



**MICROSOFT-WORD**



# Microsoft-word

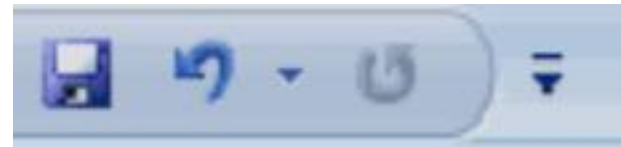
- MS-WORD is a part of the bigger package called MS OFFICE, which can do much more than word processing.
- You can use it to type letters, reports, and other documents.

# Advanced features/components of MS Word 2007 -1



- **The Microsoft Office Button**

- In the upper-left corner of the Word 2007 window is the Microsoft Office button. When you click the button, a **menu appears**. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

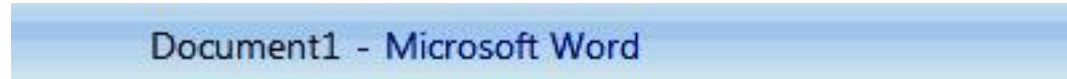


- **The Quick Access Toolbar**

- Next to the Microsoft Office button is the Quick Access toolbar.
- The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

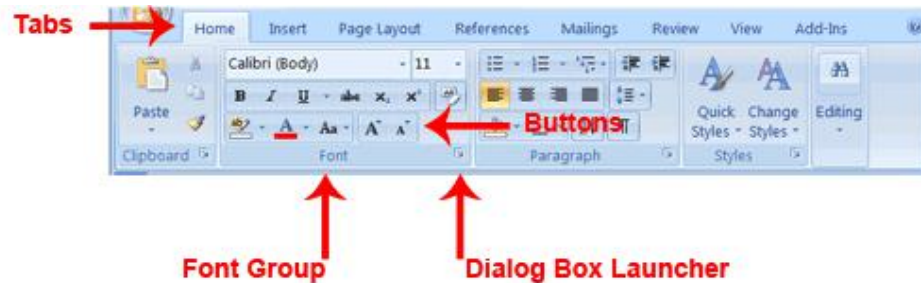
# Advanced features/components of MS Word 2007 - 2

- **The Title Bar**



- Next to the Quick Access toolbar is the Title bar.
- The Title bar displays the title of the document on which you are currently working. Word names the first new document you open Document1.
- As you open additional new documents, Word names them sequentially.
- When you save your document, you assign the document a new name

- **The Ribbon**



- You use commands to tell Microsoft Word what to do. In Microsoft Word 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.

# Advanced features/components of MS Word 2007 - 3

- **The Ruler**



- The ruler is found below the Ribbon.
- You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:

1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.



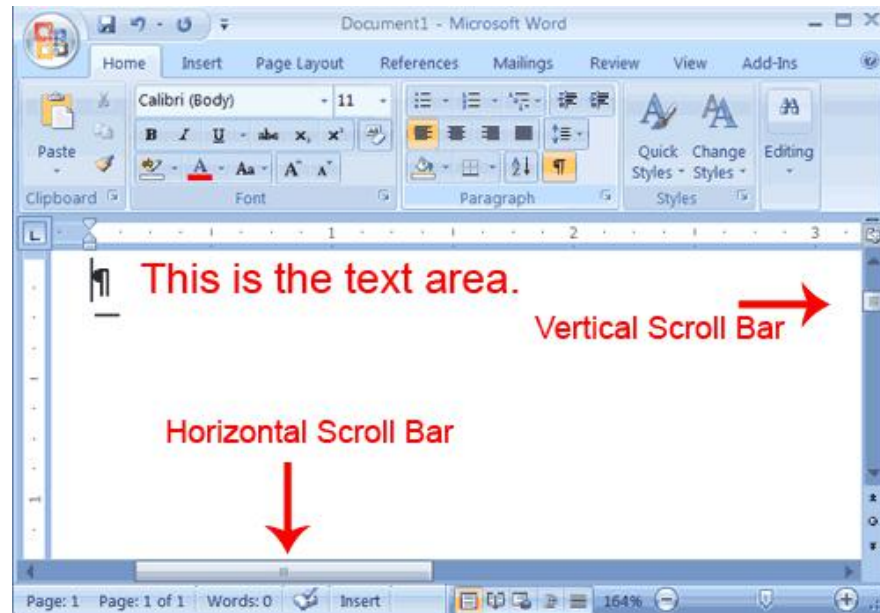
# Advanced features/components of MS Word 2007 - 4

- **The Text Area**

- Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.


- **The Vertical and Horizontal and Vertical Scroll Bars**

- **The Status Bar**





# Working with documents -1

- **Create a New Document**


- There are several ways to create new documents, open existing documents, and save documents in Word:
- Click the **Microsoft Office Button**  and Click **New** or
- Press CTRL+N (Depress the CTRL key while pressing the —N||) on the keyboard
- You will notice that when you click on the Microsoft Office Button and Click New, you have many choices about the types of documents you can create. If you wish to start from a blank document, click Blank. If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.

- **Opening an Existing Document**

- Click the **Microsoft Office Button**  and Click **Open**, or
- Press CTRL+O (Depress the CTRL key while pressing the —O||) on the keyboard, or
- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window 


# Working with documents -2

- **Saving a Document**

- Click the **Microsoft Office Button**  and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **Word 97-2003 Document**), or
- Press CTRL+S (Depress the CTRL key while pressing the —S) on the keyboard, or
- Click the **File icon on the Quick Access Toolbar**



- **Renaming Documents**

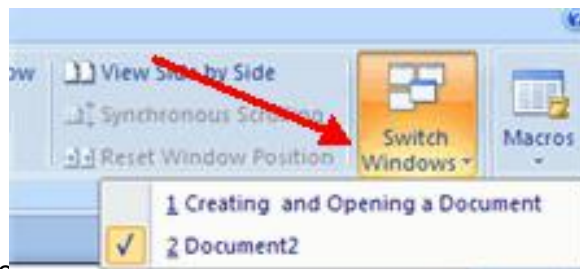
- Click the **Office Button**  and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the **shortcut menu**.
- Type the new name for the file and press the **ENTER** key.



# Working with documents -3

- **Working on Multiple Documents**

- Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the **View Tab of the Ribbon when you click on Switch Windows**. The **current document has a checkmark beside the file name**. Select another open document to view it.



