


Word Tricks and QuickTips


Selection QuickTips:

- ✿ Double-click will select a word
- ✿ Triple-click will select a paragraph
- ✿ Control-click will select a sentence

Format Tips:

- ✿ **Paintbrush tool:** copies and pastes the formatting of select word or words whose form you wish to replicate.  Click the paintbrush tool and load it by dragging across the formatting you wish to duplicate then “paint” the format onto the word(s) whose format you wish to change.

- ✿ **Paragraph Spacing:** To **double-space** a paragraph: click anywhere in the paragraph and then Ctrl+2 the paragraph will be double-spaced... you can do single spacing the same way, but with Ctrl+1.

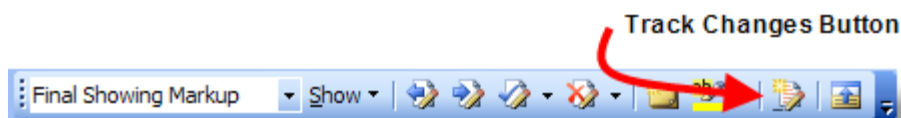
- ✿ **Printing Tip – Shrink to Fit:** To make a couple of “straggling lines” fit on the page: Go to File Menu and choose “Print Preview” (or click the  Print Preview button on the Standard Toolbar). While in Print Preview, Click on the “Shrink-to-fit” icon and it will TRY to make it fit on the page.

- ✿ **Track Changes:** Turn on the “Reviewing” Toolbar (View>Toolbars>Reviewing).



Reviewing Toolbar

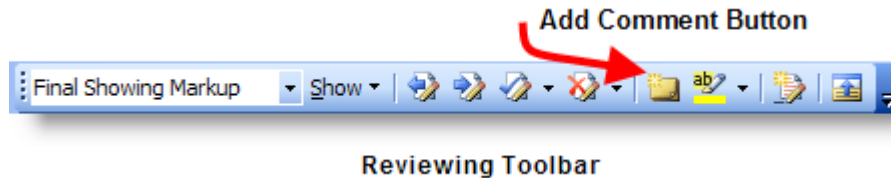
Select “Track Changes”: to start tracking.



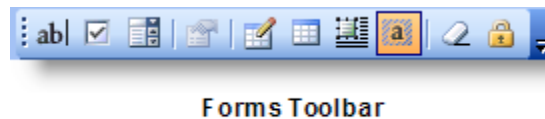
Reviewing Toolbar

Now when edits are made it will show the edits/comments on the document in the margin. You can see the original, the original with “mark-up” (comments and insertions and deletions) as well as a “final” and final with markups...

- ✿ **Comments:** Comments, either written or verbal can be added using the “add comment” tool.





- ✿ **Forms Tools:** Turn on the “Forms Toolbar” (View>Toolbars>Forms)



Click on your document where you want to have an interactive element (like a check box) Select this from the forms toolbar, and the element will be placed there.



 To have a dropdown list you will do the same steps (click where it goes in the document and then click on the tool) You can then add the contents of the dropdown box (as well as configure it) by selecting the options tool or by double clicking on the element. 

You will need to PROTECT your form for it to be used. This can be done by clicking on the lock on the toolbar or by protecting the document with a password (so students can't change it) by going to the “Tools” menu, selecting “Protect Document” and then forms...

- ✿ Anything in Word can be made colorful by using the font color tool. In addition, ANYTHING in Word can be hyperlinked – to another document, to the Internet or

to another program by selecting the word(s) or picture(s) to become a link and then clicking on the Link tool