Word 2007:
Tips and Shortcuts

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# Quickly Copy Formatting with Format Painter

- ❑ Select Text
  - ■ To copy paragraph and text attributes, select the text and the paragraph mark (¶) that follows.
  - ■ To copy only character attributes, select the text without selecting the paragraph mark.
- ❑ On the Ribbon, in the **Home** tab, click **Format Painter**.
  - ■ To copy to one location, single-click
  - ■ To copy to multiple location, double-click
- ❑ Highlight the text to apply the formatting to.
  - ■ If copy to multiple location, click Format Painter icon again to turn off this feature.

Add Frequently Used Command to Quick Access Toolbar

- ☐ Click the drop-down arrow at the right of the Quick Access Toolbar
- ☐ Select from a list of categories
- ☐ Click on the command that you want to add.
- ☐ Click on Add button

Stop Automatically Correcting Text

☐ To turn off AutoCorrect, click on Office Button, select Word Options, in AutoCorrect tab, **uncheck "Replace text as you type"**

☐ To turn off spelling checker corrections, uncheck "**Automatically use suggestions from the spelling checker**" box

☐ If you no longer want Word to automatically insert an AutoCorrect entry, delete it.
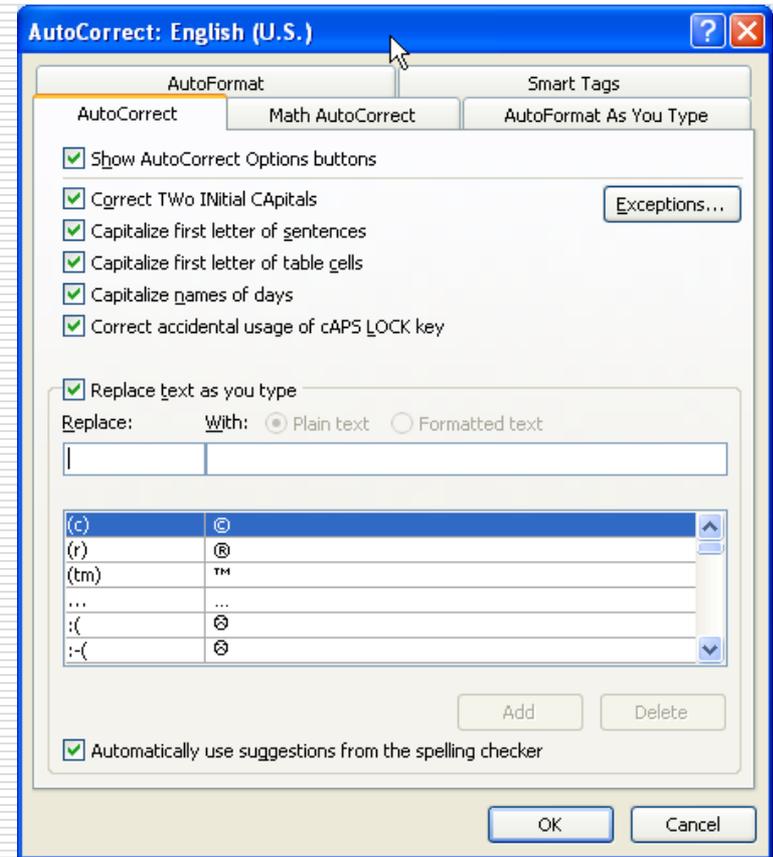
Can't Create a Long AutoCorrect Entry

- ☐ AutoCorrect entries are limited to 255 characters.

