Mastering Microsoft Word

• Note the modifiers keys are the Control(Ctrl) key on the PC and the Command(Cmmd) key on the Mac. To simulate a right mouse click on the Mac, hold down the ctrl key as you click your mouse.

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Wizards

agendas, calendars, envelopes, fax cover sheets
letters, mailing labels, memos, newsletters
resumes, webpages

Visual Changes

Zoom – The zoom does not affect the printing of a document.
Background Color – Go to "Format" menu, down to "background", select color to make the change
Highlight Tools – Located on the Format toolbar, this tool is located next to the font color. Select a highlight color and drag over the text you want to highlight
Changing Font Color – Allows for more control over preferred color combination. Colored font and a colored background. You can also be used to emphasize test, nouns in one color vowels in another.
Line Spacing – increase visual white space between lines to assist in tracking. You can also increase the page margins to reduce line length. Many people find it easier to use keyboard commands that to constantly stop and use the mouse. Word for Windows accommodates these people by providing several shortcuts you can use to format paragraphs. The following table lists several keyboard shortcuts you can use for your paragraph formatting:

Shortcut	Result
CTRL+1	Single-spaced paragraph
CTRL+5	1 1/2-line paragraph spacing
CTRL+2	Double-spaced paragraph

Word Spacing – Use the "replace" feature located in the "edit" menu. In the first line have Word find all occurrences of a single space. In the second line type how many spaces you want to replace it with. Click on "replace all"
Expanded Replace – Use the expanded replace feature to take a string of text and have it set to replace font color so the words visually are showing the keyboard blends that are available.

Spelling/grammar

Use a Right Mouse click on an incorrectly spelled word. A list of possible word choices will appear. Use the mouse to select the correct word. Use the right mouse click on a correctly spelled word to see a choice for synonyms. In the spelling and grammar preferences of Microsoft Word you can turn on the readability statistics. Use a screen shot of this to document student's progress. You will get counts and averages on words, characters, sentences, and paragraphs. You also get a Flesh-Kincaid grade level.

You can choose the preferences to disable or hide automatic spelling and grammar Checking. Choose "tools", Options, and click the spelling and grammar tab. Word's grammar checker contains 26 fundamental rules. You can also choose the style of writing that Words grammar check will apply.

AutoCorrect

Located in the "tools" menu is autocorrect. There is an extensive date base of commonly misspelled and mistyped words that will be replace with the correct one when typed. You can add or delete from this list. Consider adding those words that you always have difficulty spelling. You can also use this tool for abbreviation expansion. Enter a brief abbreviation that is not a word consider using a naming convention such as x(expand) in front of the abbreviation. Then you can use xUS to stand for United States. The abbreviation expansion can be used for phrases, sentences, or paragraphs. Use to reduce keystrokes.

Text boxes

Go to the "Insert" down to "Text box" This text box will float over top of the existing text and also pictures. Use it to label a graphic/picture. Multiple boxes could be set up ahead of time with the words already entered. The individual can drag the text box to the correct answer.

Use the Format painter" to copy the format of one font to another. Select the word or the paragraph that you would like to copy. Then go to the text you want to change and select it with the format pointer. The font, color, size,… will be changed. If you double click on the Format Painter it will stay selected so you can make multiple selections.

Forms menu

Located in the "View" menu, down to Toolbars. Select the "Forms" toolbar. This toolbar will let you add fill in the blank fields, checkboxes and pull down menus into a word document. After creating the form you can lock it to prevent changes to the text.

If you want to password protect your form, go to the "Tools" menu to "Protect document". Choose the "Forms" section and decide if you want to enter a password. If you want to allow the students to do short essay and allow them to have access to the spell check you will have create the forms in sections. After creating the form you can go back and insert section breaks from the "Insert" menu. Then when you go to protect the forms you can designate which sections to lock. Don't put a check mark in front of the section you want the individual to be able to spell check.

Graphics

You can have text wrap around graphics that are added to documents

You can resize a picture or use the cropping tool to remove unwanted graphics.
With access to the Internet, in the clipart gallery select online to go to Microsoft's web site to search for additional clip art and add them to your clip art gallery. If there are graphics or photos that you use frequently you can add those to your galley.

AutoText

You can reduce typing by adding phrases, tables, or graphics to AutoText. Select the text you want to add. Go to "Insert" Menu down to "AutoText" then to new. Type in the name you want to give this item.

Customizing tool bars

You can customize any of the toolbars to remove buttons that are used or to add ones that you use more often. A toolbar could be created and just add the Bold tool and the underline tool. The individual can easy select the text and then make it bold or underline as a means to answer worksheets. Go to "View" menu, then to "toolbars" and then customize.

AutoSummarize

AutoSummarize is a tool that looks for keywords within your document and those sentences that contain keywords get put into a summary. In general it does fairly good job on reports, articles, scientific papers and Theses. It does not do well on fiction, most typical correspondence, and How-to instructions. With the document open go to "Tools" menu, then to "AutoSummarize". The dialogue box will let you determine the type of summary and also the length of the summary.

Outline features

Gives you a quick way to organize, reorganize, and document. It can give you a quick overview of the bigger picture. You can also move large blocks of text easily. You can collapse the information in outline view to reduce clutter. Or use that method for electronic studying.

Tables

The "Table" menu items gives you control to create rows at a certain height, Changing cell border, and Merge cells, Tables that are locked, Shade. This could be used to create a quick communication grid or a word bingo game.

Hyperlinks

Hyperlinks can me made to link to web pages, email, newsgroups, to help direct where a person should locate information. You can also hyperlink to other Microsoft documents. Hyperlinks can also be added to imported graphic files, clip art, digital pictures, and object drawn using the WordArt tool.

Templates

Use templates to save time by reducing the amount of documents you need to create from scratch. Preset them with the text formatting, graphics, and tables. They contain the tools you and or your colleagues need to edit specific documents.

Macros

Create a macro to carry out a sequence of operations that Word will execute with a keyboard shortcut. Use them to save time when you find yourself using the same set of operations over and over again. Locate it on the "Tools" menu, down to "Macros" then "Record New Macro".

Comments

Use comments to have a way of annotating your document that doesn't get in the way when you edit or format your document. To insert a comment, click where you want the comment to go or select the text. Go to the "Insert" menu then to "Comment"

Insert Voice Comments

If you want to you can insert a brief audio comment in the file. It might be easier to explain something verbally or to have to directions so the individual can repeat them as needed. To record your comments. Choose “Insert” menu then “Comment”. Click the Cassette Tape icon at the top of the comments window. Click the Record button and speak. When you finish speaking, click Stop. Choose exit and Return from the File menu.

Track Changes

With Track Changes turned on, you edit a document and Word keeps track of all the text you add and delete. Then a colleague can walk through the changes – deciding which to accept, which to reject, and which to modify. You can start “Track Changes through the status bar, or do Ctrl+Shift+E for the PC or Cmmd+Shift+E for the Mac.

If you forgot to start track changes you can use the “Tools” menu, “Track Changes” then “Compare Documents”.

Documents created in Word can be opened in many of the Scan and Read systems such as Kurzweil, WYNN, Wordsmith, Scan and Read Pro.