<h1 style="text-align:center">Word Hints</h1>

This document is broken into three parts: general information about documents, menu or tool bar items, and information about specific operations. Detailed information on this sheet is based upon the initial configuration of the Word version found in Office 2000. The menus and toolbars that you see on top of your screen may be slightly different.

General Information

- Pages within documents consist of 3 parts: a header, text, and a footer. The header (top of page) and the footer (bottom of page) are locations where you place text that may be printed on every page. Examples of material that commonly can be found in these areas include page numbers, header and footer labels, and footnotes. The main portion of the document is the text.

- Documents can be separated into sections. Sections are portions of the document that contain different formatting features, common attributes, or footnotes (endnotes) that belong together (i.e. chapters).

Toolbar Items

- Tabs can be set on the ruler line. To the left of the ruler line, there is a little box. Clicking on this box allows one to select left-justified tabs (└), centered tabs (⊥), tabs centered on decimal places (⊥.), and right-justified tabs (⌐). After selecting the type of tab that you wish, go to the position on the ruler bar where you wish to place a tab and click. Different types of tabs can be mixed on the ruler line. To remove a tab, click on a tab that is already set on the ruler line and while holding the mouse button down, drag the tab symbol outside of the program window.

- Indents and hanging indents can be made by moving the upward and downwards pointers on the ruler line. The downward pointer sets the first line's left margin and the upward pointer sets the left margin for the rest of the paragraph or selection.

Menu Items

Below is a short summary of common (not all) commands that you might use. In the following items the bullets name a menu heading that can be found at the top of a Word program page. The "/" represents a selection under the menu. Bold items represent menu selections. Items in parentheses contain different entries under the menu heading. Many of these commands can also be selected through buttons at the top of the Word program page.

Help

- **Help/(Contents or Index**) can be used to find information on commands without using the manuals.

Window

- Allows you to work on more than one document at a time.

Table

Each unit within a table is called a cell. To move to the next cell on the right, use the Tab key. To move to the next cell on the left, use Shift-Tab. To move to tabs within a cell use CTRL-Tab. You also can do all of these moves by moving with a mouse.

- **Table/Draw** is another way to input a table.

- **Table/Insert** or the "table button" can be used to insert a table of a requested size.

- **Table/Insert (Cells, Rows, Columns)** can be used to add cells, rows, or columns. The row is added above the selected row and the column is added to the left of the selected column. Starting with Word 2000, this command provides options that allows you to select where you want the row or column to be added. You can an additional row to the table by tabbing from the last cell in the existing table.

- **Table/Delete Cells** can be used to delete selected cells.

- **Table/Merge Cells** can be used to merge selected cells.

- **Table/Split Cells** can be used to split selected cells into a number of columns.

- **Table/Select (Row, Column, Table)** can be used to select portions or the whole table.

- **Table/Cell Height and Weight** can be used to format cells or sections within the table. You can also resize cells by placing your cursor on the edge of a cell. When you see a little error, pull the cell to the desired size.

- **Table/Table Autoformat** is used to format tables. A number of formats are available. Within each format you can toggle off options, such as headers, colors, etc.

- **Table/Distribute Rows Evenly** is used to make all selected rows the same size.

- **Table/Distribute Columns Evenly** is used to make all selected columns the same size.

- **Table/Headings** is a toggle; click on Headings to have the selected row(s) or column(s) appear on each page if the table covers more than one page. This header will only occur on the next page if the table is broken onto the next page by a manual page break.

- **Table/Sort Text** can be used to sort entries in a table.

- **Table/Formula** can be used to enter a formula to calculate a value in a table cell.

- **Table/Split Table** can be used to split a table into two.

- **Table/Gridlines** can be used to select whether gridlines are seen or not seen.

Tools
- **Tools/Spelling** allows one to check spelling.

- **Tools/Word Count** allows one to count the number of words, etc.

- **Tools/Customize** allows one to reformat the menu options, buttons, or keyboard shortcuts. This can be especially useful to determine or change the keyboard shortcuts for common operations. For example, superscripting can be done by selecting the text to be superscripted and then holding down "CTRL SHIFT +" simultaneously, and subscripting can be done by holding down "CTRL +" simultaneously. To get back onto the line, you hit the superscripting or subscripting command, respectively, again.

- **Tools/Options** allows one to customize your Word program. Under this option are a number of tabbed pages that include a number of items that you can toggle on or off or select locations to put files.