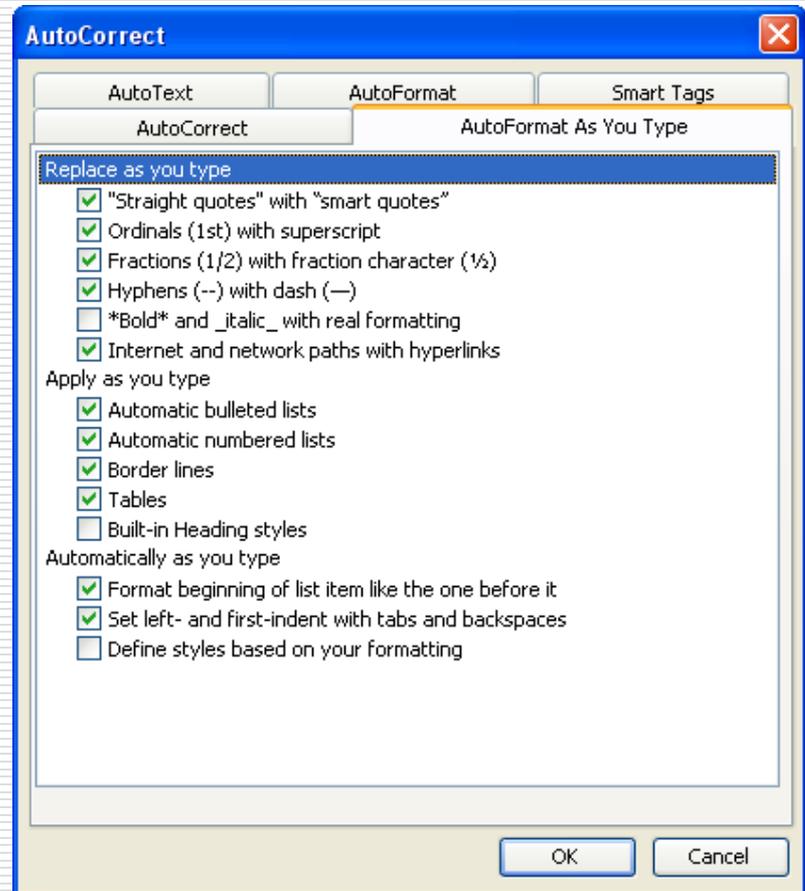- ☐ To create longer entries, create an AutoText.

AutoFormat As You Type

- ☐ fractions: 1/4 or 1/2 becomes ¼ or ½

- ☐ ordinal numbers: 1st becomes 1st

- ☐ bulleted lists and numbered lists

- ☐ hyperlinks: http://www.lmu.edu

- ☐ quotation marks: '' to smart quote " "

- ☐ symbols: (c) becomes ©

- ☐ table: +---+---+---+ becomes

Turn Off AutoFormat As You Type

☐ On the **Tools** menu, click **AutoCorrect Options**.

☐ Click on AutoFormat As You Type tab.

☐ Remove check mark.

AutoCorrect

AutoText	AutoFormat	Smart Tags
AutoCorrect	AutoFormat As You Type	

Replace as you type
- ☑ "Straight quotes" with "smart quotes"
- ☑ Ordinals (1st) with superscript
- ☑ Fractions (1/2) with fraction character (½)
- ☑ Hyphens (--) with dash (—)
- ☐ *Bold* and _italic_ with real formatting
- ☑ Internet and network paths with hyperlinks

Apply as you type
- ☑ Automatic bulleted lists
- ☑ Automatic numbered lists
- ☑ Border lines
- ☑ Tables
- ☐ Built-in Heading styles

Automatically as you type
- ☑ Format beginning of list item like the one before it
- ☑ Set left- and first-indent with tabs and backspaces
- ☐ Define styles based on your formatting

