

Word - Tips & Tricks

Applies To

Microsoft Word 2000

Tips & Tricks

Ways to make Word more effective. These tips are updated regularly. New tips are added to the TOP of the list.

Fed up with Word menus not showing all the options automatically?

Word 2000 has a new feature that remembers recently used menu options, and by default shows only those recently used menu items. This can be frustrating when you are searching for a menu option.

To turn this feature off, follow these instructions:

1. Click on *Tools / Customize*.
2. Select the *Options* tab.
3. Remove the tick from the check box labelled *Menus show recently used commands first*.
4. Click on *Close*.

Want to go back to a previous position in your document?

Press Shift F5. Word remembers your three previous locations. This works even when you save, close, and re-open your document.

Having trouble with multiple paper trays on your laser printer?

Remember that there are various places that you can instruct your computer to select a paper tray. Any of these could be the source of the problem.

1. Check *File / Page Setup...* and select the *Paper Source* tab. **This setting over-rides all other settings.**
2. Check the printer's default settings. In Word click on *File / Print* then click on the *Properties* button in the *Printer* frame. Then check the contents of the *Paper source* combo box.
3. Check the printer's own setup to see what it thinks is its default paper tray. You will almost certainly need the printer manual for this. Remember: (i) you can ruin the setup of your printer with this option, and (ii) your computer

almost certainly over-rides the printer's own settings, so the options above are more likely to resolve your problem.

Working with multiple versions of the same document, or collaboratively with a group of people?

You can use the *Track Changes* facility to see the changes from one version to another, or to highlight the changes that you would like to make to a group document. It's on *Tools / Track Changes*.

Need a short cut to a frequently used menu option?

Try these suggestions.

1. Short cut key. The menu option may already have a short cut key assigned to it. For example, look at *Edit / Find*. Alongside this menu option is *Ctrl F*, showing that you can use *Ctrl F* as a short cut key.
2. Create a short cut key:
 - a. Click on *Tools / Customize*.
 - b. Then click on the *Keyboard...* button. The left-hand pane contains the main menu options, and the right-hand pane shows a range of options, including the items for that sub-menu.
 - c. Highlight the option for which you want to set a short cut key.
 - d. Press the key combination you want to assign to this menu option. Note that the combination you choose might already be in use. If so, check carefully before using it.
 - e. Click on the *Assign* button to assign this keyboard short cut to the menu option.
 - f. Click on *Close* on the *Customize Keyboard* window, then click on *Close* on the *Customise* window.
 - g. The menu option should now show your short cut key.
3. Put the menu option on your toolbar:
 - a. Click on *Tools / Customize*.
 - b. Find the menu option you want by selecting the menu heading in the left-hand panel, and the option in the right-hand panel.
 - c. Drag the option on to your toolbar. A vertical bar indicates where this option will be displayed.
 - d. Click on *Close*.
 - e. If you later decide to remove the icon from the toolbar, click on *Tools / Customize*, then just drag the icon off the toolbar until a little *x* appears next to the icon, indicating that it will be deleted. Take your finger off the mouse, and the icon is deleted. Click on *Close*.



Note that you can also get to the *Customize* menu by right-clicking on the menu or toolbar, and selecting *Customize...*

Automatic paragraph numbering

As a dedicated WordPerfect user, I was accustomed to the flexibility of WordPerfect's paragraph numbering facility. The paragraph numbering in Word was frustrating by comparison; you can't skip a line without losing the numbering, you can't just insert the new paragraph number whenever you want it.

The way I use Word is to create 'multi-level' paragraph numbering, and use paragraph spacing to provide a reasonably spaced list of points.

Do the following:

1. Choose the menu option *Format*, then *Bullets and Numbering*.
2. Click on the *Outline Numbered* tab.
3. Click on the style you want, then click on *OK*.
4. Set the paragraph spacing by going to the *Format* menu and selecting *Paragraph*.
5. Select the tab *Indents and Spacing*, set the spacing for *Before* and *After* to 6 points.
6. Now type your list, and it will have automatic paragraph numbers, with sub-paragraph numbers linked to the level of indent or tab.

Remember that new paragraph numbers are created when you press the *Enter* key. If you get into a mess, go back to the end of a numbered paragraph, press delete to remove any gaps between the end of the numbered paragraph and the rest of the text, and press *Enter*.

Selecting vertical blocks of text

If you need to select a rectangle of text, hold down the *Alt* key then use the mouse to select the text.

Use Find / Replace to change the text formatting

If you need to change the formatting of text in Word, you can use the *Replace* option to search for that text throughout your document, and change the format of it. For example, to change the font of the text 'format' throughout this document you would do the following:

1. Click on *Edit / Replace*.



2. In the *Find* box type the text to change, in this example you would enter 'format'.
3. Click on the *Replace* box.
4. Click on the *More* button.
5. Click on the *Format* button. From the drop-down list select *Font*.
6. Select the font settings you want, then click on *OK*.
7. Click on *Replace* or *Replace All* to make the changes.

Automatic Text

Do you get frustrated at some of the helpful things that Word tries to do automatically for you? Try typing *12 Sep 2003*. When you type the year, Word offers to enter the rest of the current date for you. If you press the *Enter* key, Word goes ahead and adds it, creating something like *12 Sep 2003-09-30*.

To turn this feature off, click on *Tools / AutoCorrect Options* and click on the *AutoText* tab. Remove the tick from the check box labelled *Show AutoComplete suggestions*.

Key words

word
tips
tricks