- **Tools/Track Changes** allows one to suggest changes to others and for you to accept or reject changes suggested by others.

- **Tools/Envelopes and Labels** allows one to more easily format envelopes or labels.

- **Tools/Macro** allows one to record key strokes so that you can do formatting or other activities with one keystroke.

Format
- **Format/Font** can be used to change the color, the font, the size or the attribute (superscript, subscript, etc.) of the selected characters. Also you have the option of hiding text (this option can be useful in inputting a range of footnote or endnote references in the text). Depending on the selection within **Tools/Options** that are picked, you will either see the text underlined with some dots (will not print) or not the text at all.

- **Format/Paragraph** can be used to format paragraph margins, spacing, etc. You can also set tabs by pressing the Tabs button at the bottom.

- **Format/Bullets and Numbering** formats bullets and numbering for lists.

- **Format/Borders and Shading** allows one to shade or color text or cells in tables.

- **Format/Columns** can be used to set a multicolumn format.

- **Format/Tabs** can be used to format tabs.

- **Format/Change Case** can be used to change the case of the selected text.

- **Format/Style** can be used to develop new styles (collections of formatting commands) or to edit built-in styles.

- **Format/Object** can be used to format graphics.

Insert
- **Insert/Break** allows you to put in page breaks, section breaks, or column breaks.

- **Insert/Page Numbers** allows you to put in page numbers in either the right, left, or center of the header or footer.

- **Insert/Symbol** allows you to insert symbols (non-common characters).

- **Insert/Footnote** allows to enter footnotes (endnotes) and to perform some simple formatting. You can select to autonumber the footnote (endnotes) or to mark it with a special character. If you use numbers or letters, the footnotes will automatically be renumbered if the footnote moves.

- **Insert/Caption** allows one to insert a caption to a table, figure, or equation. When placing a caption with a table, graphic, or equation, the table, graphic, or equation must be selected. The caption can be placed

above or below the item. The caption will be automatically renumbered if the table, figure, or equation is moved.

- **Insert/Cross Reference** allows one to put in a cross reference to items, such as footnotes (endnotes), figure or table captions etc. The advantage of cross references is that they will renumber if items are moved. For renumbering to occur, the document must be printed or print previewed.

- **Insert/Object** allows one to import an item from another program or a graphic in PICT, JPEG, PNTG, PNG, and Windows Metafiles (BMP) format. Other formats, such as encapsulated PostScript (EPS), GIF, TIFF, WMF, and EMF can be input if the correct filters were added at installation. From past experience, PNG files work particularly well.

- **Insert/Index or Tables** allows one to set Table of Contents or Tables of Figures.

- **Insert/Comments** allows one to highlight text and provide comments.

View
- **View/Normal** puts you into normal view.

- **View/Outline** puts you into outline view.

- **View/Toolbars** can be used to customize the buttons on top on the program page. Therefore, you can use the buttons instead of the menus. If you select **View/Toolbars/Customize/Keyboar**d, you can find or make keystrokes for some common operations (subscript, superscript, etc.) that allow you to bypass using buttons or menus.

- **View/Header and Footer** allows you to edit headers or footers.

- **View/Footnotes** allows you to edit footnotes (endnotes). While in the footnote view, one can edit footnotes (endnotes) in the same way that you normally edit text, the separator between the footnote (endnote) and the text, or continuation marks by selecting the correct box at the top of the footnote window (lower window). The footnote window can be closed by selecting Close or double-clicking on the little black divider between the windows on the far left side of the Word program window.

Edit
- **Edit/Undo** is used to undo the last typed item.

- **Edit/Repeat** can be used to repeat the last typed item.

- **Edit/Cut, Copy, Paste** can be used the same as in other programs.

- **Edit/Paste Special** can be used to paste items in special formats.

- **Edit/Find** can be used to find items within the text.

- **Edit/Replace** can be used to find and replace items in the text.

File
- **File/Open** allows one to open a new document. Word has a number of built-in templates, which allow one to easily format different types of documents.

- **File/Save (Save As)** allows you to save a file as a Word document or as a Web page.

- **File/Page Setup** allows one to format the margins, etc. of the document.

- **File/Print Preview** allows one to see what the printed page will look like. This command will also update cross-references.

- **File/Print** will print the document.

Last Update: 14 October 2000