

Word Tips and Tricks – based on Word 2010

Contents

Word Tips and Tricks – based on Word 2010	1
Quick Access Bar	1
Change mouse cursor	1
Common Commands	1
Status bar (bottom of page).....	2
Menu Tabs.....	2
Format Painter	2
Set default document features.....	2
Change default Save/Save as option	2
Document Map/ Navigation Pane	2
Embed document details	3
Outlining.....	3
The Spike.....	3

Quick Access Bar

Set either above or below the ribbon. Can customise by clicking chevron and clicking *More Commands*.

Change mouse cursor

Control Panel/Mouse/Pointers/ Scheme and select chevron list – Windows Standard (extra large).

Common Commands

Control +

- A – select all
- C – copy
- V - paste
- X – cut
- Z – undo/redo
- Plus +/_ to change text size view
- Mouse roll button back and forth to change text size view
- Press to click mouse roller button to set autoscroll – see also right click on scroll bar for other commands
- * to show/hide *Pilcrow* (must also press shift). Google pilcrow to find out more.

Status bar (bottom of page)

Right click for choices – note text size can be changed with the slider (bottom right) if set in status bar controls. NOTE that altering text size will not change the default print size.

Menu Tabs

- Click on tab to hide/show ribbon
- Click *Alt* to show shortcut commands. Press letter on keyboard to select command
- Shows what *Alt + letter* command can be used as shortcut.

Format Painter

Copy formatting from one place to another. Double click the button to apply formatting to multiple places.

Set default document features

Right click on the *Style* you are using then click modify to change. Note that you can define for this document or all future documents by choice of button at the bottom of the pop up screen.

Change default Save/Save as option

File/Options/Save/Save files in this format: and select .doc instead of .docx. You can get an app that will allow you to read .docx files if you have an earlier version of Word – just put docx in Google for the choices.

Document Map/ Navigation Pane

Allows navigation of document by heading, page or search. Click *View/Navigation Pane*.

Embed document details

Select footer (*Insert/Footer/Blank*)

Select *Insert/Quick Parts/Field/Filename* and in *Field properties/Format* select *Lower case*. In *Field Options* select both boxes then OK

Outlining

Allows document to be viewed as outline and a prerequisite for *Table of Contents (References/Table of contents)*

The Spike

Word contains a feature called the Spike. It gathers blocks of text and/or images in a Word document and then pastes that content to another location in that document or into another Word file or other program. The Spike is a useful feature if you need to quickly and easily rearrange a document by moving non-contiguous text and images or create a new document from pieces of another document.

The Spike in Word is named after the old-fashioned spiked paper holder.

The Spike is different from the Clipboard, which allows you work with only one copied block of text at a time. The Spike collects multiple, non-contiguous blocks of text as you copy them until you paste all the collected blocks of text somewhere else.

To gather information into the Spike in Word, select the text and/or images you want to add and press **Ctrl + F3**. This cuts the information from your document and places it into the Spike. You can continue to cut parts of your document and Word will continue to add the cut text to the Spike.

When you use the Spike, you are cutting or removing text from its original location, NOT copying text. However, if you don't want to remove the text from the original location, simply press **Ctrl + Z** after cutting the text to the Spike to undo the cut. The text you originally cut still remains in the Spike.

To paste Spike text go to **File/New/Blank Document**, select your insertion point and press **Ctrl + Shift + F3**. When you use the Spike, you are cutting or removing text from its original location, NOT copying text. However, if you don't want to remove the text from the original location, simply press **Ctrl + Z** after cutting the text to the Spike to undo the cut. The text you originally cut still remains in the Spike. NOTE: Pressing **Ctrl + Shift + F3** also erases all the information in the Spike clipboard.