

LEARN *from* EXPERIENCE

MICROSOFT WORD TIPS AND TRICKS

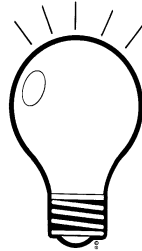
The following pages list a few basic techniques that can heighten your *Microsoft Word* skills tremendously and make you a wizard at one of the greatest programs of all time. If you can master *Microsoft Word* – you can master any other computer program.

First of all, it is important to understand my *Microsoft Word* philosophy:

1. Conceptual thinking - Learn why, not how.
2. Artistic Imagination – Realize *Word* is a presentational software – make it look good
3. Basic Windows Techniques - Master “Always in Windows” functions that are commonly made more difficult and focus on the following:

- **Selection**
- **Navigation**
- **Editing - CUT, COPY & PASTE and DRAG & DROP**

I always tell my classes, “*there is not a right and a wrong way... there is a right and a long way*”.



Microsoft Word is not just about knowing how to type a letter. *Word* becomes a wonderful program, only when you realize its full capacity, get comfortable using it and find the fastest ways to do everything. You shouldn't just learn how to use *Word*; you should learn how to use it efficiently! You should never have to tap the arrow or the backspace keys 20 times.

Remember: Everything takes time - practice the shortcuts on these pages - if your hands are on the keyboard - keep them there! And, if your hand is on the mouse, keep it there. One step is faster than two and there is usually a keyboard shortcut for most mouse functions, so learn them all and figure out which best suits you! Good luck!

Memorize the following lists. They will save you time and effort!

MOUSE SELECTION PROCESS

Selection Method	Technique
Drag	Click & hold mouse button at beginning of selection, drag over remaining text, release button.
Select a word	Double-click inside the word.
Select multiple words	Double-click the first desired word, hold button down on second click, drag over remaining text, release button.
Select a sentence	Hold the CONTROL KEY down & click inside the sentence.
Select a line	Click in the SELECTION BAR* next to the line.
Select multiple lines	Press mouse button in SELECTION BAR next to beginning line, drag down until appropriate lines are selected, release button.
Select a paragraph	Either double click the SELECTION BAR next to paragraph or triple click inside paragraph.
Select multiple paragraphs	Either double click the SELECTION BAR next to first desired paragraph, hold button down on second click, drag down until appropriate paragraphs are selected and release button, or triple click inside paragraph, hold button down on third click, drag down until appropriate paragraphs are selected, and release button.
Select a document	Either hold down the CONTROL BUTTON and click inside SELECTION BAR, triple click inside SELECTION BAR, or press CONTROL+A.
Select a Table	Hold down the ALT KEY and double click inside of the table
Select a variable amount of text	Click to put insertion point at beginning of selection, hold down SHIFT KEY, click at end of selection – everything between the two clicks will be selected.
Extend/Shorten selection	Hold down the SHIFT KEY, click the mouse at the end of your new selection.
F8	Toggles through Extend Selection mode – 1) select on then click at the end of the selection or type the last character, 2) select word, 3) select sentence, 4) select paragraph, 5) select section, 6) select whole document – hit escape to turn off.
Deselect	Make another selection or click mouse button to the right of the text.

KEYBOARD CURSOR MOVEMENT	
KEYSTROKE - PRESS...	TO MOVE THE CURSOR...
→	one character to the right.
←	one character to the left.
↑	one line up.
↓	one line down.
HOME	to the beginning of the line.
END	to the end of the line.
PAGE UP	up one screen.
PAGE DOWN	down one screen.
CONTROL + →	one word to the right.
CONTROL + ←	one word to the left.
CONTROL + ↑	up one paragraph.
CONTROL + ↓	down one paragraph.
CONTROL + HOME	to the top of the document.
CONTROL + END	to the end of the document.
CONTROL + PAGE UP	"in browse by mode" up.
CONTROL + PAGE DOWN	"in browse by mode" down.
CONTROL + ALT + PAGE UP	to the top of the screen.
CONTROL + ALT + PAGE DOWN	to the bottom of the screen.
SHIFT + F5	to the insertion point's previous editing location (works 3 times).
CONTROL+F OR EDIT, FIND	to a specific place in your document (FIND).
CONTROL+G, F5 or EDIT, GOTO	to a specific place in your document (GOTO).
CONTROL+H OR EDIT, REPLACE	to a specific place in your document (REPLACE).
DELETE	and delete the character to the right.
BACKSPACE	and delete the character to the left.
CONTROL+DELETE	and delete the word to the right.
CONTROL+ BACKSPACE	and delete the word to the left.

MOVING & COPYING TEXT	
Moving Text (CUT)	Duplicating Text (COPY)
Select text, choose CUT from the EDIT MENU, move insertion point to desired paste location, choose PASTE from the EDIT MENU	Select text, choose COPY from the EDIT MENU, move insertion point to desired paste location, choose PASTE from the EDIT MENU
Select text, click the CUT button on the <i>standard toolbar</i> , move insertion point to desired paste location, click the PASTE button on the <i>standard toolbar</i>	Select text, click the COPY button on the <i>standard toolbar</i> , move insertion point to desired paste location, click the PASTE button on the <i>standard toolbar</i>
Select text, right click on the selection, choose CUT from the drop down menu, right click in the desired paste location, choose PASTE from the drop down menu	Select text, right click on the selection, choose COPY from the drop down menu, right click in the desired paste location, choose PASTE from the drop down menu
Select text, type CONTROL+X, move insertion point to desired paste location, type CONTROL + V	Select text, type CONTROL+C, move insertion point to desired paste location, type CONTROL + V
Select text, click and hold down mouse button, drag dotted insertion point to desired location, release mouse (DRAG & DROP)	Select text, hold the CONTROL BUTTON down, click and hold down mouse button, drag dotted insertion point to desired location, release mouse, release CONTROL BUTTON (DRAG & DROP)
Select text, click and hold down right mouse button, drag dotted insertion point to desired location, release mouse, select MOVE HERE from the menu	Select text, click and hold down right mouse button, drag dotted insertion point to desired location, release mouse, select COPY HERE from the menu

*The white area to the extreme left of the text