- **Document Views**

- In Word 2007, you can display your document in one of the following views: Print Layout, Full Screen Reading, or Online Layout
- **Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout:** This is a view of the document as it would appear in a web browser.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** This view does not display pictures or layouts, just text. For selecting draft view follow the procedure below
- 1. Click the View tab.
- 2. Click Draft in the Document Views group. When the Draft option is selected it appears in a contrasting color.
- **Click**
- To view a document in different forms, click the document views shortcuts at the bottom of the screen or:
- Click the **View Tab on the Ribbon**
- Click on the appropriate document view.



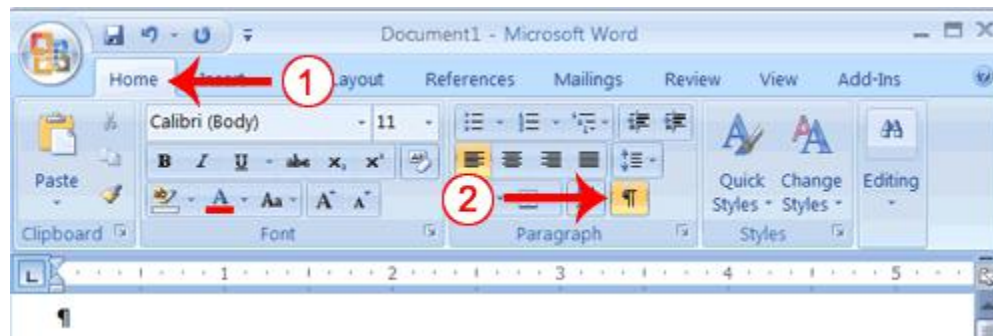
# Working with documents -4

- **Close a Document To close a document:**
- Click the **Office Button**
- Click Close

# Working with text - 1

- **Nonprinting Characters**

- Certain characters, called nonprinting characters, do not print and will not appear in your printed document but do affect your document layout. You can elect to see these characters on the screen as you type or you can elect to have them remain invisible. For these lessons, opt to see them onscreen. This table describes most of them:
- To view nonprinting characters:



# Working with text - 2

- **Typing and inserting Text**

- To enter text, just start typing!
- The text will appear where the blinking cursor is located.
- Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button.
- The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	<b>HOME</b>
End of the line	<b>END</b>
Top of the document	<b>CTRL+HOME</b>
End of the document	<b>CTRL+END</b>

# Working with text - 3

- **Selecting Text**

- To change any attributes of text it must be highlighted first.
- Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT key on the keyboard while using the arrow buttons to highlight the text.**
- **The following table contains shortcuts for selecting a portion of the text:**

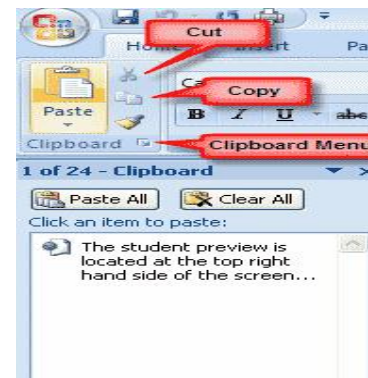
Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down <b>SHIFT while using the arrow keys</b>
Entire document	choose <b>Editing   Select   Select All from the Ribbon, or press CTRL+A</b>

- De select the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

# Working with text -4

- **Inserting Additional Text**

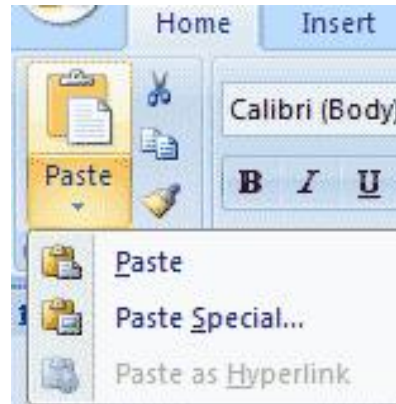
- Text can be inserted in a document at any point using any of the following methods:
- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.
- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click Cut, put your cursor where you want the text in the document and right click and click Paste.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document



# Working with text - 5

- **Rearranging Blocks of Text**

- To rearrange text within a document, you can utilize the **Clipboard Group on the Home Tab of the Ribbon.**
- **Insert picture of clipboard group labeled**
- **Move text:** Cut and Paste or Drag as shown above
- **Copy Text:** Copy and Paste as above or use the Clipboard group on the Ribbon
- **Paste Text:** Ctrl + V (hold down the CTRL and the —V|| key at the same time) or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink



# Working with text - 6

- **Deleting Blocks of Text**

- Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text.
- Backspace will delete text to the left of the cursor and Delete will erase text to the right.
- To delete a large selection of text, highlight it using any of the methods outlined above and press the DELETE key.

- **Search and Replace Text**

- **To find a particular word or phrase in a document:**

- Click **Find** on the Editing Group on the Ribbon

- To find and replace a word or phrase in the document, click **Replace** on the Editing Group of the Ribbon.



