WICHITA STATE UNIVERSITY

This document and exercises are available at: wichita.edu/ARCMS

WORD: TIPS AND TRICKS

Academic Resources Conference

August 15, 2019
WSU Microsoft Office Training
For a full listing of training sessions on Microsoft Office products, visit myTraining in myWSU.

myTraining For Employees: Instructor Led, Online & Materials

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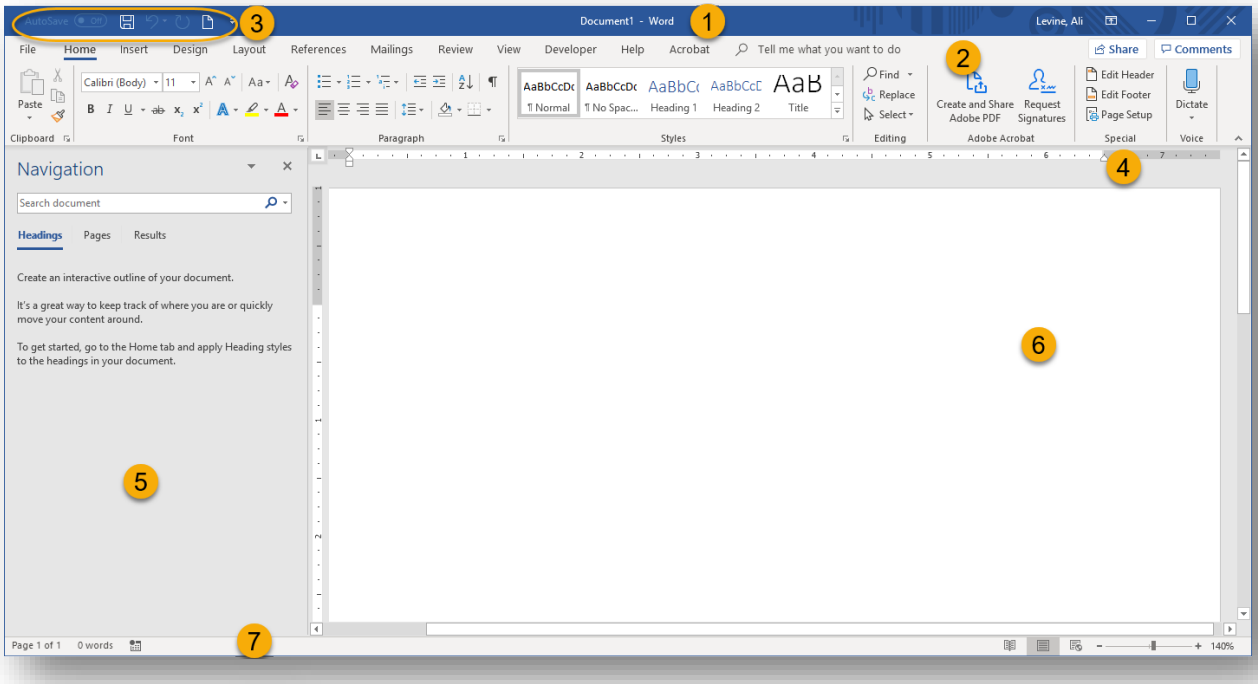
WORD NAVIGATION



