

Microsoft Word Tips and Tricks

February 14, 2006 – These tips are designed for MS Word 2003 on the PC, concepts are equally useful on the Mac but exact instructions will vary.

Saving Space

Why it's handy: You want to keep document length to one page but have gobs of information.

1. Create smaller margins under File, Page Setup. The margin tab provides options that allow you to reduce the margin size.
2. Shrink individual paragraph returns, this is also useful when a paragraph return simply refuses to be removed. Select the Paragraph symbol on the menu bar to reveal the paragraphs. Select a paragraph return and shrink its font size, in the menu bar.
3. Change the font. Some fonts take up less space than others even at the same point size.
4. Crop or reduce the display size of images.
5. Print the document at a lower percentage. Choose 90% rather than 100% in the print dialogue box.
6. Remove extra paragraph returns from the header or footer, shrink the text, change the distance of the header or footer from the edge under File > Page Setup > Layout

Paste Special

Why it's handy: When you want to paste text without any formatting. Often if you have a problem with a document that seems to be holding on to styles or formats you cannot seem to remove any other way. This feature also available in MS Excel.

How to use it:

1. Copy the your selected text.
2. Put your cursor in the spot you want to paste into.
3. Go to Edit on the menu bar.
4. Select Paste Special
5. A window will open and allow you choices about the text format, chose unformatted text if you want to remove any formatting.
6. Select OK and the text will be pasted into your document

Encountering "strange" behavior with a specific document?
Try using **Save As** to save the file.

Adding Clip Art

Why it's handy: Adds interest to a plain text document or flyer. Add photos, clips, screen shots or diagrams to illustrate your point.

Using Clip art from MS Office Online [Requires Internet Connection]

1. Go to Insert, Picture, Clip Art
2. At the bottom of the Clip Art Window select "Clip art on Office Online" This will open your web browser and allow you to search the Microsoft Image collection Online. Download clipart and photos to your MS Clip Art folder, where you can access them to insert.



Figure 1: Broken Heart

Formatting Clip Art Positioning

1. Select the Picture or object you would like to position
2. Under format on the Menu bar, select format picture or object (depending on what you are formatting.)
3. Changing the positioning options will allow you to wrap text around an image, position text to the right or left, and flow text over an image.

Tables for Layout

Why it's handy: Sometimes using the positioning tools or creating columns maybe trickier than you would like if so...

1. Go to Table on the menu bar
2. Select Insert > Table
3. Select the number of columns and rows
4. Go to the Border icon on the menu bar to remove lines from around the table.
5. Insert your images and text
6. You can drag the borders around to create the column widths you want
7. You can change the margins within the table
8. You can add partial borders to the table if you like.

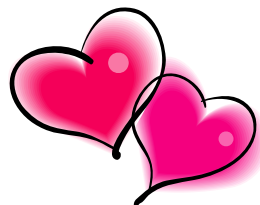
Table 1: Pride and Prejudice Begins

It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.

However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is so well fixed in the minds of the surrounding families that he is considered as the rightful property of some one or other of their daughters.

My dear Mr. Bennet," said his lady to him one day, "have you heard that Netherfield Park is let at last?"

Mr. Bennet replied that he had not.



Creating Footnotes and Captions

Why it's handy: Can save time when you are willing to set up a highly structure document

1. Under Insert on the menu bar select Reference
2. There will be choices for Footnote, Caption, Cross-reference, Index and Tables
3. Choosing...
 - a. Footnote allows you're the choice of Footnotes or Endnotes
 - b. Caption will allow the captioning of a picture
 - c. Cross Reference allows linking to items within a document
 - d. Index and Tables allows creating a Table of Contents, or Figures.

Further Training:

- PTRC Workshops
- ElementK Online Training

Links to both available at

<http://my.simmons.edu/services/technology/ptrc/online-services.shtml>

>>> Future **GSLIS Tech Lab Workshops** watch for posted information and email notices.