OK   Cancel

AutoText Entry

☐ Add AutoText Entry icon to Quick Access Toolbar first

☐ Create a new entry

- ■ Select the text or graphic you want to store as an AutoText entry

- ■ On the AutoText Entry icon you added to the Quick Access Toolbar

- ■ Click "Save Selection to AutoText Gallery"
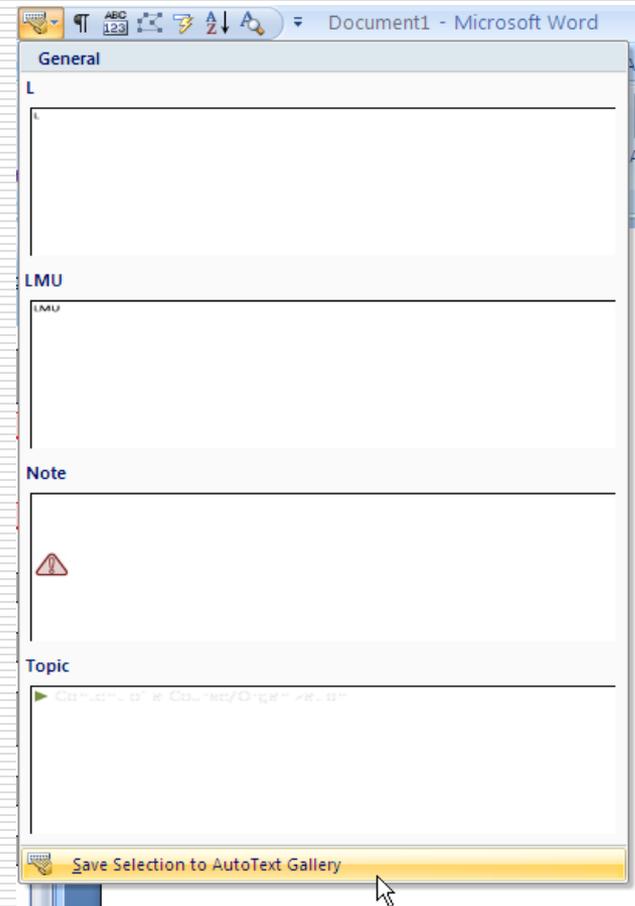
Smart Tags

- Move the insertion point over text underlined with a purple dotted line until the **Smart Tag Actions** button appears.

- Click the button, and then select an action from the list.

- Enable smart tags by selecting smart tag recognizers from a list (**Tools** menu, **AutoCorrect Options** command, **Smart Tags** tab).
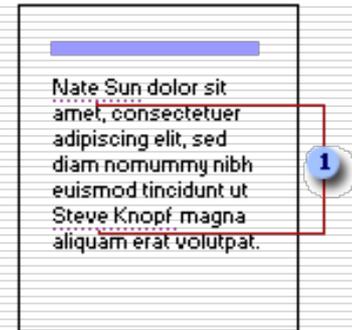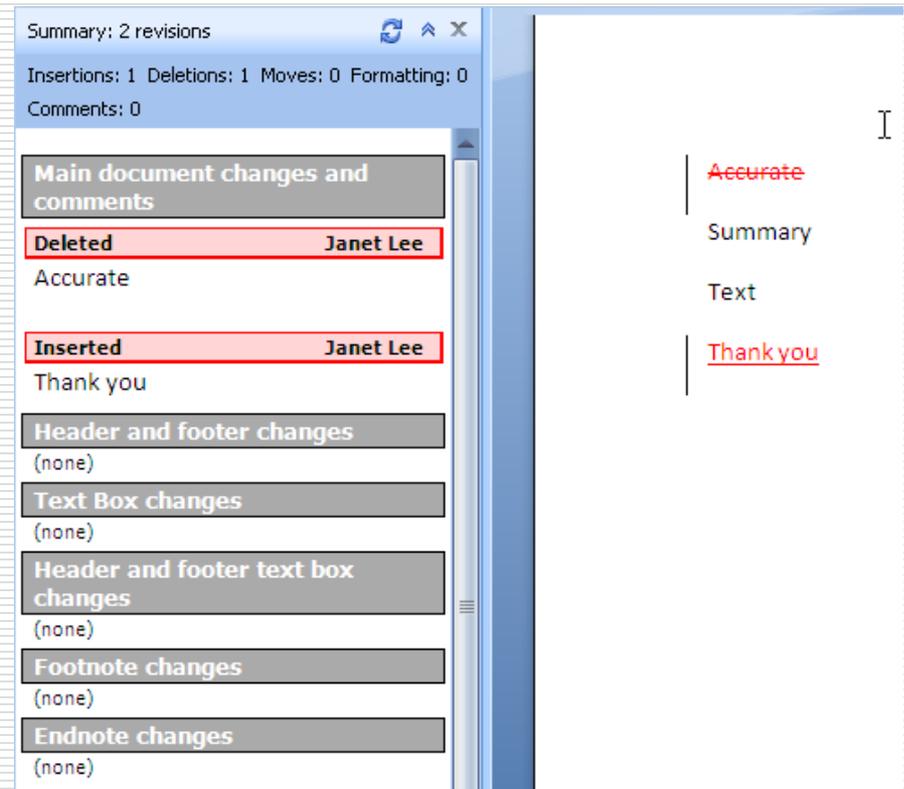

