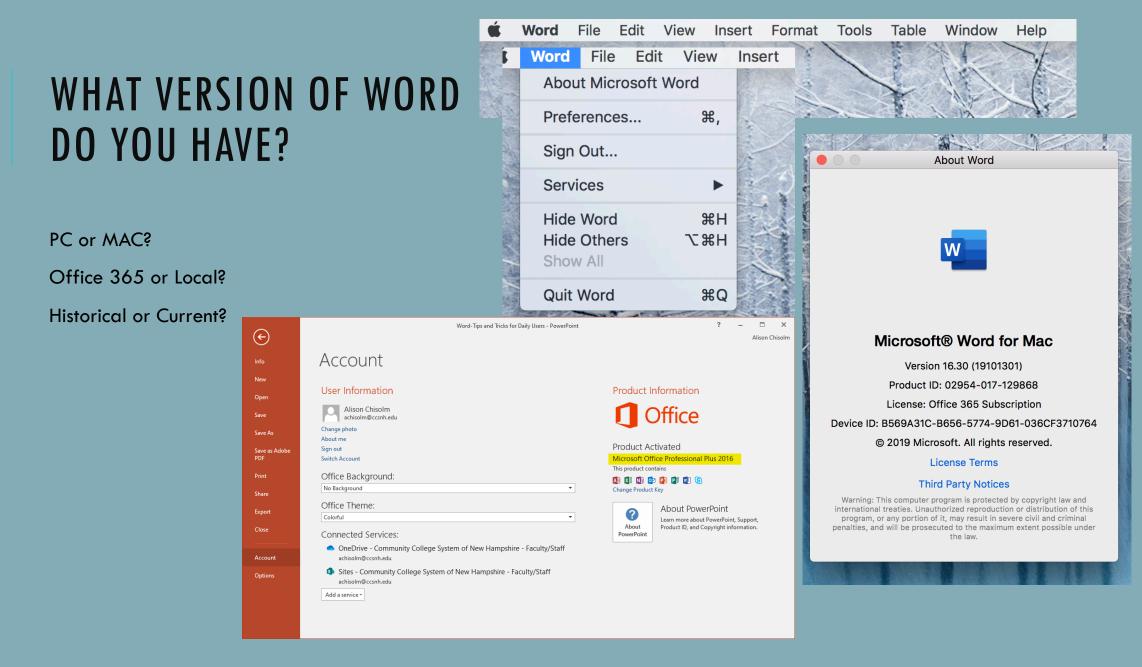


WORD

TIPS AND TRICKS FOR DAILY USERS



Tips & tricks that will save you loads of time.

SPEED IT UP

QUICK SELECT/GRAB TECHNIQUES

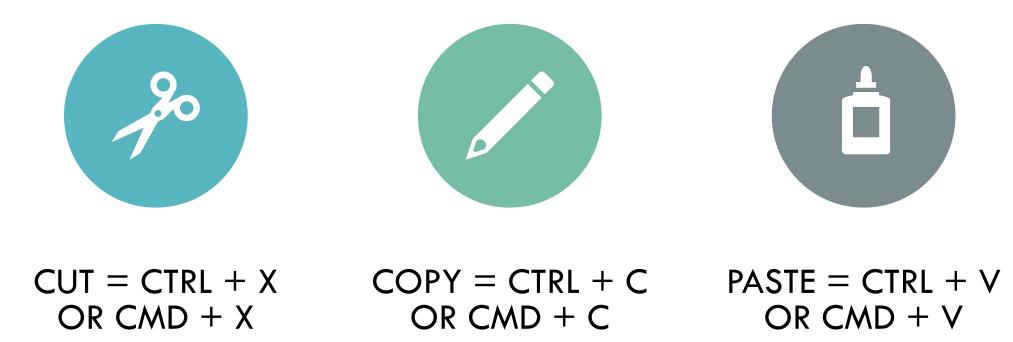
Select single word: quickly double-click that word

Select line of text: place your cursor at the start of the line, and press Shift + down arrow.

Select sentence: place your cursor at the start of the sentence, and press Ctrl + left click.

Select paragraph: place your cursor at the start of the paragraph, and press Ctrl + Shift + down arrow.

