

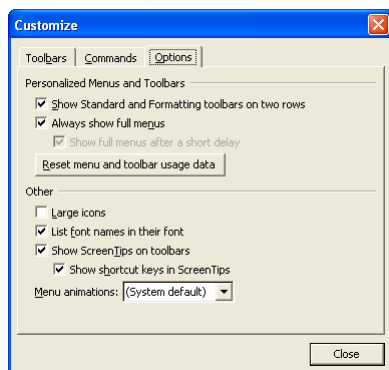
Additional Notes for Microsoft Word

Mark Simon

Menu & Toolbar Options

Tools.Customize ...

Options



- Show Standard and Formatting toolbars on two rows
- Always show full menus
- Show shortcut keys in ScreenTips

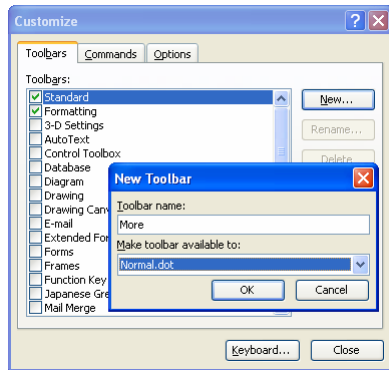
Office 2000 and before

- Standard and Formatting toolbars share one row
- Menus show recently used commands first (Short menus)

Toolbar

Tools.Customize.Toolbars...

Toolbars.New...



Name the toolbar

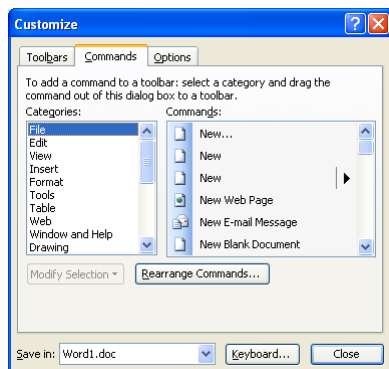
Double-Click the title to dock the toolbar:



Word allows you to keep your toolbar in the Normal.dot file if you want to make your toolbar available to all documents, or in the current document, if you want to make it available only for this document. The advantage with the latter is that your toolbar will be available on another computer.

Adding Items

Select Commands Tab



Drag an item from the **Commands Pane** to the **Toolbar**:



Make sure that you drag it *inside* the toolbar!

Useful Tools:

Category

Command

Format

Modify Style

Redefine Style



Mail Merge

Insert Merge Field

(This should be added to the Mail Merge Toolbar)

Useful Options





















Tools.AutoCorrect Options...

AutoFormat As You Type

Internet and Network paths with hyperlinks

Set left- and first-indent with tabs and backspaces

Cursor Movement

Characters	 	Left Right
	 	Up Down
Words	  ...  	
Paragraphs	  ...  	
Line	 ... 	
Screen	 	
Page	   	

Use Shift to select.






Special Characters

Sticky Space Ctrl-Shift-Space

New Line Shift-Enter

New Page Ctrl-Enter

Important Shortcuts

	S	Save
	Z Zap	Undo
	Y	Repeat/Redo
	A	Select All
	N	New Document
	O	Open
	X ✂	Cut
	C	Copy
	V ZXC	Paste
		Update Field
  		Update all Fields

Styles

To make changes to your document, it is best to work with your document styles.

To make this easier, you can set up the following style buttons on your toolbar:



The most important styles are:

- | | |
|-----------------|------------------------|
| Normal | All normal paragraphs. |
| Heading 1 ... 3 | Headings & Subheadings |

There are two ways to change a style.

By Example

1. Select a paragraph of the style you wish to change.
2. Make your changes
3. Select Redefine Style

Directly

1. Select a paragraph of the style you wish to change
2. Select Modify Style

Here are some suggested changes

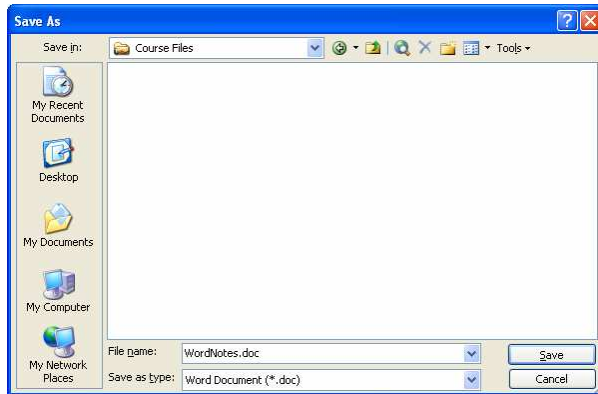
- | | |
|----------|---|
| Normal | Choose a font & size
Format.Paragraph... Spacing Before (0); After (6pt); |
| Headings | Choose a font & sizes
Choose a colour
Format.Paragraph... Spacing Before (0); After (6pt);
Remove Italics from Heading 2 |

Your headings should normally use the same font. You should also choose sizes which are clearly different from each other.

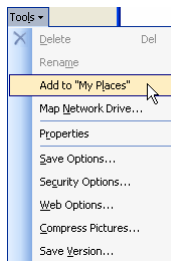
Shortcut to your Directory

You can either use the Save As... or Open... dialog for this.

File.Save As... (File.Open...)



Tools.Add to "My Places"



The icons in the left are still large, so you might select small icons:

Right-click.Small Icons