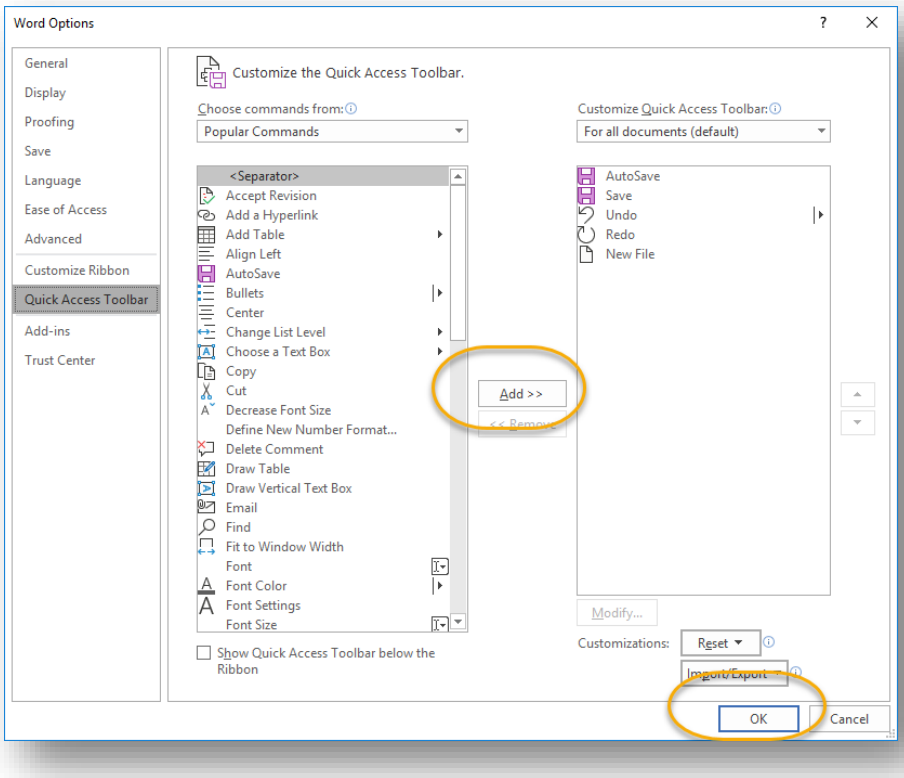
1. **Document Title** displays the name of the current document.
2. **Ribbon:** Each **Tab** in the **Ribbon** contains tools for working with your document.
3. **The Quick Access Toolbar** (QAT) appears at the top of the Word window. It provides you with one-click shortcuts to commonly used functions, like save, undo, and redo. It is customizable by clicking on the dropdown arrow to the right of the QAT.
4. The **ruler** displays a visual reminder of where items are on a page in relation to the size of the paper being used.
5. The **Navigation** pane allows you to quickly move through headings, pages, or search results.
6. The **document window** is the working space of the document. This is where content is located.
7. The **Status Bar** is at the bottom of the screen. It shows your current page, the word count, the language setting for proofing, and if any macros are currently running. It also allows you to change your view or zoom of the document.
    - ✓ The Status Bar can easily be customized. Hover the mouse over the status bar and right click to see options.

QUICK ACCESS TOOLBAR

The **Quick Access Toolbar** is found above the ribbon and can be customized to include any command found anywhere on the ribbon for easy access. To add items to the Quick Access Toolbar:

1. Select the drop down arrow on the right

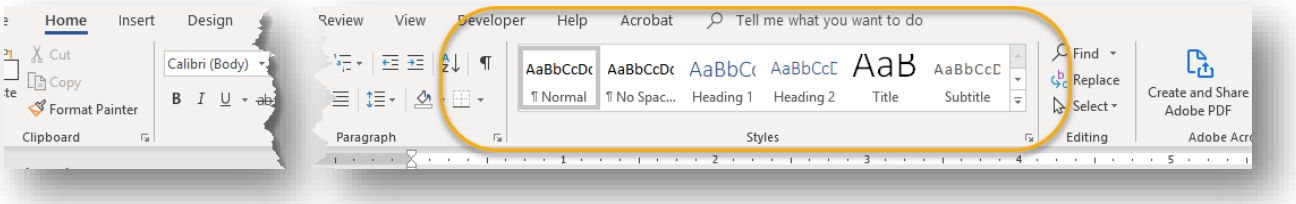
2. Select **More Commands**
3. On the right pane, select a command.
4. Press **Add**
5. Make sure the command appears on the right pane, and press **OK**



STYLE FORMATTING

Create and Change Styles

Style formats are found in the **Styles** pane of the **Home** Tab:

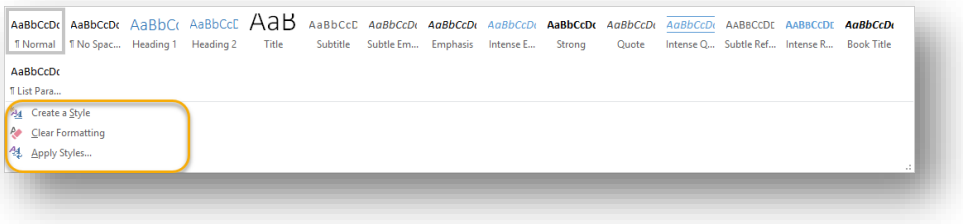


Options include:

- ✓ Heading 1
- ✓ Heading 2
- ✓ Title
- ✓ Normal
- ✓ And more…

These classifications help Word understand the organization of the document. This will open up a lot of handy features and make your document more accessible in the process.

Select the drop down arrow on the lower right of the pane to see more options.



Also available in this drop down are options to:

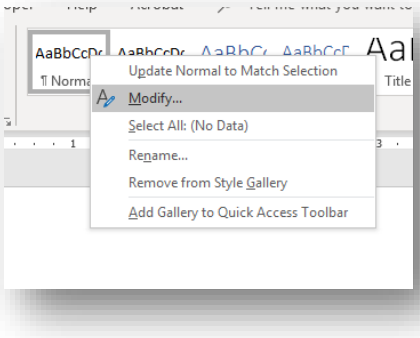
- **Create a Style:** Create and name your own custom style settings.
- **Clear Formatting:** Clear all formatting from a highlighted selection.
- **Apply Styles:** A shortcut menu to the Styles options shown in the dropdown of the Styles pane.

Select a Theme

Once a document is formatted with **Styles**, users can choose from a number of different themes in the **Design** Tab. Themes contain a color palette and a font set. These themes work best when **Style Formats** are being used.

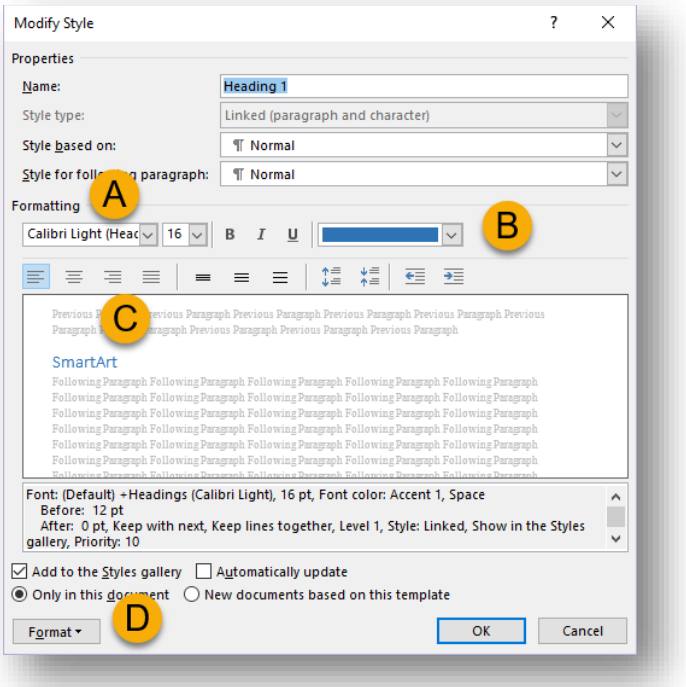
Modify a Style

Another option for customization is to modify a style.