1 Smart tag indicators
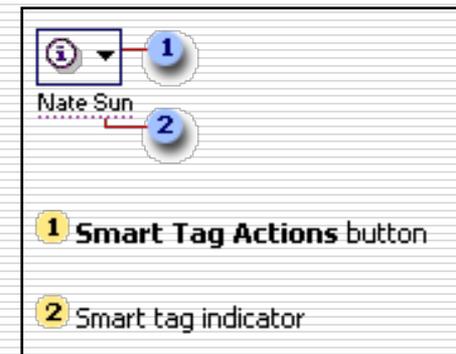
1 **Smart Tag Actions** button

2 Smart tag indicator

Stay on Track with Tracked Changes

Turn Track Changes on or off

☐ On the Ribbon, click on **Review** tab, in the **Tracking** group, click **Track Changes** icon.

Get Rid of Revision Marks, Once and for All

1. Turn Track Changes on. Then, on the **Reviewing** toolbar, in the **Display for Review** box, click **Final Showing Markup**.

2. Click the **Show** button on the **Reviewing** toolbar. Make sure that **Comments**, **Ink Annotations**, **Insertions and Deletions**, and **Formatting** all have check marks. Then point to **Reviewers** and make sure that **All Reviewers** has a check mark.

3. Place the insertion point at the beginning of the document. On the **Reviewing** toolbar, click **Next** and proceed through the document, accepting or rejecting revisions and deleting comments.

4. Continue through the document until you see a message that says the document contains no comments or tracked changes.
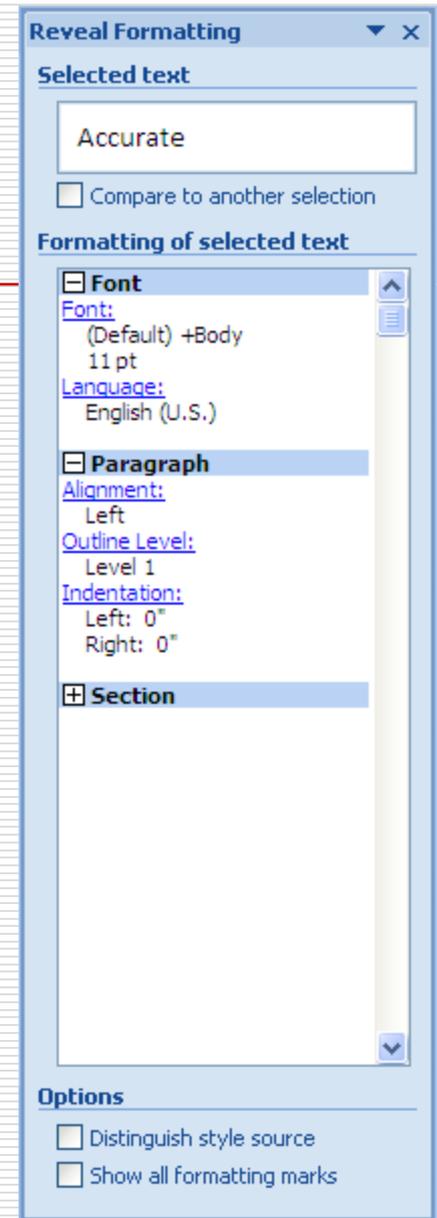
Turn Off Reading Layout View

- ☐ Click on Office Button
- ☐ Make sure Popular category is selected
- ☐ Uncheck "Open e-mail attachments in Full Screen Reading View"
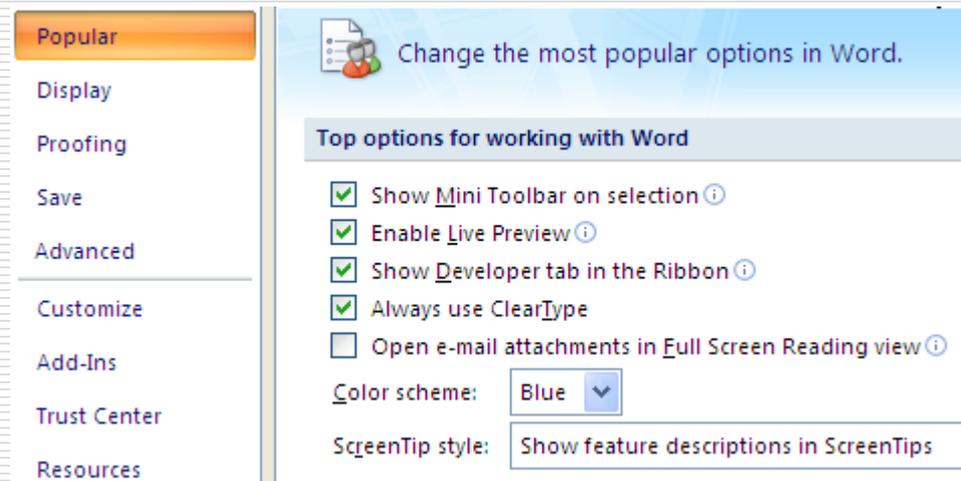
Reveal Formatting