USE KEYBOARD SHORTCUTS FOR CUT, COPY, PASTE



SET YOUR DEFAULTS: MARGINS

Document					
	Margins	Layout			
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Bottom:	1"				
Left:	1"				
Right:	1"				
Gutter:	0"				
Gutter Position:	Left ᅌ				
Pages		_			
Multiple Pages:	Normal	0			
Apply to: Who	le document ᅌ				
Default Pa	age Setup		Cancel OK		

Layout > Margins > Custom Margins

Layout > Margins > Custom Margins

Page Setup		?	×			
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Margins						
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Left: 1⁻ ≑	<u>R</u> ight:	1*	÷			
<u>G</u> utter: 0"	G <u>u</u> tter position:	Left	\sim			
Orientation						
Portrait Landscape						
Pages						
Multiple pages: Normal	~					
Preview						
Apply to: Whole document						
Set As Default OK Cancel						

CREATED BY ALISON CHISOLM, ENTREPRENEURSHIP & INNOVATION PROGRAM COORDINATOR, RIVER VALLEY COMMUNITY COLLEGE.

SET YOUR DEFAULTS: FONT

Home > Font Box Launch

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Home > Font Box Launch

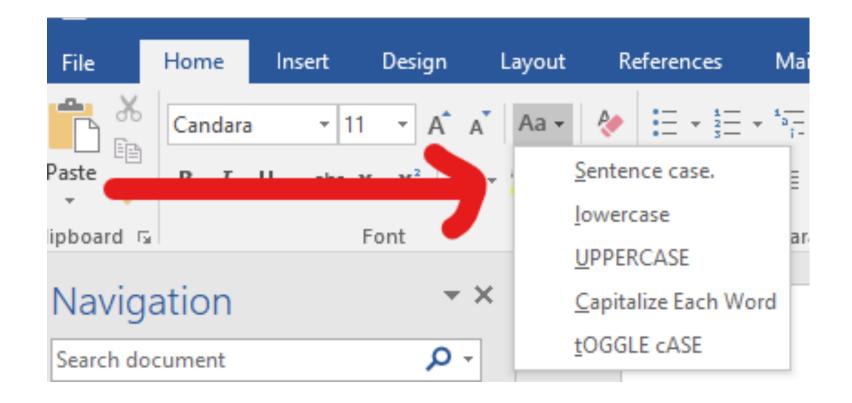
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This is a fruetype font. This font will be used on both printer and screen.						
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Easy tricks for handling common formatting issues.

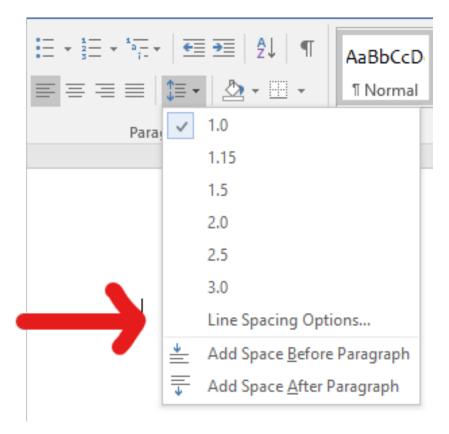
FORMATTING HEADACHES Solved

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CHANGE CASE/CAPITALIZATION OF TEXT



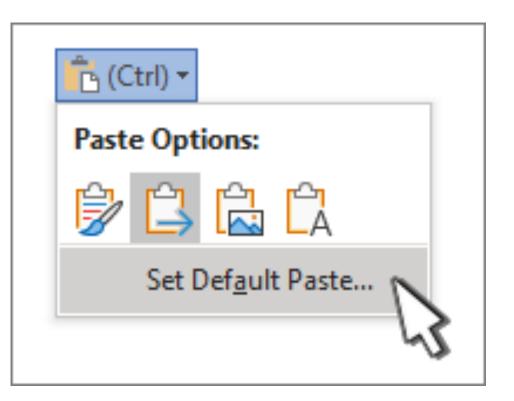
CHANGE LINE SPACING



For part of a document For whole document For default setup

PASTE WITH CORRECT FORMATTING

When you copy content from a formatted source, such as a webpage or another Word document, you can select options at the time you paste it into your document.