1. **Home** tab → **Styles** Group
2. Locate the style to be modified
3. Hover the mouse over the style → right click → **Modify**
4. In the pop up, note the ability to modify:
    A. Font and size
    B. Color
    C. Alignment
    D. Paragraph formatting and more

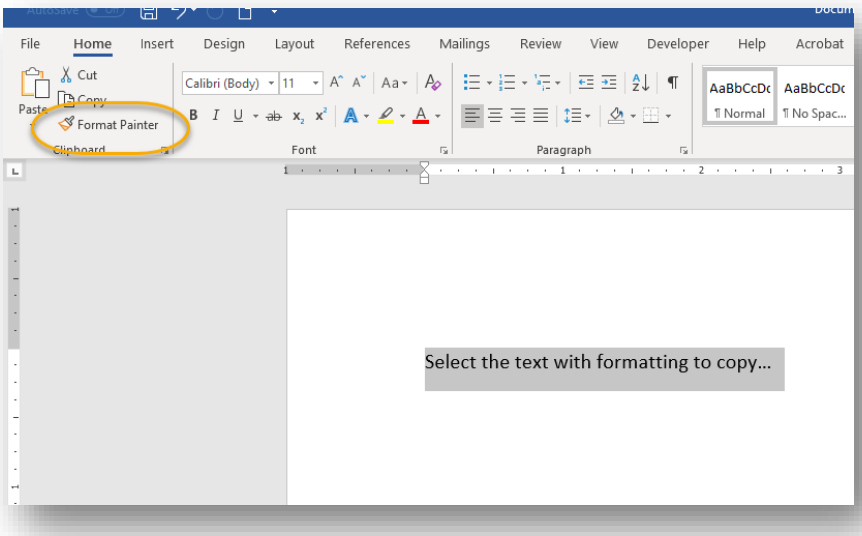
✓ Note that this will change all the formatting for any text in the document using the selected style.



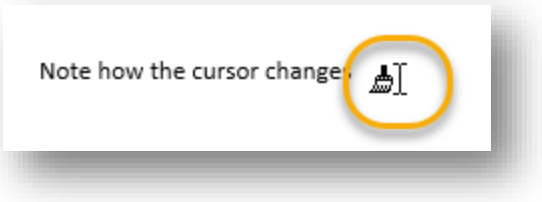
FORMAT PAINTER

Word makes it easy to copy formatting from one part of the document to the other. The **Format Painter** will copy all aspects of formatting, including: font, size, alignment, bullet point, color, bold/italic/underline, and more. To use the **Format Painter:**

1. Select the text with the formatting to be copied.
2. In the **Home** tab → **Clipboard** group, select **Format Painter.**



3. Note how the cursor changes to a paint brush.



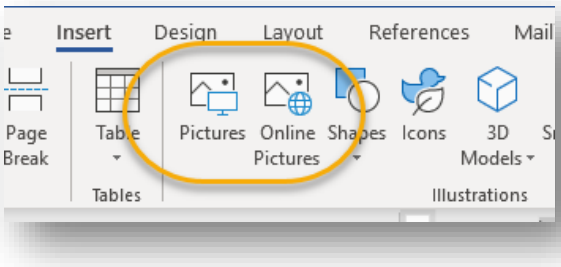
4. Click and drag the cursor onto the text to be reformatted.
5. The format painter will not be active after applying to new text.

    ✓ Double clicking on the **Format Painter** will keep it active for multiple selections.

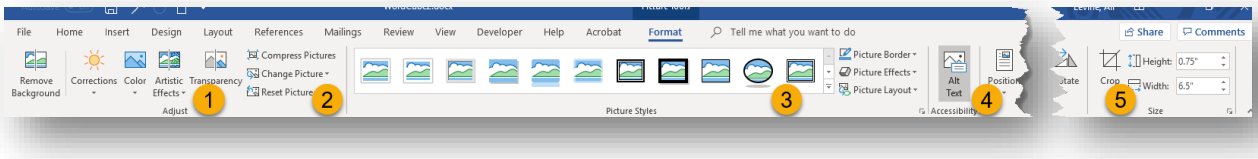
IMAGES

Images may be inserted through the quick buttons in the content section of certain slides, or through **Insert Tab → Illustrations Group.** There are a couple options:

1. **Pictures**: Inserts a picture from the local computer
2. **Online Pictures:** searches Bing for Creative Commons Pictures



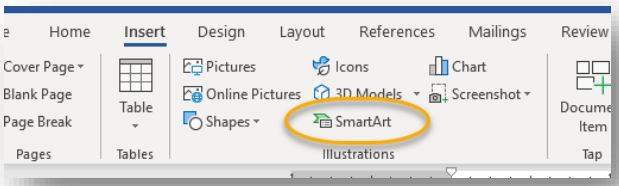
Once an image is inserted, the **Picture Tools** contextual tab appears. In this tab, there are options to:



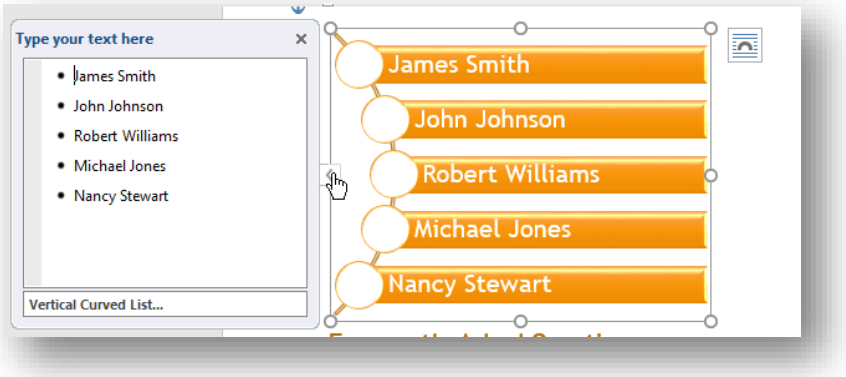
1. Correct and alter color and apply artistic effects
2. Compress large pictures, reset an image that has had alterations applied
3. Apply a picture style
4. Add Alt Text
5. Crop an image

SMART ART

1. Smart Art is a great way to transform a plain list into something more colorful and dynamic.
2. On the insert tab, select SmartArt.



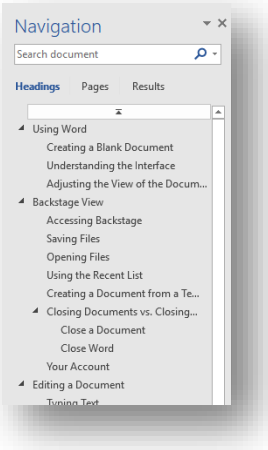
3. Choose a design.
4. Click on the arrow on the left of the new smart art to see full detail.
5. Cut and paste the list into the detail area to apply.
6. Note that color and design can be changed in the Smart Art Tools Tabs. To access those tabs, click in the Smart Art area to make them appear.



AUTOMATIC TABLE OF CONTENTS

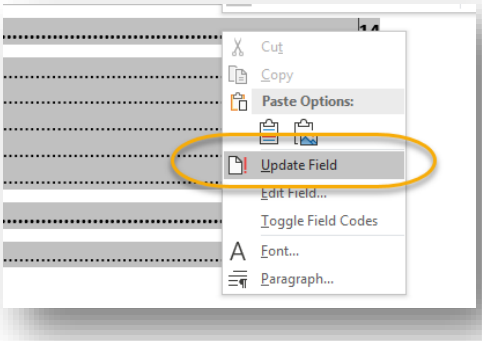
Formatting with **Style Formats** also allow you to create an automatic **Table of Conte**nts. There is no need to update page numbers by hand when you are using this function.

When using **Style Formats**, the **Navigation** pane reflects the organization of your document. This organization will translate into a **Table of Contents** for your document.

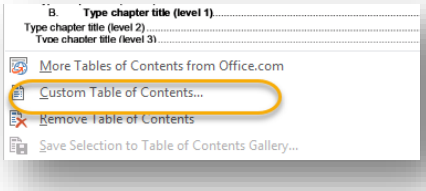


To access **Table of Contents** options:

1. Go to the **References** Tab and click on **Table of Contents** button.
2. As you make changes to the body of your document, the **Table of Contents** will need to be updated to reflect current sections and page numbers.
3. To update the table of contents, right click over the Table of Contents, and select **update field**.