☐ Add Reveal Formatting icon to the Quick Access Toolbar

- ■ Click on the Customize Quick Access Tool bar arrow

- ■ Click on More Commands

- ■ In Choose command from: box, select Commands Not on the Ribbon

- ■ Scroll down the list and click on Reveal Formatting option

- ■ Click on Add button

Reveal Formatting ▼ ✕

Selected text

Accurate

☐ Compare to another selection

Formatting of selected text

⊟ **Font**
Font:
  (Default) +Body
  11 pt
Language:
  English (U.S.)

⊟ **Paragraph**
Alignment:
  Left
Outline Level:
  Level 1
Indentation:
  Left: 0"
  Right: 0"

⊞ **Section**

Options
☐ Distinguish style source
☐ Show all formatting marks

Online Templates Wizard

☐ Click on **Office Button** and click **New**.

☐ In the **Microsoft Office Online** section, click on the category

☐ Click on the design and click on the **Download** button
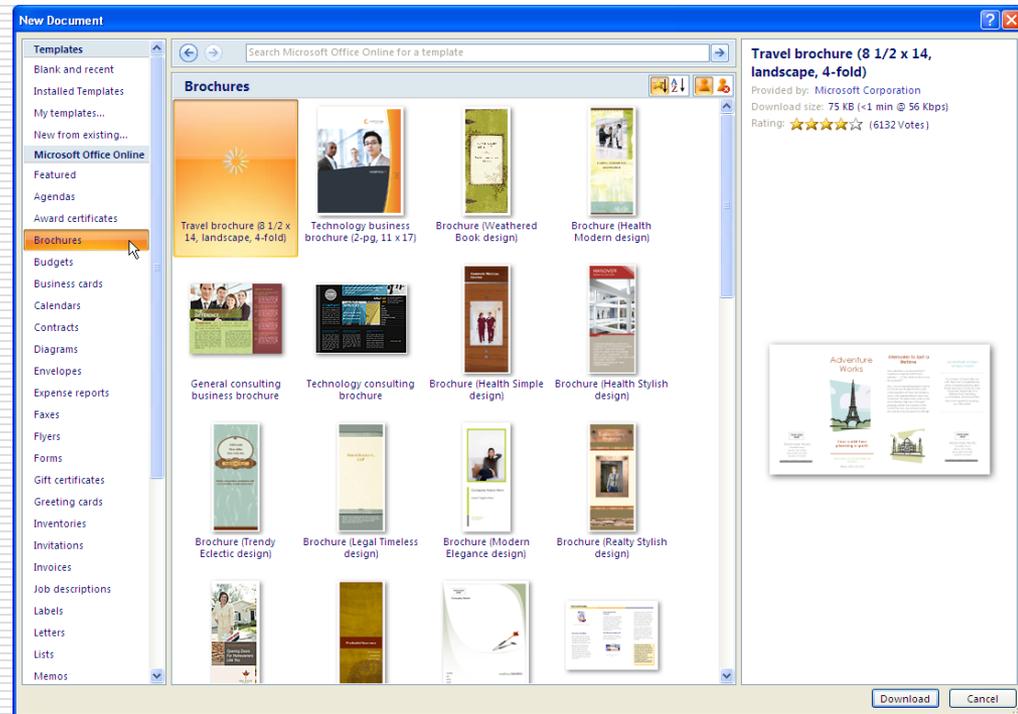
Create Drop Caps

- ☐ Click the paragraph.

