

Top Tips for Word

These tips are designed to save time and frustration when using Word. Some, you may know already, but if there is one tip that that you find useful, then reading through this will have been worth it. I will be adding a new tip to this list every month.

1. Keyboard Shortcuts

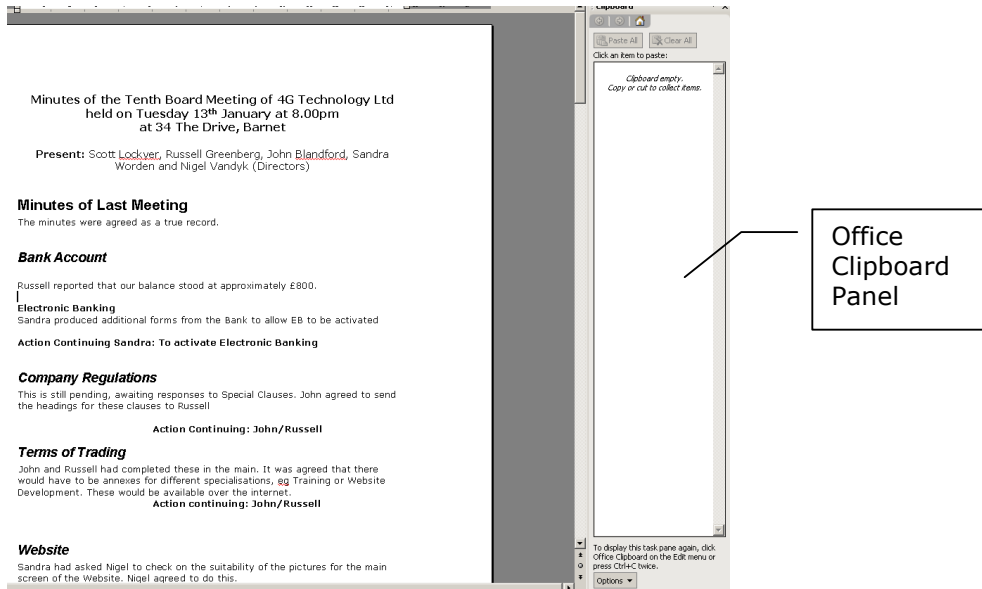
These can save vital seconds because you do not need to take your hands from the keyboard to use the mouse:

To make a word bigger or smaller	Double click on the word to select it. Then hold down the Ctrl button and press] (open square bracket) to make word one size bigger and [(close square bracket) to make the word one size smaller.
To centre a line in the middle of the page	Click anywhere in the line, hold down the Ctrl button and press E.
To Capitalise or Uncapitalise a word or phrase.	Select the phrase and hold down SHIFT and press the F3 button. The first time it is pressed, the first letter of each word is capitalised (Proper Case), the second, the whole word (Upper Case) and the third time the word is uncapitalised (Lower Case).
To change the font back to normal.	Whatever weird font you are using and whatever effect, hold down the Ctrl key and press the spacebar. This will put you back to the standard font with no text effects.
To use accented and other keys	<p>for e acute (é) ,a acute (á) or u acute (ú),hold down the Alt Gr key and press e or a or u.</p> <p>For Grave accents, hold down the Ctrl button and the button to the left of the 1 key and press e, a or u.</p> <p>For the Euro symbol (€), press Alt Gr and 4.</p> <p>For the copyright symbol (©),hold down Alt Gr and the Windows button and press c.</p> <p>For circumflex accents, press Ctrl, the Shift button and the 6 key together, followed by the letter.</p>

2. Using the Office Clipboard

This is brilliant for writing minutes where you have to put in all the actions for each topic at the end of the document.

Click on Edit→Office Clipboard and a panel will appear on the right of your document.



Select the Minute action you wish to copy and hold down the Ctrl button and press C to copy it to the Office Clipboard.
Repeat this for all the other actions.

At the end of the Document, Type: **Summary of Actions** and then right click the action on the Clipboard and select **Paste**. You can store up to 24 separate items on the clipboard.

