

Favorite Tips and Tricks in Microsoft Word

Sarah Houghton
Marin County Free Library

Auto Format

- To get there, go to the **Format** menu and choose **Auto Format** (you may need to click on the **Options** button depending on your version of Word).
- Here, you can turn on and off re-formatting of ordinals, fractions, and the auto-linking of hyperlinks. You can also turn on and off Automatic Bulleted Lists, which automatically creates lists when you type a * or a > or a – at the beginning of a line.

Auto Text

- To get there, go to the **Insert** menu and choose **Auto Text** (you may need to choose **Auto Text** a second time depending on your version of Word).
- In the box under **Enter Auto Text** entries here, type something you type all the time (such as the full name of your library) and click on the **Add** button. Now when you type the first part of it, the full entry will show up as a little box on your screen. Press the **enter key** to accept the suggestion.
- There is also an **Auto Text toolbar** that you can have up on your screen at all times to make using it easier.







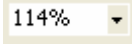


Auto Correct

- To get there, go to the **Tools** menu and choose **Auto Correct**.
- Here, you can turn off the Capitalize the first letter of sentences feature (this is also the feature that auto-capitalizes every new line).
- You can also use the Replace as you type text feature. For example, if you always type survive (instead of survive) and don't want to have to spell-check it every time, you can add this to auto-fix it for you. Another example is that Word replaces :) with ☺. You can also use it as a shortcut (an alternative to Auto Text). For example, if you always type the full name of your library, you can have it auto-replace SFPL with San Francisco Public Library.

The Options Menu

- To get there, go to the **Tools** menu and choose **Options**
- Under the **General** tab, you can set how many files show up in your recently used list inside the File menu
- Under the **Edit** tab, you can turn the Overtyping Mode off and on (also affected by Insert key on your keyboard)
- Under the **Save** tab you can set how often Word saves your document for Auto Recover (good if Word crashes a lot on you, or you experience power outages)
- Under the **Spelling & Grammar** tab you can turn on and off both the Spell Checker and the Grammar Checker (think red & green wavy lines)

Cool Toolbar buttons

- **Picture toolbar**
 - Change the layout dominance of an image  (every time you insert an image into Word, use this & select **Tight**—you will then be able to drag the image wherever you want it to be).
 - Change the contrast  or the brightness  of an image (clip art, photograph, anything)—right in Word!
 - Crop an image 
- **Forms toolbar**
 - Insert identical sized check-boxes for surveys 
- **Standard toolbar**
 - Undo past commands 
 - Change the percentage at which you're viewing your document 
- **Formatting toolbar**
 - Increase & decrease indent   (useful for lists, & outlines)

Miscellaneous

- **The Paperclip from Hades**
 - To get rid of the annoying paperclip guy, just right-click on him and choose **Hide** to temporarily hide him, or choose **Options** and uncheck the **Use the Office Assistant** box to get rid of him forever!
- **Paste Special**
 - Ever copy text from a document or webpage, and paste it into your document only to have your font and spacing go all crazy? Stop using plain old Paste! Use **Paste Special**, and choose **Unformatted Text**. The text will paste into your document in whatever font of spacing you currently have set up.
- **Page Borders**
 - Spice up your flyers or handouts with page borders. Just go to **Format** and choose **Borders & Shading**. Then choose the **Page Border Tab**. At the bottom of the middle column, you'll see an option for **Art**—lots of creative borders hiding in there!

This material has been adapted from material created by the author for the Infopeople booth presentations at the 2004 California Library Association Annual Conference.