- **Undo Changes**

- To undo changes: Click the **Undo Button** on the Quick Access Toolbar





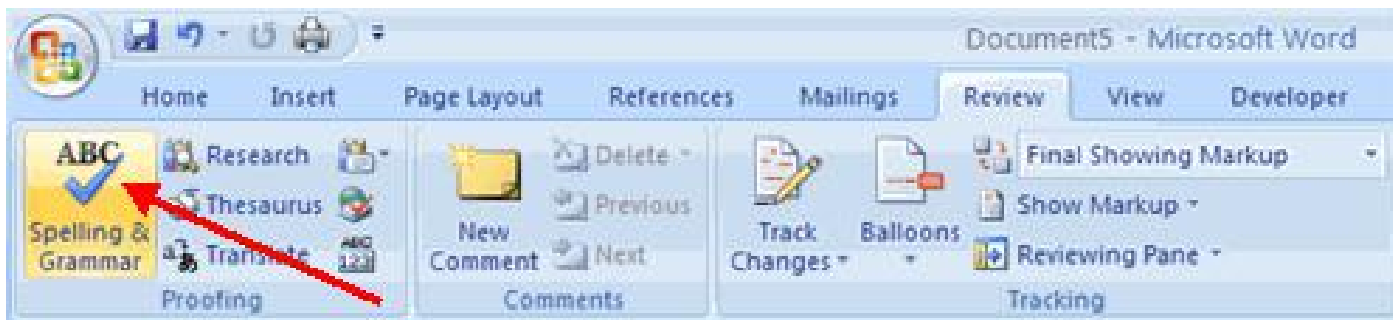
# Working with text - 7

- **Bold, Italicize, and Underline**

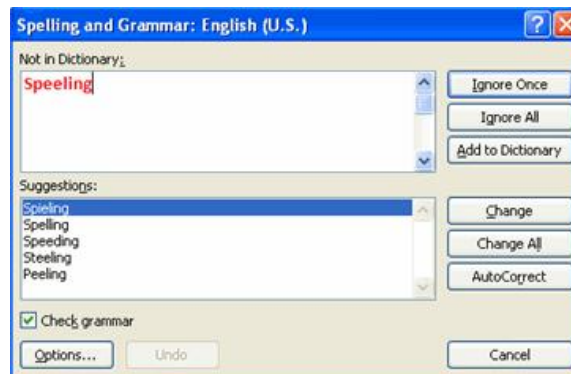
1. On the line that begins with Launcher, select the word "Bold" ("Italicize", "Underline these words") You can place the cursor before the letter "B" in "Bold." ("I" in "Italicize.") Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.
4. Click Bold ( Italic) in the Font Style box.
  - Note: You can see the effect of your action in the Preview window. To remove the bold, click Regular.
5. Click OK to close the dialog box.
6. Click anywhere in the text area to remove the highlighting. You have bolded the word bold.

# Proofing the document - 1

- This includes checking and correcting spelling and grammar, thesaurus, Research and translate options
- **Spelling and Grammar**
- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the Review Tab on the Ribbon
- Click Spelling & Grammar on the Proofing Group.

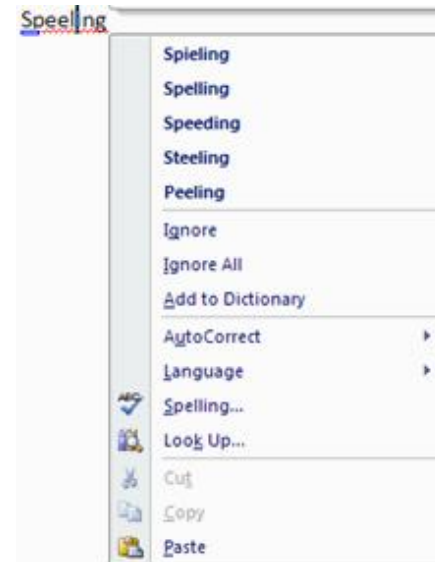


- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.

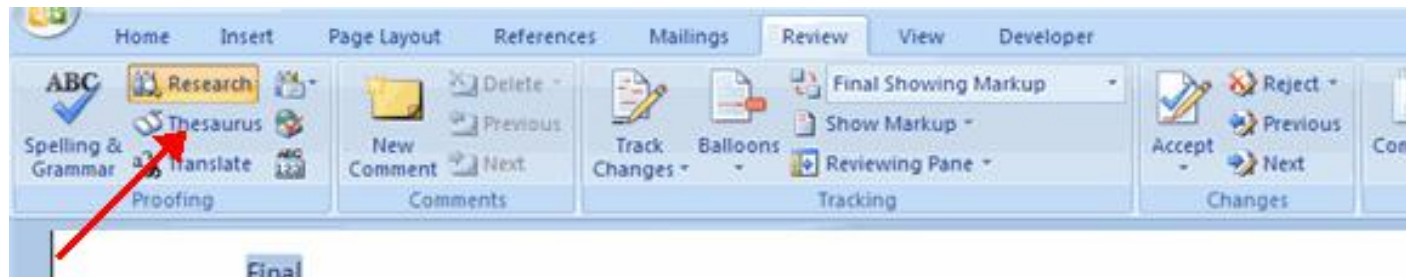


# Proofing the document - 2

- If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.



- Thesaurus**
- The Thesaurus allows you to view synonyms. To use the thesaurus:
  - Click the Review Tab of the Ribbon
  - Click the Thesaurus Button on the Proofing Group.
  - The thesaurus tool will appear on the right side of the screen and you can view word options.
  - You can also access the thesaurus by right-clicking any word and choosing Synonyms on the menu.

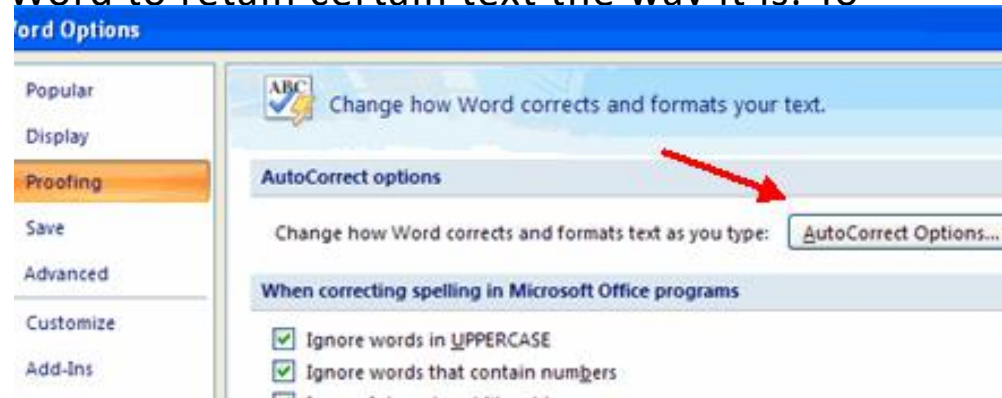


# Proofing the document - 3

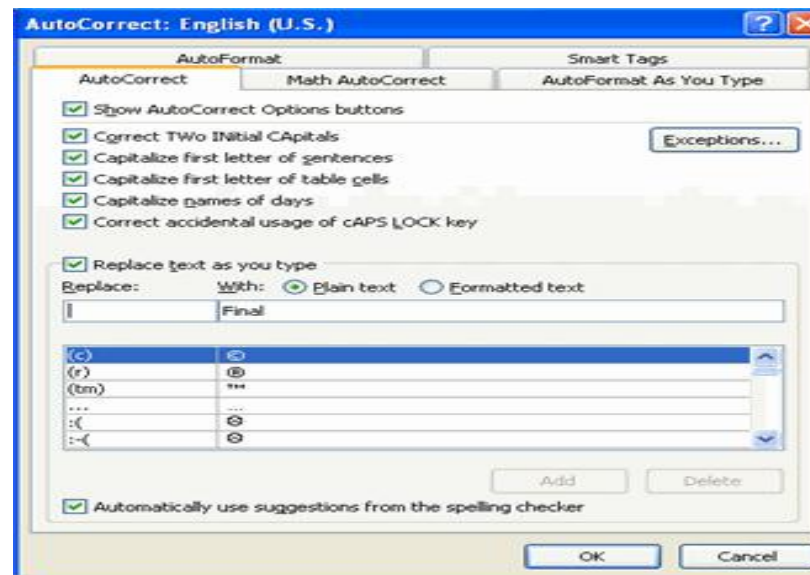
- **Customize AutoCorrect**

- You can set up the AutoCorrect tool in Word to retain certain text the way it is. To customize AutoCorrect:

- Click the Microsoft Office button
- Click the Word Options Button
- Click the Proofing tab
- Click AutoCorrect Options button



- On the AutoCorrect Tab, you can specify words you want to replace as you type



# Proofing the document - 4

## • Create a New Default Dictionary

- Often you will have business or educational jargon that may not be recognized by the spelling and/or grammar check in Word. You can customize the dictionary to recognize these words.
  - Click the Microsoft Office button
  - Click the Word Options Button
  - Click the Proofing tab
  - Click the When Correcting Spelling tab
  - Click Custom Dictionaries
  - Click Edit Word List
  - Type in any words that you may use that are not recognized by the current dictionary.



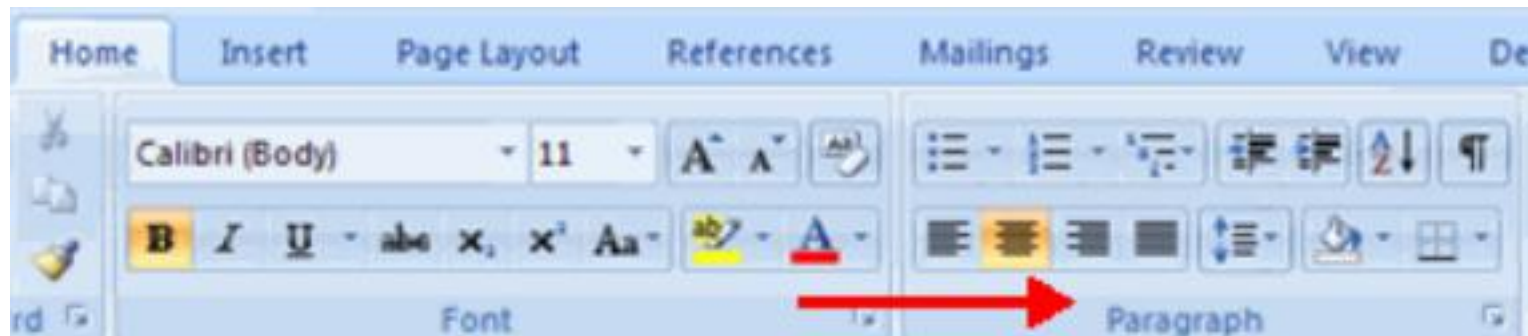
# Proofing the document - 5

- **Check Word Count**
- To check the word count in Word 2007 look at the bottom left corner of the screen.
- It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.



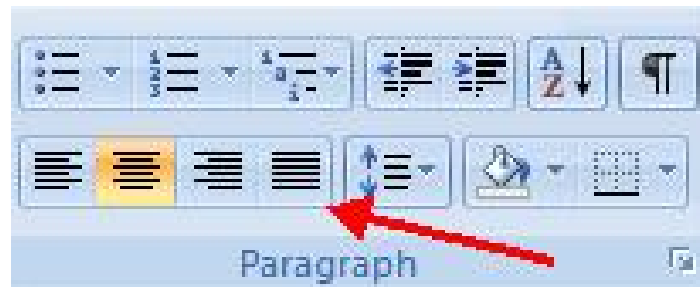
# Formatting a Paragraph - 1

- Formatting paragraphs allows you to change the look of the overall document.
- You can access many of the tools of paragraph formatting by clicking the Page Layout Tab of the Ribbon or the Paragraph Group on the Home Tab of the Ribbon.



# Formatting a Paragraph - 2

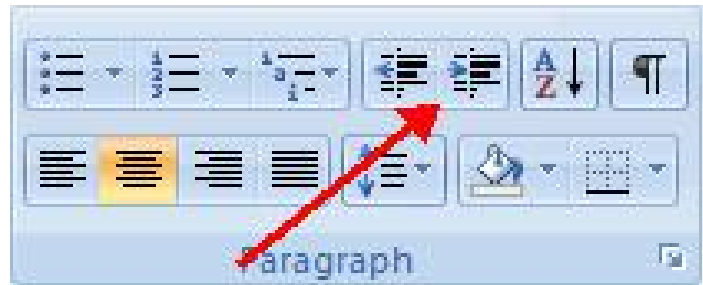
- **Change Paragraph Alignment**
- The paragraph alignment allows you to set how you want text to appear. To change the alignment:
  - Click the Home Tab
  - Choose the appropriate button for alignment on the Paragraph Group.
    - Align Left: the text is aligned with your left margin
    - Center: The text is centered within your margins
    - Align Right: Aligns text with the right margin
    - Justify: Aligns text to both the left and right margins





# Formatting a Paragraph - 3

- **Indent Paragraphs**
- Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:
  - First Line: Controls the left boundary for the first line of a paragraph
  - Hanging: Controls the left boundary of every line in a paragraph except the first one
  - Left: Controls the left boundary for every line in a paragraph
  - Right: Controls the right boundary for every line in a paragraph
- To indent paragraphs, you can do the following:
  - Click the Indent buttons to control the indent.
  - Click the Indent button repeated times to increase the size of the indent.



- Click the dialog box of the Paragraph Group
- Click the Indents and Spacing Tab
- Select your indents

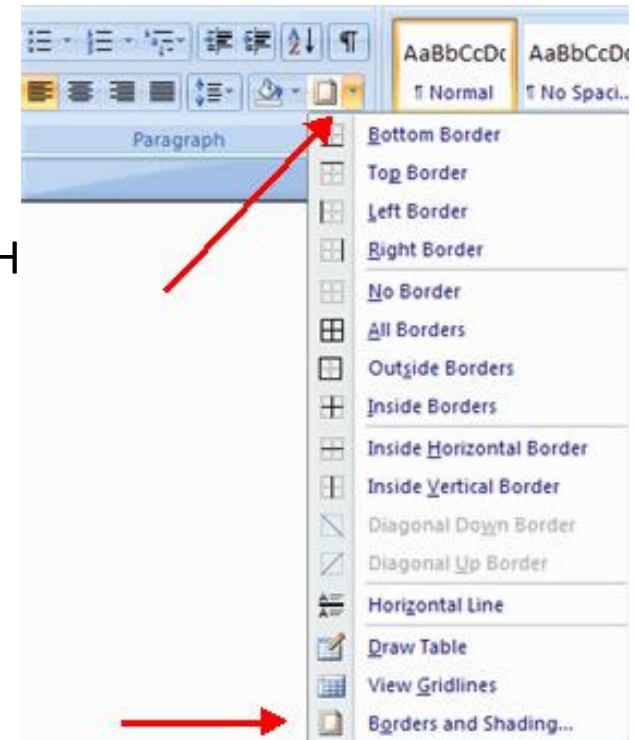
# Formatting a Paragraph - 4

- **Add Borders and Shading**

- You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:
  - Select the area of text where you want the border or shading.
  - Click the Borders Button on the Paragraph Group on the Home Tab
  - Choose the Border and Shading
  - Choose the appropriate options

