Appendix B

MS WORD BASICS AND TOP 20 MS WORD TIPS

MS WORD BASICS

In the screen display of the command area for Word 2016, the **Ribbon** displays the commands in task-oriented **groups** in a series of **tabs** (Figure B.1). Additional commands within the groups can be accessed by clicking on the **Dialog Box Launcher**. Selecting the **File Tab Button** in MS Word will bring you to a drop-down menu for commands such as *save*, *open, close, recent, new*, *print,* and *send*. You can customize the Quick Access Toolbar to contain buttons for tasks you perform frequently, such as *save*, *print preview*, and *undo move*. The window size and screen resolution affect what you see in the command area of the program.

TOP 20 MS WORD TIPS

The following instructions apply to MS Word 2016 for Windows (PC version). On the Mac, most commands are the same but may have to be accessed differently.
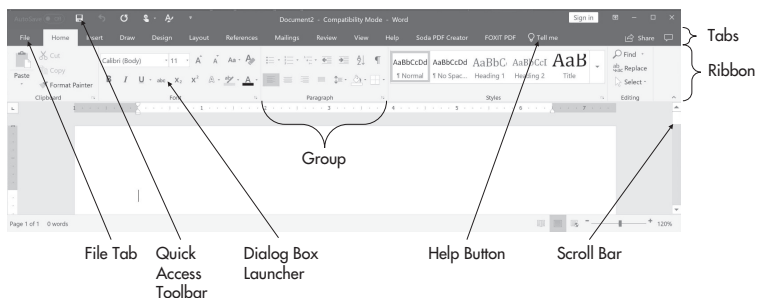

Figure B.1 Command area in MS Word.

Tip 1.   If you do not know how to perform a specific function in Word, click on the **help button ("Tell me what you want to do")**, which looks like a light bulb on the tab band of the command area, and type in the key word or question you have. The help function provides you with different options to narrow down your specific concerns and gives you a step-by-step explanation to follow.

Tip 2.   If you activate the **Show/Hide button (¶),** which looks like a paragraph mark in the Home tab Paragraph group, you can see the formatting symbols in your document as you work with it. This will enable you to identify spacing issues, including inconsistent spacing between words, hard page breaks versus section breaks, and so on.

Tip 3.   To apply the same formatting of an already formatted text section to another section, use the **Format Painter**, which can be found in the Home-Clipboard group. Highlight the source text, click the format painter button, and then select the text to which you want to apply the formatting.

Tip 4.   Use the **Print Preview** screen to see what your document looks like before you print it. To select Print Preview, click on the File Tab button on the top left corner of the screen, then select Print, and Print Preview automatically is displayed on the MS Office Backstage view.

Tip 5.   To write something as **super- or subscript**, highlight the letter or symbol you would like to convert to super- or subscript. Click on the applicable button in the Home-Font group ($\mathbf{x}_2$ for subscript, $\mathbf{x}^2$ for superscript).

Tip 6.   If you need to add a special character, mathematical symbol, and/or foreign letter (e.g., α, β, or μ or a degree symbol º), choose the Insert tab and then the **Symbol** group. Select *more symbols* and then the symbol/character you want followed by *insert*. If you go back to that same dialog box, Word displays the symbols you have most recently used.

Tip 7.   To adjust **line spacing within paragraphs**, highlight the text for which you want to adjust the line spacing. Then, in the Home-Paragraph group, select the line spacing button and choose the line spacing option (1.0 for single, 2.0 for double, a specific value in between, etc.).

Tip 8.   To adjust **line spacing before and after paragraphs**, click anywhere within or highlight the paragraph and go to the Home-Paragraph group. Click on the lower right arrow and go to the Spacing section in the dialog box. Click on the Before and/or After arrows until you get to 0 pt for both, and then click OK.

Tip 9.   To turn the **ruler on and off**, click on the View Ruler button on the right side just above the scroll bar.

Tip 10.   To **bullet or number text**, click within the paragraph that you would like to bullet or number and then select the bullet or

numbering you want from the Bullets or Numbering button in the Home-Paragraph group. If the numbered list does not start where you want, click the small arrow next to the numbering button, select *set numbering value,* and choose the value you want.

Tip 11. Just below the main Ribbon on the left side is the **Tab button**. This button designates the type of tab: left, center, right, decimal. By clicking on the button, you can scroll through the different options. To set tabs for a particular section of text, first click in the line or paragraph you want to format. Then, scroll through the tab choices until you find the tab you want. Click on the horizontal ruler above the document at the point where you want to insert the tab, and the symbol for that tab will appear. You can click on the tab symbol on the ruler and slide it left or right as needed. You can use a combination of tabs to left justify some text and right justify the time at the end of the line. Using the right justify tab is the only way to ensure that text on the right margin will be properly aligned there. (If you want to get rid of a tab, simply go to the text where the tab has been applied, click on the tab symbol on the ruler, and drag it off the ruler completely.)

Tip 12. To make a given **text section narrower or wider** than the normal page width in the rest of the document, highlight the applicable text and drag the left and/or right indents on the horizontal ruler above the page. You can also adjust margins by going to the Layout button and selecting Margins in the Page Setup group.

Tip 13. To **insert page numbers** that are automatically sequentially numbered, go to the Insert tab and choose Page Number within the Header/Footer group. The drop-down menu will allow you to select the placement and format of the page number. You can also designate which number to start with by selecting Format Page Number. If the formatting of the Word-inserted page numbers is not to your liking, you can simply change it as you would any text after double-clicking it.

Tip 14. To **insert a table** in Word, go to the Insert-Table group and either highlight the rows and columns you need in the grid or go to the Insert Table choice further down in the drop-down menu, type the number of rows and columns you want, and click OK. Note: There are advantages and disadvantages to using Word or Excel for tables. Word tables will give you more formatting options, but Excel tends to be easier to work with numbers, particularly where calculations are involved. (You can do a simple sum in a Word table [in the Table Tools–Layout–Data group] using the Formula button.)

Tip 15. You can copy a spreadsheet, chart, or picture from another Microsoft application (Excel, Visio, etc.) and paste it (under **Paste Special**) as an object into MS Word. You will be able to

modify the object in your Word document without going back to the original program.

Tip 16. To **crop a picture or object** in word, left-click the picture, which brings up the Picture-Format group. Click on Format and then on Crop in the Size group. This will create a broken border around the picture. Position the cursor just tangent to one of the border segments, and then the curser will change to a "handle" you can use to adjust the size of the picture as you see fit. Once you move the cursor away from the picture, the picture will remain the cropped size, and you can then enlarge it if necessary. (Note that the original, full picture/object is still available from the cropped version if you want to undo this.)

Tip 17. Ctrl+Enter allows you to insert a **page break** at the place the cursor is located.

Tip 18. To **wrap text around pictures and objects**, click on the picture or object and a Picture Tools toolbar will appear. In the Picture Tools–Format group, click on Text Wrapping and select Tight or Square.

Tip 19. **Tracked changes and comments** allow you to see edits and/or comments that others make to the document. You can then accept or reject each of the changes and respond to the comments as needed. To turn on tracked changes, go to the Review tab, and click on the Track Changes button in the Tracking group.

Tip 20. To **insert comments**, go to the Review tab and click on the Insert Comment button in the Tracking group.

MS WORD SPECIAL CHEAT SHEET

Keyboard Shortcuts

Three hyphens (---) + ENTER	Normal line across the page
Three underscore (___) + ENTER	Bold line across the page
Three equal signs (===) + ENTER	Double line across the page
Three hashes (###) + ENTER	Thick line with thin lines above and below across the page