

MS WORD HELPFUL HINTS

Adding Toolbars:

You can add or change toolbars easily. Place the mouse pointer anywhere on the toolbar and click the right mouse button. A drop-down menu appears with the toolbar selections. **Standard** and **Formatting** should always be checked. You can add and remove **Drawing, Borders,** and **Forms** as needed.

Adding Borders:

With the **Border** toolbar displayed, highlight the text you want in borders or shaded. Click on the appropriate border (top, bottom, right or left sided, boxed, etc.) and set your shading at the appropriate percentage. If you need your lines heavier than ¾ point, use the drop-down arrow to display more selections.

Using the Show/Hide Button (¶):

If you use a lot of different formats and move paragraphs frequently, you will probably want to turn on the Show/Hide Button (¶). A paragraph mark (¶) indicates the end of a paragraph. A paragraph's format (such as alignment, indents, and tab stops) is stored in the ¶ mark — not in the text itself. Do not separate a ¶ mark from its corresponding paragraph or the text will lose its formatting and merge with the next paragraph, picking up that paragraph's formatting. If you move or copy a paragraph and want to keep the format with it, be sure to include the ¶ mark. If you accidentally delete the ¶ mark, restore it by using the Undo button on your toolbar.

Global Replace:

If you use global replace, make sure that you check "Whole Words Only" if you are replacing words that could be consecutive letters in other words. For example, suppose you want to replace "the" with "a". If you do not check Whole Words Only, "there" and "other" would become "are" and "oar".

Switching Between Two (or more) Open Documents:

If you have more than one WORD document open at a time, you can switch between them by using the CTRL + F6 keys. You can also click on WINDOW and then select the document you want, or you select ARRANGE ALL to have all documents displayed in a split screen.