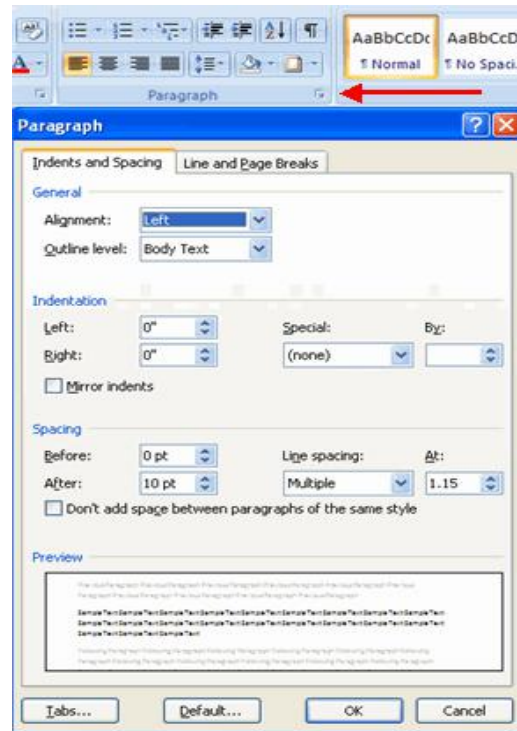
- **Apply Styles**

- Select the text you wish to format.
- Click the dialog box next to the Styles Group on the H
- Click the style you wish to apply.



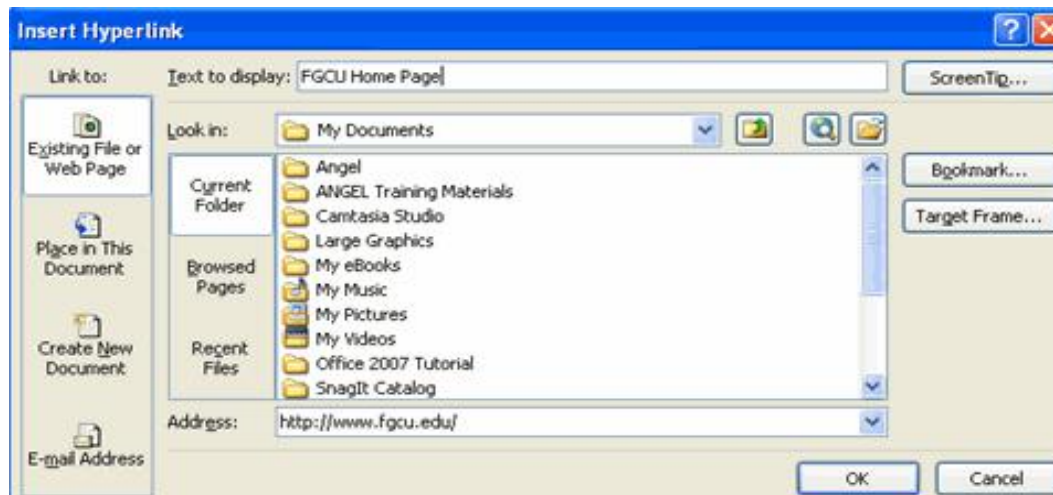
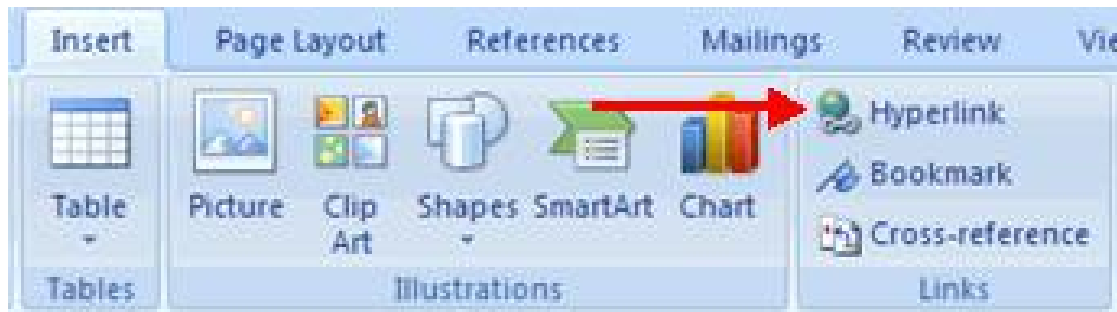
# Formatting a Paragraph - 5

- **Change Spacing Between Paragraphs and Lines**
- You can change the space between lines and paragraphs by doing the following:
  - Select the paragraph or paragraphs you wish to change.
  - On the Home Tab, Click the Paragraph Dialog Box
  - Click the Indents and Spacing Tab
  - In the Spacing section, adjust your spacing accordingly



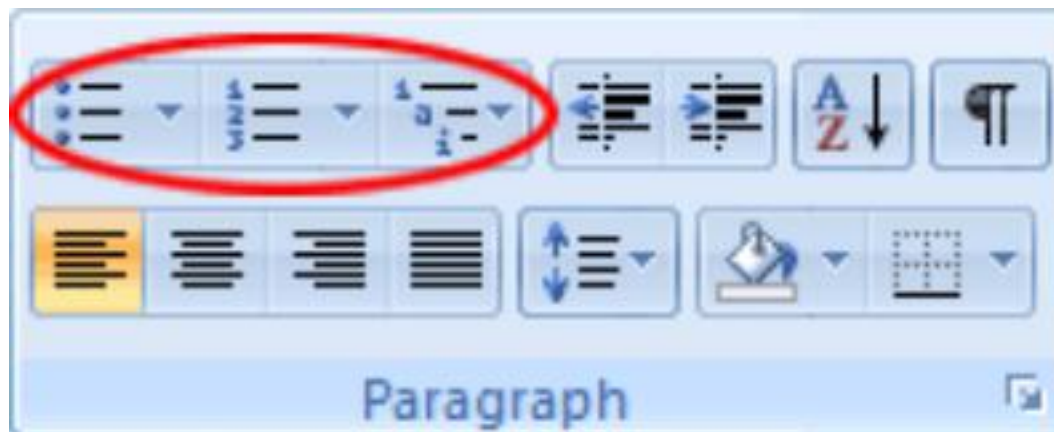
# Create Links

- Creating links in a word document allows you to put in a URL that readers can click on to visit a webpage. To insert a link:
  - Click the Hyperlink Button on the Links Group of the Insert Tab.
  - Type in the text in the “Text to Display” box and the web address in the “Address” box.