- ✓ Once the Table of Contents is created, the design can always be modified in the same Table of Contents button:
  - Select **Custom Table of Contents** and select **Modify** to change font settings.

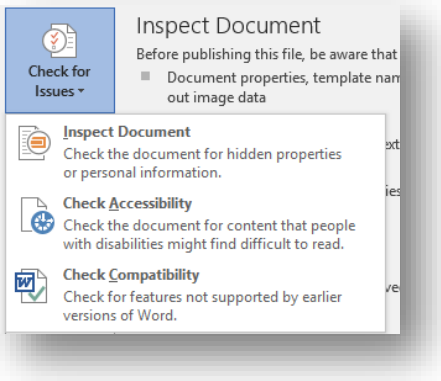


INSPECTING DOCUMENT

There are several ways to inspect a final version of a document. To access these options, click File to go to Backstage View.

1. **Inspect Document:** This option will check the document for personal information, such as author and file path; as well as information some may not want in a final version of a document, like watermarks.

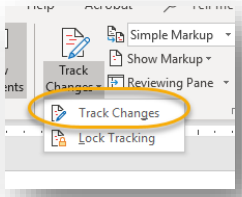
2. **Check Accessibility:** This option will check the document for incompatibility with screen readers, and other possible accessibility issues.
3. **Check Compatibility:** This option will check for compatibility issues with older versions of Word. This is a good option if you are sending the document to someone with an older computer setup.



COMMENT AND MARKUP

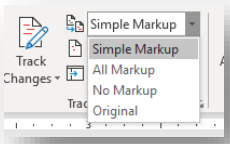
Turn on Track Changes

To turn on **Track Changes**, go to **Review** Tab → **Tracking** → **Track Changes.**

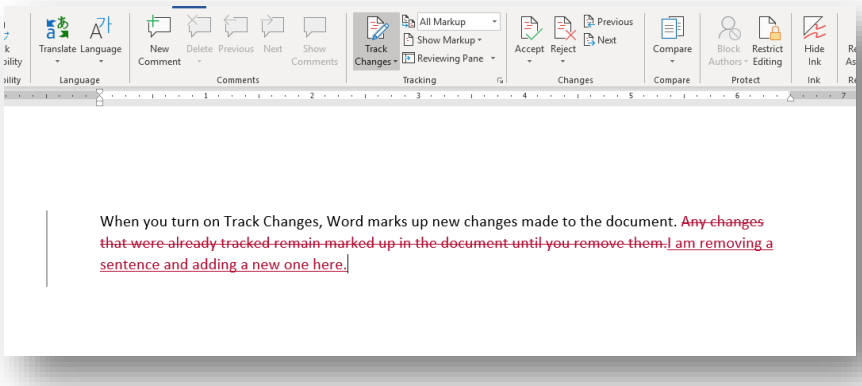


Once changes are being tracked. all changes that are made to a document may be viewed. Note there are options to view:

- ✓ Simple Markup
- ✓ All Markup.
- ✓ No Markup
- ✓ Original

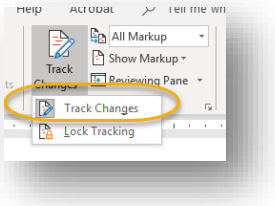


Note how **All Markup** shows all details, including original wording and changes:



Turn off Track Changes

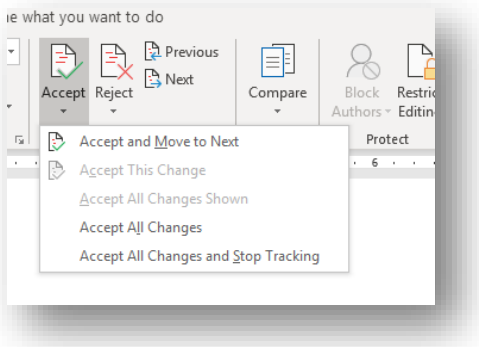
To turn off track changes, go back to **Review** Tab, **Tracking** pane, **Track Changes**. Word will no longer track changes, but it will remember the already tracked changes.