USE STYLES TO STANDARDIZE THE ELEMENTS OF YOUR DOCUMENT

Titles, headings, paragraphs all should be standardized throughout a document. But who remembers whether you bolded or underlined or used a color?

Styles makes it easy....

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	1 Normal	¶ No Spac	Heading 1	Heading 2	Ŧ	
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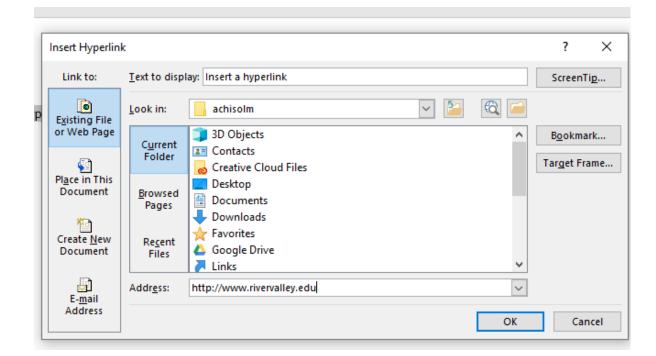
In the 21st century, documents contain a lot more than words, so you need to know how to insert that content easy peasy.

MORE THAN WORDS

INSERT A HYPERLINK

You can insert hyperlinks to:

- Webpages
- Document on Your Computer
- Text within a Document
- Email Address



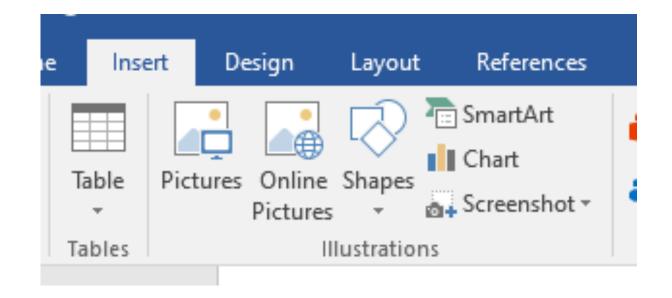
INSERT PICTURE OR IMAGE

Pay attention to copyright issues! Don't insert a picture or image that you don't have a right to use. Two great sources for free phots:

Pexels.com

Unsplash.com

Pay attention to privacy issues! Do you have permission from the people in the images to use these pictures?

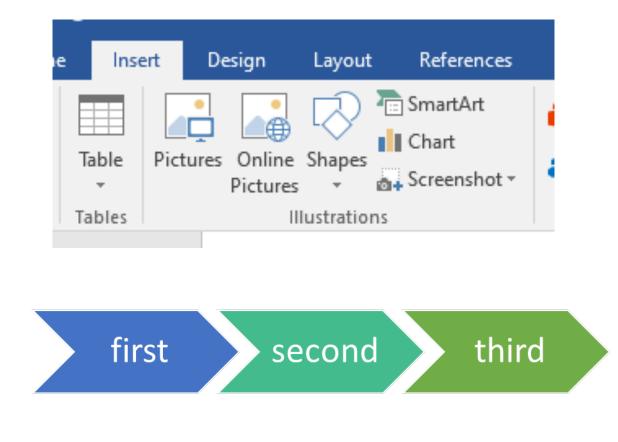


INSERT SMART ART

Smart Art is where you find diagrams that you can use to show processes, hierarchies, relationships.

They are "quick pictures" that convey information more effectively than words alone.

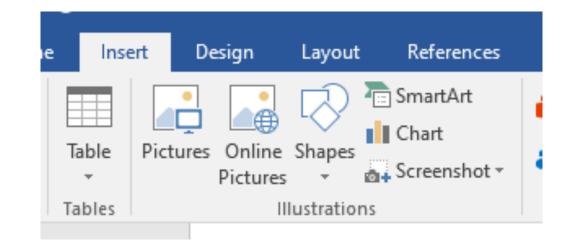
You get to fill in the text and have lots of formatting options for each Smart Art diagram so something is bound to work.