# Creating Bulleted and Numbered Lists

- Lists allow you to format and organize text with numbers, bullets, or in an outline. Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list. To create one of your own, do the following.
  - Highlight the last three lines in your Crime Statistics document
  - On the Home ribbon at the top of Microsoft Word, locate the Paragraph panel
  - On the Paragraph panel, locate the three bullet options:

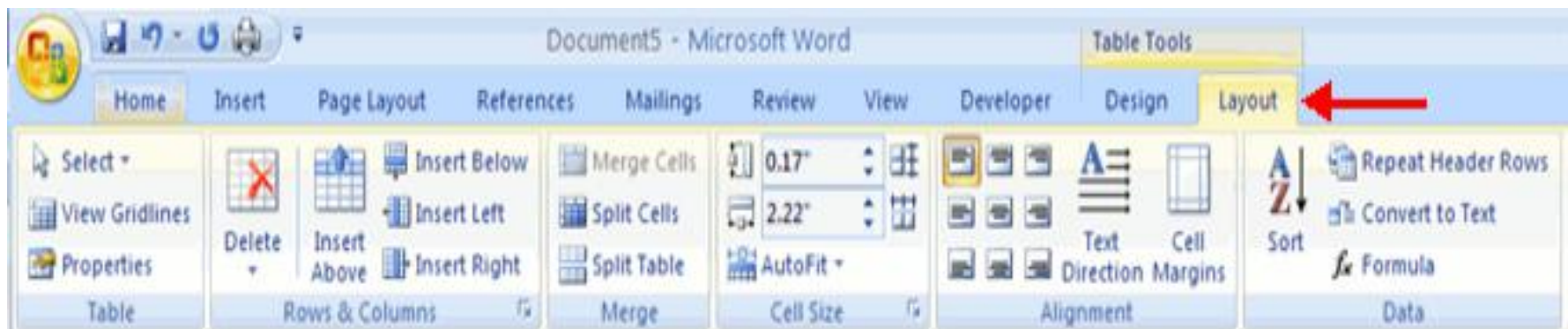


# Creating Tables

- Tables are used to display data in a table format. In other words, the table are facilities where the data structure is divided into too many rows and columns to provide better analysis and presentation Highlight the last three lines in your Crime Statistics document
- **To Create a Table**
  - Place the cursor on the page where you want the new table
  - Click the Insert Tab of the Ribbon
  - Click the Tables Button on the Tables Group. You can create a table one of four ways:
    - Highlight the number of row and columns
    - Click Insert Table and enter the number of rows and columns
    - Click the Draw Table, create your table by clicking and entering the rows and columns
    - Click Quick Tables and choose a table
    - Enter Data in a Table
- **Enter Data in a Table**
  - Place the cursor in the cell where you wish to enter the information. Begin typing.

# Modify the Table Structure and Format a Table

- **To modify the structure of a table:**
- Click the table and notice that you have two new tabs on the Ribbon: Design and Layout. These pertain to the table design and layout.
- On the Design Tab, you can choose:
  - Table Style Options
  - Table Styles
  - Draw Borders
- To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:
  - View Gridlines and Properties (from the Table Group)
  - Insert Rows and Columns (from the Rows & Columns Group)
  - Delete the Table, Rows and/or Columns (from the Rows & Columns Group)
  - Merge or Split Cells (from the Merge Group)
  - Increase and Decrease cell size (Cell Size Group)
  - Align text within the cells and change text directions (Alignment Group)



# Page Formatting - 1

- **Set the Orientation:**
- Before you print your document, you may want to change the orientation of your pages. There are two orientations you can use: portrait and landscape.
  - Paper, such as paper sized 8 1/2 by 11, is longer on one edge than it is on the other. If you print in Portrait, the shortest edge of the paper becomes the top of the page. Portrait is the default option.
  - If you print Landscape, the longest edge of the paper becomes the top of the page.
- **To Set the Orientation**
  1. Choose the Page Layout tab.
  2. Click Orientation in the Page Setup group. A menu appears.
  3. Click Portrait. Word sets your page orientation to Portrait.
- **Set the Page Size**
- Paper comes in a variety of sizes. Most business correspondence uses 8 1/2 by 11 papers which is the default page size in Word. If you are not using 8 1/2 by 11 papers, you can use the Size option in the Page Setup group of the Page Layout tab to change the Size setting.
  1. Choose the Page Layout tab.
  2. Click Size in the Page Setup group. A menu appears.
  3. Click Letter 8.5 x 11in. Word sets your page size.
- **Set the Margins**
- Margins define the amount of white space that appears at the top, bottom, left, and right edges of your document.
  1. Choose the Page Layout tab.
  2. Click Margins in the Page Setup group. A menu appears.
  3. Click Moderate. Word sets your margins to the Moderate settings.