- ☐ Click on the **Insert** tab, in the **Text** group, click **Drop Cap**.

- ☐ Select any other options you want.
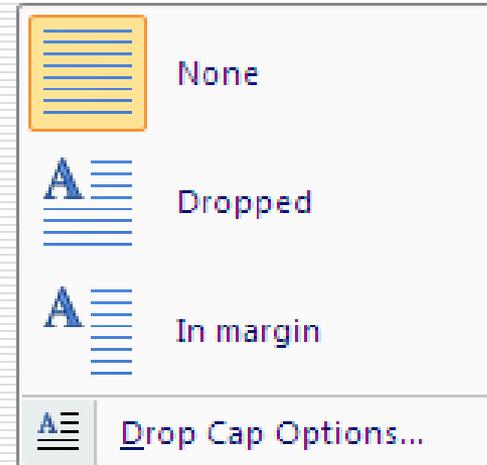
Format a Table Automatically (Gallery)

- ☐ Click the table.
- ☐ On the **Table Tools** menu, click **Design** tab.
- ☐ In the **Table Styles** group, click on the More Option arrow
- ☐ Click on the design you want.

Let Word Alphabetize Lists for You

☐ Convert to table first (Insert tab, Tables group)

☐ Select the entire converted table

☐ Click on Tables Tools menu, click on Layout tab, in the Data group, click on Sort icon
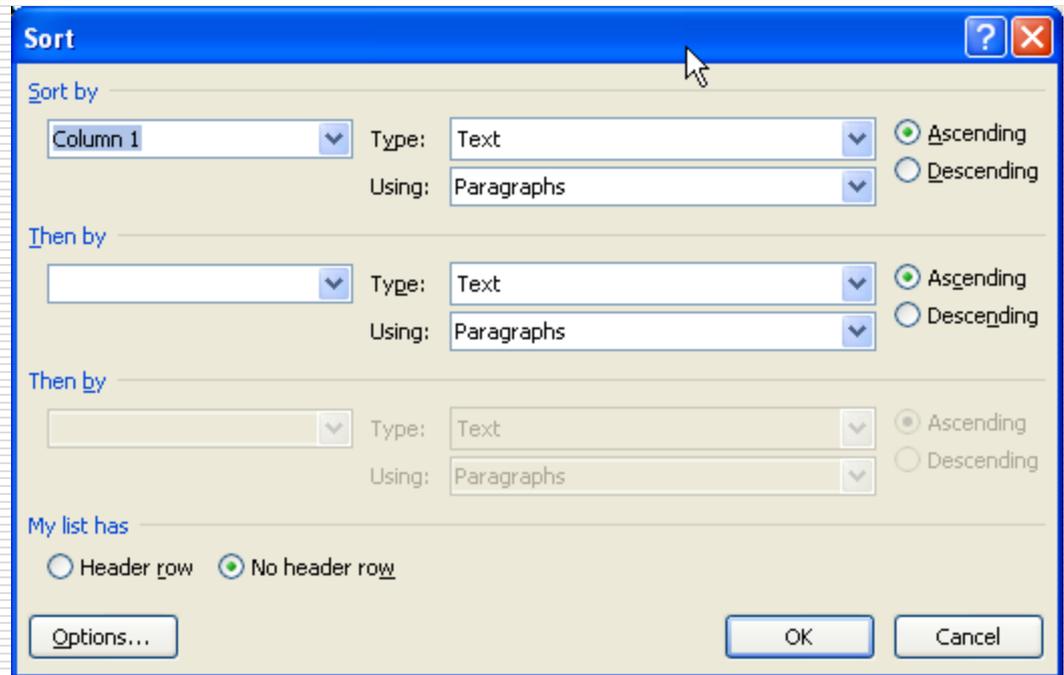
Other buttons you may see in your document

The **AutoCorrect Options** button first appears as a small, blue box when you rest the pointer near text that was automatically corrected. The box changes to a button icon when you point to it.

The **Paste Options** button appears below a block of pasted text. When you click the button, a list appears that lets you specify how Word pastes the information into your document.

Compare/Combine Documents

- Open the documents you want to compare side by side.

- On the **Ribbon**, click on **Review** tab

- In the **Compare** group, click on C**ompare** icon.