Accept or Reject Changes

Users have the choice to accept or reject the changes to a tracked document.

- ✓ **Review** tab → **Changes** group → **Accept/Reject**

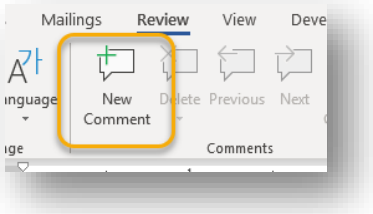


Once all changes have been accepted or rejected, this will remove the formatting notes and tracked changes that were previously viewable in the markup pane.

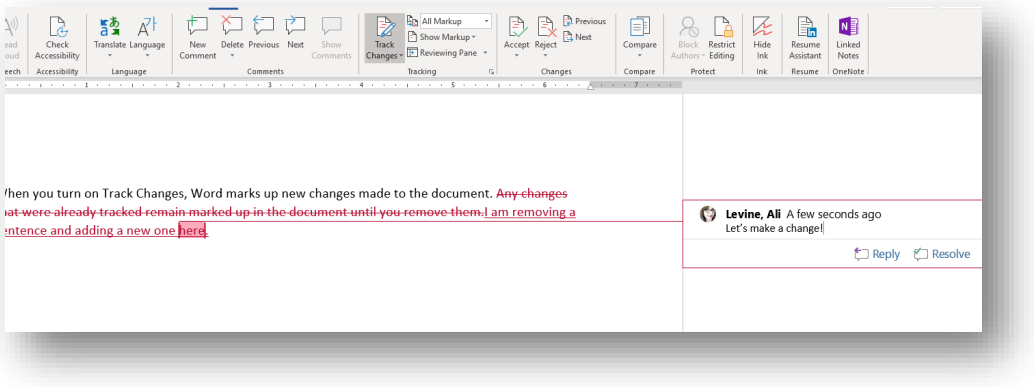
Comments

To leave a comment:

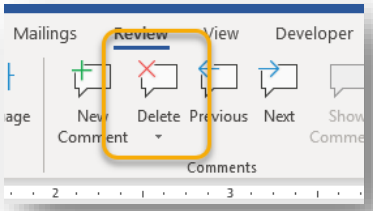
1. Select the text on which you would like to comment. In the Review Tab, Comment group, select New Comment.



2. A word bubble will appear for the comment. When sending the document back to the author, s/he will be able to view it.



To remove a comment, select the comment you would like to remove and in the Review tab, comment pane, select Delete.



SHORTCUTS

Frequently Used Shortcuts

Frequently used shortcuts	Key Command
Open a document	Ctrl+0
Create new	Ctrl+N
Save a document	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Close a document	Ctrl+W

Formatting Shortcuts

Formatting	Key Command
Italicize text	Ctrl+I
Bold text	Ctrl+B
Underline Text	Ctrl+U
Strikethrough	Ctrl+5
Align Left	Ctrl+L
Align Center	Ctrl+E
Align Right	Ctrl+R

Navigation Shortcuts

Navigation	Key Command
Up one screen	Page Up
Down one screen	Page Down
Beginning of line	Home
End of line	End
Beginning of document	Ctrl+home
End of document	Ctrl+End

Text Selection Shortcuts

Text Selection	Key Command
Select a word	Double click the word
Select a sentence	Hold down Ctrl and click anywhere in the sentence
Select a line	Click in the selection bar
Select a paragraph	Triple click the paragraph
Select everything	Ctrl+A

WSU Microsoft Office Power User Program

Become a Power User! Attend a full suite of Microsoft Office trainings from ITS and receive a Power User Certificate. For more information, visit: wichita.edu/poweruser