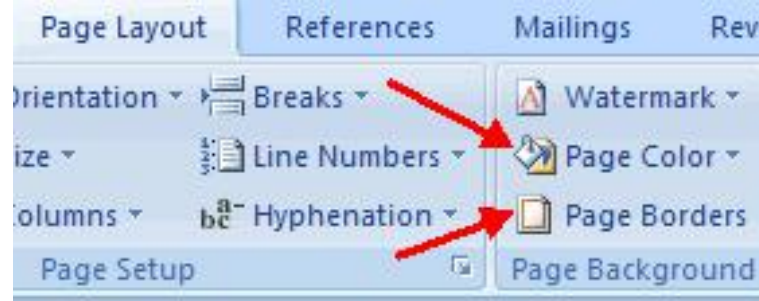


# Page Formatting - 2

- **Add Page Numbers:**
  - Page numbers help you keep your document organized and enable readers to find information quickly.
  - You can add page numbers to the top, bottom, or margins of your pages, and you can choose where the numbers appear. For example, numbers can appear at the top of the page, on the left, right, or center of the page. Word also offers several number styles from which you can choose.
    1. Choose the Insert tab.
    2. Click the Page Number button in the Header & Footer group. A menu appears.
    3. Click Bottom of Page.
    4. Click the right-side option.
- **Insert Page Breaks**
  - As you review your document, you may find that you want to change the point at which a new page begins. You do this by inserting a page break. For example, if a page heading appears on one page and the first paragraph under the heading appears on the next page, you may want to insert a page break before the heading to keep the heading and the first paragraph together.
- **Change to Print View**
  1. Choose the View tab.
  2. Click Print Layout in the Document Views group. Your document changes to the Print Layout view.
- **Insert Page Breaks**
  1. Place your cursor before the D in "Displaced Homemakers"
  2. Choose the Insert tab.
  3. Click Page Break. Word places a page break in your document.
- To delete a page break, you select the page break and then press the Delete key.

# Page Formatting - 3

- **Apply a Page Border and Color:**
- Click the Page Layout Tab on the Ribbon
- On the Page Background Group, click the Page Colors or Page Borders drop down menus



- **Insert Common Header and Footer Information**
  - Click the Insert Tab on the Ribbon
  - Click Header or Footer
  - Choose a style
  - The Header/Footer Design Tab will display on the Ribbon
  - Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer



# Preview and Print Documents

- When you have your margins, tabs, and so on the way you want them, you are ready to print. In Word, You can preview your document before you print. In the Preview mode, you can review each page, view multiple pages at the same time, zoom in on a page, and access the Size, Orientation, and Margin options.
- **Print Preview**
  1. Click the Microsoft Office button. A menu appears.
  2. Highlight the Print option. The Preview and Print the Document menu appears.
  3. Click Print Preview. The Preview window appears, with your document in the window.
  4. Click One Page to view one page at a time.
  5. Click Two Pages to view two pages at a time.
  6. Click the Zoom Button. The Zoom dialog box appears.
  7. Select an option and then click OK. Perform this task for each option and note the results.

# MACROS-1

- Macros are advanced features that can speed up editing or formatting you may perform often in a Word document.
- They record sequences of menu selections that you choose so that a series of actions can be completed in one step.
- Simply put, a macro is a series of commands that is recorded so it can be played back, or executed, later.
- **Recording a Macro**
- Click the View Tab on the Ribbon
- Click Macros
- Click Record Macro
- Enter a name (without spaces) Click whether you want it assigned to a button (on the Quick Access Toolbar) or the keyboard(a sequence of keys)
- **To assign the macro a button on the Quick Access Toolbar:**
  - Click Button
  - Under the Customize Quick Access Toolbar, select the document for which you want the Macro available
  - Under Choose Commands: Click the Macro that you are recording
  - Click Add
  - Click OK to begin Recording the Macro
  - Perform the actions you want recorded in the Macro
  - Click on Macros
  - Click on Stop Recording Macros

# MACROS-2

- **To assign a macro button to a keyboard shortcut:**
  - Click Keyboard
  - In the Press New Shortcut Key box, type the key sequence that you want and click Assign
  - Click Close to begin recording the Macro
  - Perform the actions you want recorded in the Macro
  - Click on Macros
  - Click on Stop Recording Macros
- **Running a Macro**
  - To run a Macro from the Quick Access Toolbar, simply click the Macro Icon



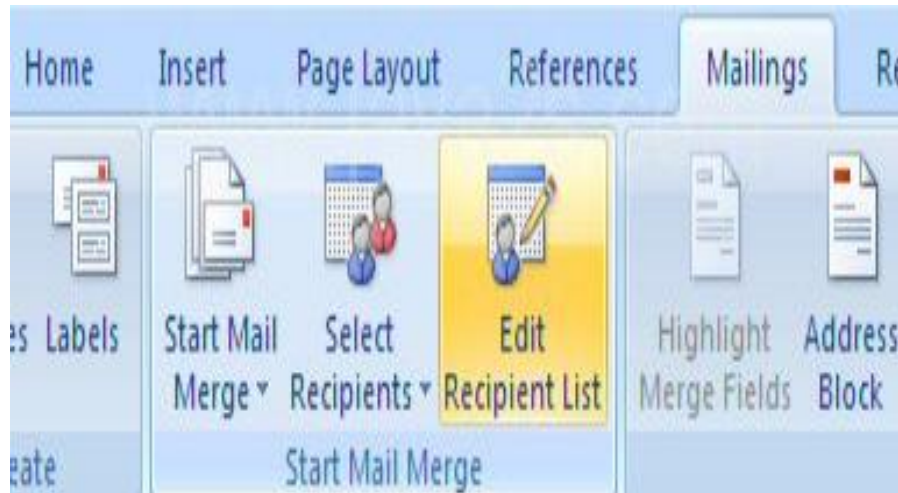
- To run a Macro from the Keyboard shortcut, simply press the keys that you have programmed to run the Macro.

# Mail Merge/Merge printing-1

- Mail Merge is an automated feature of MS Word that enables you to merge a data source( a file that stores fields and records of information, like first name, last name, etc...) into a copy of a document to customize or personalize the document.
- **Mail Merge in Word is accomplished by the following steps**
- **Step 1: Set the data document type.**
- The data document holds the text that repeats for all merged documents. In the Mailings tab, click Start Mail Merge and select the document type.
- Word offers the following types of documents:
- **Letters:** Use this option for composing and designing mass mailings for which only the recipient information varies. This document type is also used when sending out a form letter or invoice.
- **E-mail Messages:** Using e-mail merge, multiple addresses in the To, Cc or Bcc fields can be avoided. Each recipient can receive a personalized e-mail.
- **Envelopes:** Use this option for producing envelopes.
- **Labels:** Use this option to print sheets of labels. Many addresses can be printed on the same page, in different label formats.
- **Directory:** Use this option when printing a catalog or any other document that requires printing multiple records per page.

# Mail Merge/Merge printing-2

- **Step 2: Associate a data source with the document:**
- In the Mailings tab, choose Select Recipients. The various options are:
- **Use Existing List:** The Select Data Source dialog box appears when you choose this option. Navigate to and select a data source file. Typically, the data source is created in Excel or Access.
- **Type New List:** If you choose this, click create, and then use the dialog box that appears to enter names and addresses. If you don't plan to use the entire database, you can use the Mail Merge Recipients dialog box, to select just the recipients you want. To open the dialog box, click Edit Recipient list in the Start Mail Merge group of the Mailings tab.