- Select one of the options:

  - Compare

  - Combine
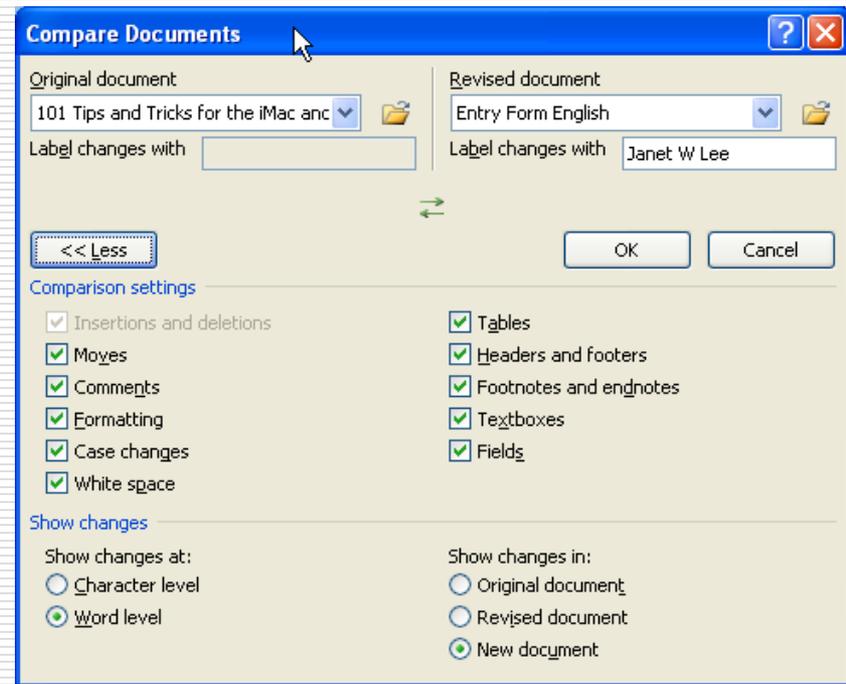
Create Filler Text

- Position the cursor at the beginning of a paragraph.

- Type **=rand()** and press **Enter**. (It doesn't really matter if you use lowercase, uppercase, or mixed case.)

- Word replaces this text with 3 paragraphs of 3 sentences each. The sentences consist of helpful hints on how to change the appearance of your document.

Drag and Drop Editing

- ☐ Click the Office button and then click Word Options. Word displays the Word Options dialog box.
- ☐ At the left side of the dialog box click Advanced.
- ☐ Make sure the check box beside the Allow Text to Be Dragged and Dropped option is selected. (The option is in the Editing section.)
- ☐ Click OK to close the dialog box.
- ☐ Once enabled, you can use the mouse to move text by following these steps:
- ☐ Select the text you want to move.
- ☐ Click on the text with the mouse and drag it to where you want it moved.
- ☐ Release the mouse button.

Insert Dynamic Word Count

- ☐ Position the insertion point where you want the number of words to appear.

- ☐ Make sure the Insert tab of the Ribbon is displayed.

- ☐ Click the Quick Parts tool in the Text group. Word displays a number of choices from which you should choose Field. Word displays the Field dialog box.

- ☐ Using the Categories drop-down list, choose Document Information.

- ☐ Select NumWords from the Field Names list.

- ☐ Click on OK.

