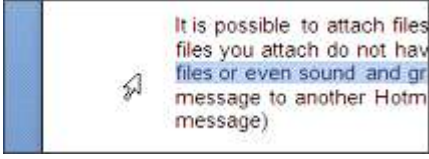


Word 2013 –Tips and Tricks

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1. 10 or More Different Ways to Select Text

To Select...	Procedure:
Word	Double click on the word.
Sentence	CTRL + click in the sentence.
Single line of text	Move the mouse pointer into the left margin next to the line you wish to select (the pointer arrow should point towards the right), and then click to select. 
Paragraph	Triple-click in the paragraph OR Double-click in the left margin by the paragraph.
Series of lines or paragraphs	Move the mouse pointer into the left margin, click and drag down until the desired selection is made.
Entire document	Press CTRL+A ,OR Triple-click in the left margin.
Series of non adjacent blocks of text	Select the first block of text, hold down CTRL and select all subsequent blocks.
Text between two points in a document	Click where you wish the selection to start, scroll if you need to, hold down SHIFT and click where you wish the selection to end.
To extend a selection	Once you have select one block of text, hold down SHIFT and use the cursor keys or Page Down key to extend the selection. <i>The down cursor key will extend selection by a line for each press, the right cursor key will extend the selection by a character each press.</i>
Text with similar formatting	Click in the text which has the formatting you wish to select for. Then click on Select text with similar formatting (Home tab, Editing group, Select button)

2. Line Spacing Shortcuts

CTRL+1	Single line spacing
CTRL+2	Double line spacing
CTRL+5	1.5 line spacing

3. Case Changes

Use **SHIFT+F3** to cycle through the possible cases: all upper case, all lower case, only first letter of each work.

Example of different cases







METHODS OF RESEARCH
methods of research
Methods Of Research

4. Text Alignment Shortcuts

- CTRL+L Align text left
- CTRL+E Align text centre
- CTRL+R Align text right
- CTRL+J Justify

5. Adding Horizontal Lines

Type the three named characters shown below at the start of a paragraph and then press **ENTER**.

TYPE OF LINE	TYPE AND PRESS ENTER
	--- (3 hyphens)
	___ (3 underscores)
	=== (3 equal signs)
	*** (3 asterix)
	~~~ (3 tildes)
	### (3 hash signes)

6. Adding Blank Spaces Between Paragraphs Without Having to Manually Insert a Blank Line Between Each Paragraph

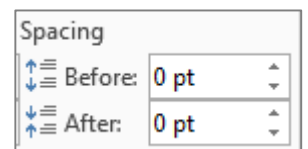
Spacing After a paragraph is very useful if you want to add spaces between paragraphs, items in a bulleted list or numbered list or items in a bibliography. Once you set the paragraph spacing you can change the amount of spacing very quickly and easily.

Using The Home Tab

- i. Select the paragraphs you wish to apply spacing to
- ii. Go to the **Home** tab, locate the **Paragraph** group and click on the Paragraph dialogue box launcher button.
- iii. Locate the *Spacing* section and the **After** box and set the value(s) to what you require, e.g. 6pt, 12pt, 9pt

Using the Page Layout Tab

- i. Select the paragraphs you wish to apply the spacing to
- ii. Go to the **Page Layout** tab and locate the **Paragraph** group
- iii. Enter the value(s) you require into the appropriate **Spacing** command buttons.



7. Repeat the Most Recent Action

If you have just formatted some text it is possible to repeat the same formatting to further text.

- i. **Select** some text and format it, e.g. bold, font colour or borders
- ii. Select text you wish to repeat the most recent action to
- iii. Press the Function key **F4**
(or use the **Repeat** button on the Quick Access Toolbar)



8. Copying Formatting From One Block Of Text To Another

- i. Select the text which has the formatting you wish to apply elsewhere
- ii. Click on the **Format Painter** button
(Home tab, Clipboard group)
- iii. Drag the mouse over the block of text to be reformatted

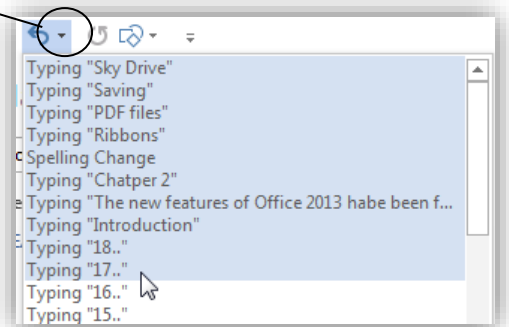


A small paintbrush will be attached to the mouse

- TIP:** Double click the Format Painter button in step 2 if you wish to apply the formatting to multiple blocks of text. Then press ESC to stop the feature.
- TIP:** Keyboard shortcut for this feature is to use SHIFT+CTRL+C to copy the formatting from selected text, and SHIFT+CTRL+V to apply to selected text.

9. Undo Lots of Things In One Go

- i. Click on the down arrow after the **Undo** button (located on the Quick Access toolbar)
- ii. Drag your mouse as far as the edit you wish to undo to and click on it. (If there are lots of items listed you may need to scroll through the list first).

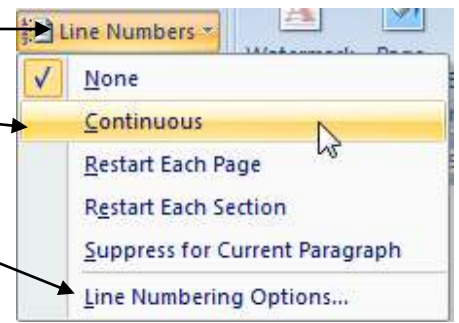


10. Line Numbering

To switch on line numbering:

- i. Go to the **Page Layout** tab and locate the **Page Setup** group

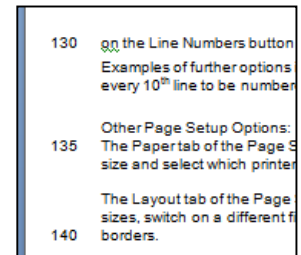
- ii. Click on the **Line Numbers** command button to display a drop down list and select the type of line numbering you require.



TIP:

For further line numbering options click on **Line Numbering Options** in the drop down list, and then click on the **Line Numbers** button at the base of the dialogue box which appears. Make your selection from this dialogue box.

Examples of further options include: changing the starting line number or setting only every 5th line to be numbered as shown in the example opposite.



11. New File Shortcut

CTRL+N

12. Move to Another Open Word Window

CTRL+F6

13. Close a Window

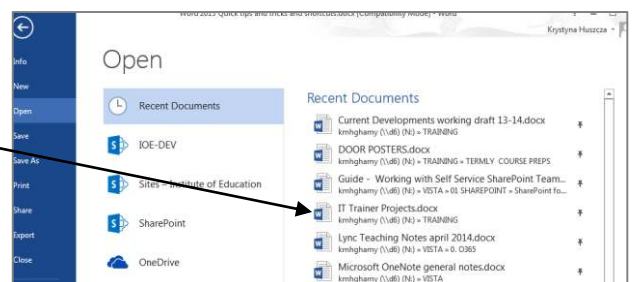
ALT+F4

14. Open Recently Opened Documents

- i. Click on **File** button and select **Open**. (or use CTRL+O).

All the recently opened documents are displayed in the Recent Documents column.

- ii. Click on the file you wish to open



15. Bookmark a Recently Opened Document with a Pushpin

To make one of the documents listed in the recently opened documents list stay permanently in the list to act as a bookmark:

- i. Display the list of recently opened documents, as instructed in the previous tip.

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