- The recipient list can be refined by **Sort, Filter, Find Duplicates, Find Recipient and Validate addresses.**
- **Select from Outlook Contacts.**

# Mail Merge/Merge printing-3

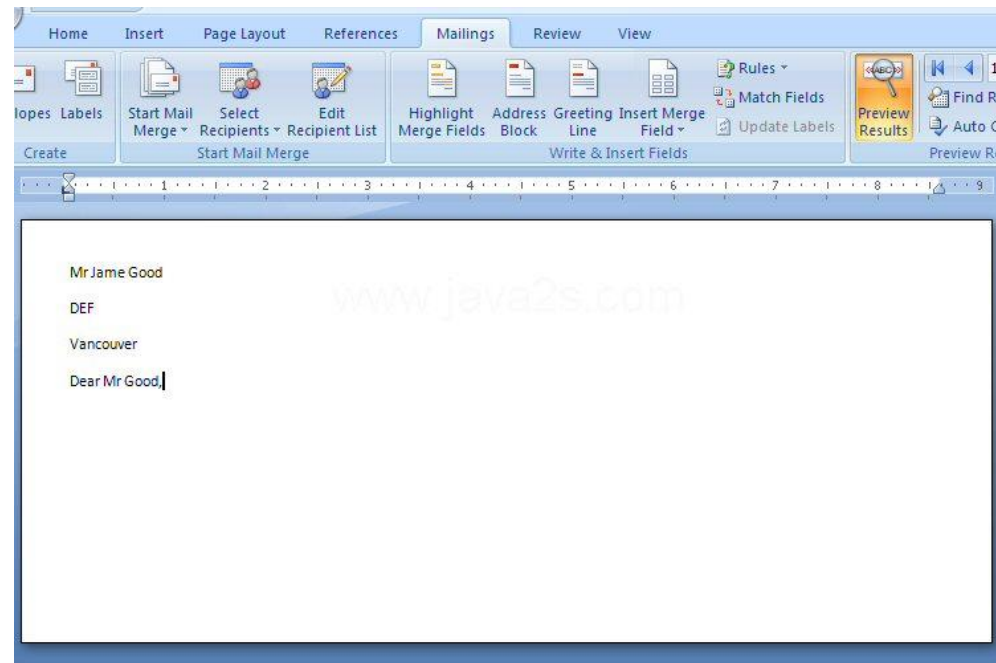
- **Step 3: Design your data document by combining ordinary document features with Word merge fields.**
- Place holders can be used when designing the data document for information pertaining to the intended recipient. When you are done, edit your document and substitute Merge Fields for the placeholders. To insert a merge field, position the insertion point where you want the field to appear. In the **Mailings** tab, choose **Insert Merge Field** in the **Write & Insert Fields** group. Click on the field you want to insert. Special sets of merge fields like **Address Block** and **Greeting Line** can be inserted to save time!





# Mail Merge/Merge printing-4

- **Step 4:** Preview the finished document by testing to see how it looks with different data records. Click the Preview Results button in the Preview Results group of the Mailings tab. Navigation buttons help you to traverse through the records.



- **Step 5:** Finish the process. Merge the data document with the data source, creating a printed result, a saved document or an e-mailed document.
- Your other option is to use the Mail Merge Wizard! In the **Start Mail Merge** group of the **Mailings** tab, click the **Start Mail Merge** button and choose **Step by Step Mail Merge Wizard**.

# Inserting Excel Data in a Word 2007 Document

- In Excel, click and drag over a region of cells to select it. Be sure to include the entire Excel data you would like to link to in your Word 2007 document.
  1. Open the Excel document that contains the data you would like to link to in your Word document.
  2. Select the data you would like to link to in your Word document. Press Ctrl+C to copy it.
  3. After you have copied the data, you can minimize Excel. **Linking to an Excel Worksheet**
- **To insert a link to an Excel file to Word, follow these steps:**
  1. Open both the Word document and the Excel spreadsheet
  2. In Excel, copy the range of cells you want to include (if you plan to insert more columns or rows into your spreadsheet, select the entire worksheet by clicking the box at the juncture of the row numbers and column letters)
  3. In your Word document position the cursor where you would like the table inserted
  4. On the **Edit menu, select Paste Special...**
  5. Click the radio button beside Paste link
  6. Under the label As:, select Microsoft Excel Worksheet Object
  7. Click OK

# Inserting PowerPoint slides to MS Word

- **There are two ways to copy and paste slides from PowerPoint to Word:**
  - **To copy an entire presentation:**
    1. Start PowerPoint.
    2. Open your PowerPoint presentation.
    3. Send the presentation to Word.
      - Click the Office button.
      - From the drop-down list, select Publish.
      - Select Create Handouts in Microsoft Office Word.
    4. Select the radio button that corresponds to the page layout that you want to send
    5. Select the Paste radio button.
    6. Click OK.
  - **To copy individual slides:**
    1. Start PowerPoint
    2. Open your PowerPoint presentation.
    3. Select the slide you want to insert into your Word document.
    4. Copy the slide.
      - Select the Home tab.
      - In the Clipboard group, click the Copy icon.
    5. Start Word.
    6. Open the document into which you want to paste the slide.
    7. Place the cursor where you would like to insert the slide.
    8. Paste the slide.
      - Select the Home tab.
      - In the Clipboard group, click the Paste icon

## Microsoft Word shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Word. **Shortcut Keys**

### Description

Ctrl + O	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + X	Cut selected text.

Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a bullet point.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl + ]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [	Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).
Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use <b>Ctrl + ' + e</b> as <b>your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.</b>
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.

Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the Task Pane.
Ctrl + F2	Display the print preview.
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spell-check and grammar check selected text or document.
F12	Save as.

Shift + F3 Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.

Shift + F7 Runs a Thesaurus check on the word highlighted.

Shift + F12 Save.

Shift + Enter Create a soft break instead of a new paragraph.

Shift + Insert Paste.

Shift + Alt + D Insert the current date.

Shift + Alt + T Insert the current time.

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

### **Mouse shortcuts**

### **Description**

Click, hold, and drag

Selects text from where you click and hold to the point you drag and let go.

Double-click

If double-click a word, selects the complete word.

Double-click

Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.

Double-click

Double-clicking anywhere after text on a line will set a tab stop.

Triple-click

Selects the line or paragraph of the text the mouse triple-clicked.

Ctrl + Mouse wheel

Zooms in and out of document