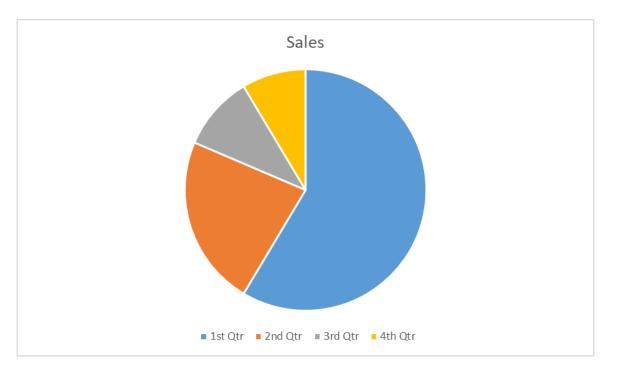


INSERT A CHART

Charts are just for Excel! You can create and insert simple charts in Word too.

Just choose the chart that work to communicate your information, fill in the numbers, customize the formatting and you're done.

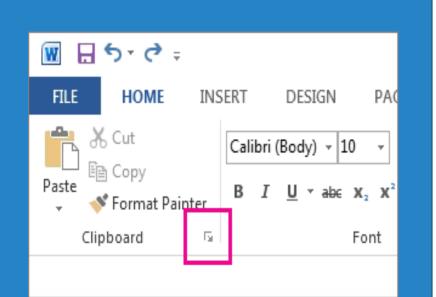


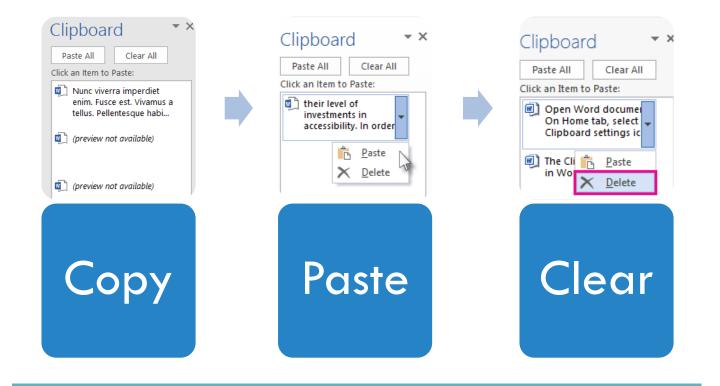


Word has some amazing built-in tools that will give you an edge if you learn to use them.

EXPLOIT BUILT-IN TOOLS

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USE THE OFFICE CLIPBOARD

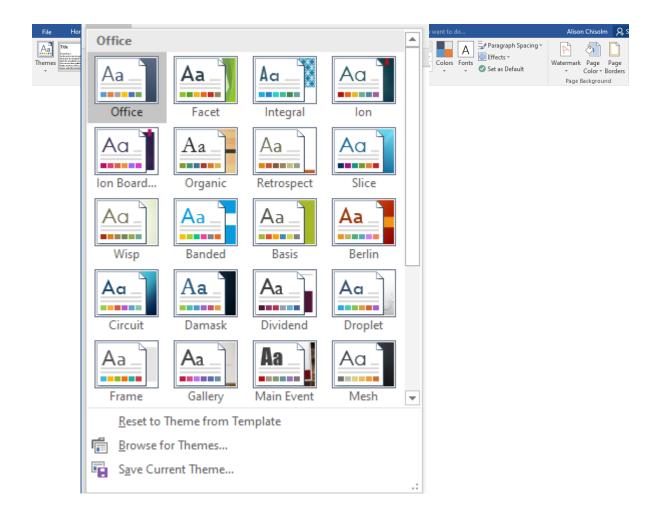
CREATED BY ALISON CHISOLM, ENTREPRENEURSHIP & INNOVATION PROGRAM COORDINATOR, RIVER VALLEY COMMUNITY COLLEGE.

SET UP A THEME TO SUPPORT YOUR BRAND

A document theme is a unique set of colors, fonts, and effects. You may select an Office provided theme or you may customize your own.

Themes are shared across Office programs so that all your Office documents can have the same, uniform look.