Test Your Document's Readability

- ❑ Click the **Microsoft Office Button**, and then click **Word Options**.
- ❑ Click **Proofing**.
- ❑ Make sure **Check grammar with spelling** is selected.
- ❑ Under **When correcting grammar in Word**, select the **Show readability statistics** check box.
- ❑ You need to run Spell Check to see this information.
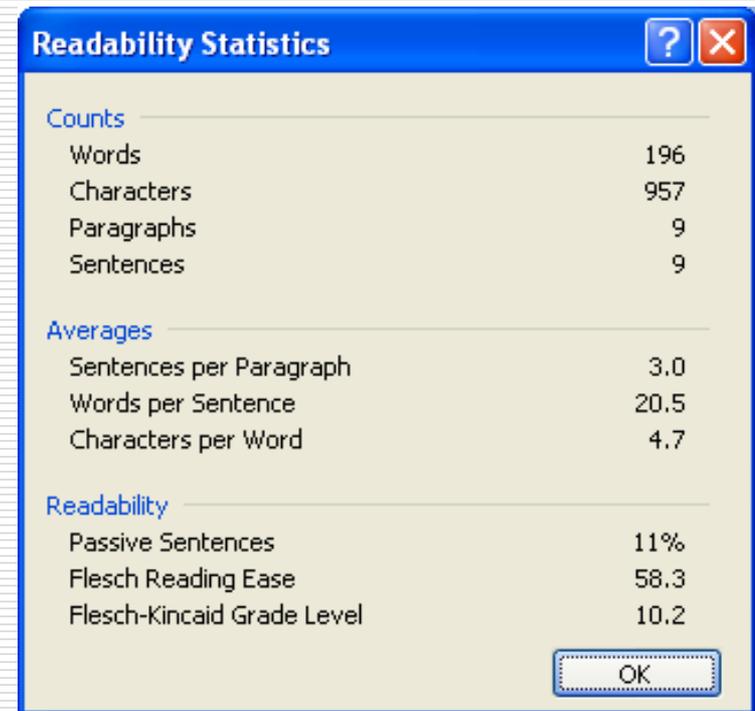
Readability Statistics

Counts
Words	196
Characters	957
Paragraphs	9
Sentences	9

Averages
Sentences per Paragraph	3.0
Words per Sentence	20.5
Characters per Word	4.7

Readability
Passive Sentences	11%
Flesch Reading Ease	58.3
Flesch-Kincaid Grade Level	10.2

OK

Search for a Word and Its Variations

☐ Click **Ctrl-F** to open the search form as usual, enter your search word and click the **More button** at the bottom. Check the box next to "Find all word forms."

☐ When you run the search, Word will locate not only the word you entered, but all its variations.
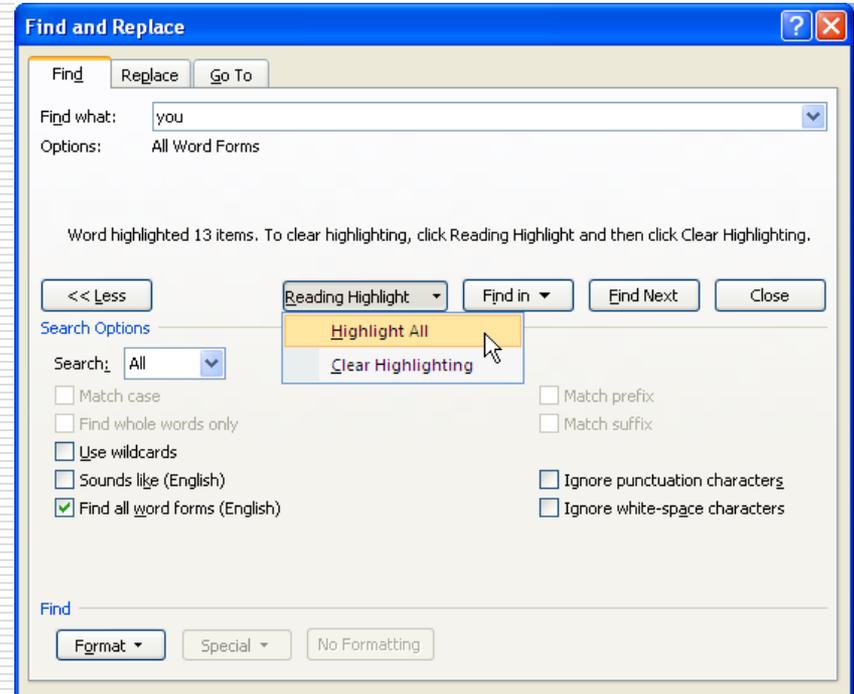
Work in Two Parts of a Document at the Same Time

- ☐ Go up to the View tab, and in the Window area select Split.

- ☐ Your cursor will jump to the middle of the page on top of a horizontal "split line," and moving your mouse will move the split line up and down. Find a place where you want to split the page and click your mouse to place the line.

- ☐ Your document will now be viewed through two independent panes, and you can work in either one. If you don't like where you put the split line, just grab it with your mouse and you can move it around as much as you want.