Bite size learning that is quick and easy
MS WORD TOP TEN TIPS

SHRINK TO FIT

If you're creating a document that has just a few lines left on the last page then using 'shrink to fit' is your answer. Word automatically adjusts your document proportionally to reduce the document length by one page.

1. Open the document you'd like to shrink
2. Next select **File** and **Print Preview**
3. Finally click the **Shrink To Fit** button.

TIP If you're unhappy with the results, just press CONTROL and Z to undo.

PREVIEWING FILES BEFORE OPENING THEM

If you are looking for a document which you may not have created or did create but a long time ago, it is great using the Preview option.

This allows you to have a sneak preview before opening it which saves you lots of time

1. In Word, choose **File** from the menu
2. Select **Open** and select the file you want to preview
3. Click the dropdown arrow next to the Open dialog box's Views button
4. Choose **Preview.** A preview pane appears along the Open dialog box's right side and displays the selected document's contents.

You can preview a different document just by clicking on it. Once you've activated the Preview view, it remains the Open dialog box's default view until you change it.

SPLITTING A DOCUMENT INTO TWO

When you're working with lengthy documents, it can be difficult to move or copy items from one place to another when the source and destination are far apart.

To make this simpler, try splitting the active document window so you can view and edit two parts of your document at the same time.

Click the next button to see how to split a 5 page document into two so that you can view page 1 and page 3 at the same time

1. Choose Window
2. Select Split and then
3. Click where you want the split to appear Word splits the document window horizontally into two panes.

TIP Double-click the small rectangle above the vertical scrollbar on the right side of the screen. This automatically splits the window equally.

If you want to make one area of the split window larger than the other, drag from the small rectangle to the point where you want the split.

Double-click on the dividing line to remove the split.

CHANGING PAGE LAYOUT

Most documents you create are likely to use portrait page orientation. However, as an alternative, you can apply landscape orientation to a single item or selection without affecting the portrait orientation used in the rest of your document.

1. Select the item(s) that you want to appear on a landscape
2. Choose **File**
3. Select **Page Set-up** from the menu bar
4. Then choose the **Landscape** option in the Orientation panel
5. Finally choose **Selected Text from the Apply To** dropdown list and click on **OK**

REMOVING FORMATTING QUICKLY

When you copy data from other applications and paste it into Word, Word attempts to retain the data's original formatting. Did you know that you can easily strip it as you paste it in Word and save you time?

The data you had copied to the Clipboard is pasted in your document without any of its original formatting.

1. Simply **copy the data** you'd like to paste in Word
2. Place the insertion point where you'd like the data to appear in your Word document
3. Choose **Edit Paste Special** from the menu bar
4. In the Paste Special dialog box, choose **Unformatted Text** from the As list box and click **OK**

ADDING PAGE NUMBERS

Adding page numbers couldn't be easier!

You can use the PAGE NUMBERING dialog box to quick add automatic page numbering to pages in your document. Numbers will appear within headers at the top of each page or within footers at the bottom of each page. You can also choose a variety of numbering formats.

1. Choose the **Insert** menu
2. Select **Page Numbers**
3. From the Page Numbers dialog box choose where you want the numbers to appear on the page (the preview pane reflects your changes)
4. Click **OK**

Pages will automatically begin being numbered from 1 upwards.

ADJUSTING LINE SPACING QUICKLY

Making it easy to adjust line spacing.

Just place your cursor in the paragraph you want to affect and select the line spacing setting you want to apply by pressing on the keyboard.

Control/1 to apply single-line spacing
Control/2 to apply double-line spacing, or

Control/5 to apply 1.5-line spacing

TIP

If you want to change the line spacing for more than one paragraph then select a portion of both - you don't need to select the entire paragraphs - just a bit of each will do

FORMAT PAINTER

Possibly one of the most useful options in Word!

This enables you to copy the formatting attributes of text e.g. font style, size, position and apply them to text somewhere else.

A real time-saver!

1. Select the text whose formatting attributes you wish to copy
2. Click on the **Format Painter toolbar icon** (a paint brush)
3. Next highlight the text to which you would like to apply the same formatting, that's it!

TIP

If you would like to apply the same formatting to more than one area of text simply double-click on the Format Painter toolbar icon and you can carry on applying the same formatting to different pieces of text as many times as you like until you click once on the Format Painter toolbar icon again

ADDING BULLETS OR NUMBERS TO LISTS EASILY

You can create lists in your document by having Word use symbols or automatically numbering paragraphs.

If you re-arrange a paragraph in a numbered list, Word re-numbers the list for you

1. Click where you want to begin your list
2. Click on the **formatting toolbar icon** with the three dots next to them and the first bullet will appear,
3. Type your line of text and press Enter to automatically create a new bullet on the line below.
4. To finish your list hit Enter after your last line of text in the list and click on the toolbar icon again.

TIP

To make it a numbered list simply use the formatting toolbar icon with numbers and lines instead.

PRINTING PART OF A DOCUMENT

If you've ever wanted to print just a portion of a document. Use this technique to print text, table cells, text boxes, pictures, and inserted objects.

1. Simply select the information you want to print,
2. Then choose **File**
3. **Print** from the menu
4. Choose the **Selection** option in the range and then click **OK.**

By default, objects and pictures are configured to float over document text; however, to successfully select and print an object or picture using this feature, it must be in-line with the text.

TIP

To print an object or picture

1. Right-click on it and
2. Select Format Object or Format Picture from the shortcut menu
3. Click on the Position tab.
4. Clear the Float Over Text check box, then click OK.
5. Now, select and print the object using the steps above

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