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USE A TEMPLATE TO GET GRAPHIC DESIGN DONE FOR YOU

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SOURCES FOR TEMPLATES:

- 1. Microsoft: <u>https://templates.office.com/en-us</u>
- 2. Stock Layouts: https://www.stocklayouts.com/

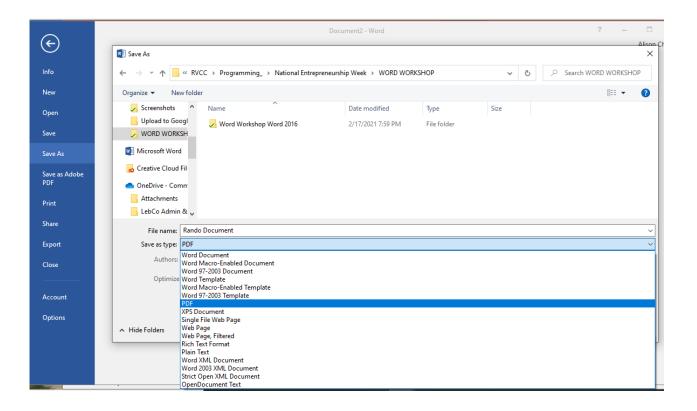
These tips and tricks are somewhat random but EITHER I use them a lot OR they are just fun and cool, so they seemed worth sharing.

FINAL ODDBALL TIPS

SAVE IN A DIFFERENT FORMAT

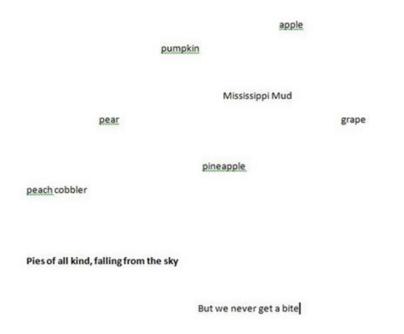
Most of the time you save Word documents as Word documents, but not always.

- Save as plain text when you need to strip out the formatting.
- Save as PDF when you are sending to others and want to preserve formatting.



WHY PUT THE WORDS IN A STRAIGHT LINE SENTENCE?

You can use Word as a whiteboard of sorts and easily place text anywhere on the page. Just click twice on any place on the page and Word will allow you to start typing there. Word automatically inserts hard returns and tabs to allow you to enter text.



CHECK YOUR READABILITY AFTER SPELLING & GRAMMAR

Word has the power to not only judge your grammar and spelling, but also your writing's complexity. For example, does your writing meet the comprehension level of someone pursuing a post-grad degree, or someone still learning their shapes and colors?

Word uses lingual tests such as the <u>Flesch Reading Ease</u> test, which calculates a score on a 100-point scale. The higher a number, the easier it is to understand. Office's own documentation suggests you want a score between 60 and 70.

Additionally, Word will run a similar lingual test, the Flesch-Kincaid Grade Level test, which will tell you what US grade level a text is written for; most docs should aim for between 7.0 and 8.0, Microsoft says.

In order to use this feature, you will first have to turn it on by navigating to **File > Options > Proofing**. Then select Show readability statistics under spelling and grammar. Now when you ask Word to run a spellcheck, it will also generate your document's readability statistics.

Word Options		?	×
General Display	ABC Change how Word corrects and formats your text.		^
Proofing	AutoCorrect options		
Save	Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>		
Language	When correcting spelling in Microsoft Office programs		
Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	□ Ignore words in UPPERCASE □ Ignore words that contain numbers □ Ignore Internet and file addresses □ Flag repeated words □ Enforce accented uppercase in French □ Suggest from main dictionary only Custom Dictionaries French modes: Traditional and new spellings ∨ Spanish modes: Tuteo verb forms only ∨ When correcting spelling and grammar in Word ○ Check spelling as you type ○ Mark grammar errors as you type ○ Frequently confused words ○ Check grammar with spelling ○ Show readability statistics Writing Style: Grammar ∨		
	Rechec <u>k</u> Document		
	Exceptions for: More Word Tips		~
	OK	Ca	ncel



THANK YOU



For attending this workshop

RIVER VALLEY Community College CHOOSE COMMUNITY





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(603) 536-2011

answers@unh.edu

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