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## **I. Finding a Document**

### **A. Preview**

Office applications will give you a preview of a document before you open it. This can be helpful and a timesaver when you are looking for a multi-page document or one with a lot of graphics or tables.

Select File\open from the menu system. When the popup window comes up, select view. (This is an icon on the right side of the toolbar that looks like a miniature table.) On the view menu, select preview.

## **B. Sorting by Date or Name**

You can find documents more quickly by sorting the listing when you go to open a document. When you go to the file open area, select view. (The icon on the right side of the toolbar that looks like a miniature table.) On the view menu, select details.

Clicking on the top of a column will sort by that column. This is helpful if you are looking for a certain date, or want the list alphabetized. You can also sort by file type or size.

## **C. Searching Tools**

If you are having difficulty locating the document, there are some search features which can be of assistance. To do a search from within Office 2002 (XP) applications, select File and then Search. A sidebar will appear with search options.

You can enter a text string you are sure is contained within the document. The lower part of the menu allows you to refine your search to search in a certain area or directory (and its subdirectories.) You can also confine your search to certain filetypes. Access those options by clicking on the down arrow next to the options.

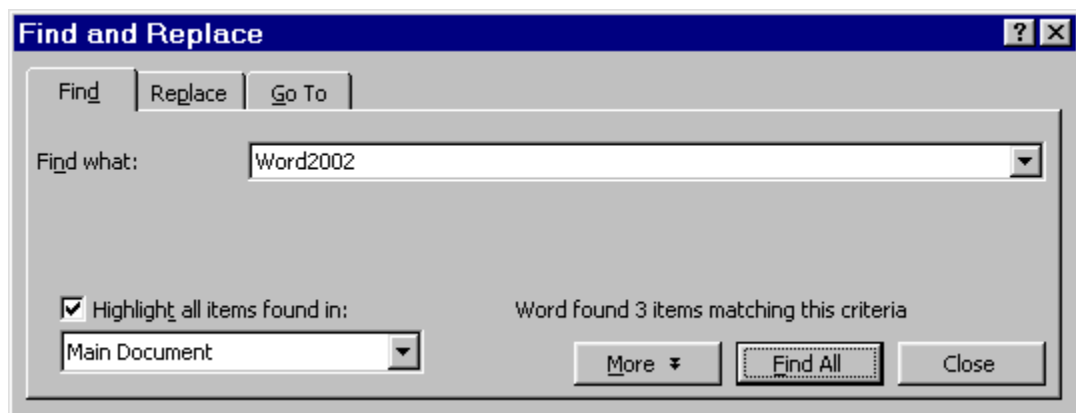
Hint: When doing a search, look for the most obscure string you are sure would be in the document or filename. For instance, if you are looking for the UNHCE ITDE Strategic Plan, searching on Extension, Cooperative, UNHCE, or strategic may produce a multitude of documents. If the team was listed in the document, you know Mike Sciabarrasi was on the team, and you don't have his name in many other documents, a search on a document containing the text Sciabarrasi will be faster and produce fewer hits.

More advanced search options are available by selecting File\open from the menu system. When the popup window comes up, select Tools and then Search. Clicking on the advanced search tab allows you to search based on several criteria, such as filename.

## **II. Searching within a document**

## Find multiple instances at once

You can use the Find command to count and highlight the occurrences of a particular word. Open the Find dialog box, shown below, by pressing [Ctrl]F or going to Edit | Find. Type the word or words you want to locate in the Find What text box. Select the Highlight All Items Found In: check box. Press [Enter] or click the Find All button and Word will display the number of instances of that word occurring in your document. It will also select them so that they're easy to spot and edit.



Word 2002's Find dialog box allows you to find particular words and select those words for easy editing.

## III. Navigating Large Documents

When you're trying to look through a large document and find something that appears different visually, such as a map, table, or graphic, try using Document mapping. Document mapping produces small replicas of the page layouts in a sidebar on the left side of the screen. You can scroll up and down this much more easily than multiple pages. When you see the page you want, clicking on the version in the sidebar will bring you to that page!

To use this feature In Word:

Select View\document map. (Note: If the document is an outline, it will show the outline and clicking on an item will bring you to that area in the document. You may have to widen the left window to make the text legible.)

#### **IV. Multiple Items for Cut & Paste**

One of the nicest features of Office XP is the ability to copy multiple clips to the clipboard without erasing the previous one. You can use this functionality outside of Office too.

##### **Using the Office Clipboard with Other Applications**

Office XP lets you dock the Office Clipboard in the Windows taskbar so that you can use it with any application. As long as the Office Clipboard remains open in the taskbar, users can cut or copy multiple items from any file and paste one--or all of them at once--into any Office application.

For example, suppose you found three items on the Web that you want to save to a Word document. Using the system Clipboard you would need to copy and paste each item individually, but that's unnecessary when you use the Office Clipboard.

Follow these steps to cut and paste between applications:

1. In Word XP, press [Ctrl]C twice to dock the Office Clipboard icon in the status section of the Windows taskbar.
2. Minimize Word on the desktop.
3. Open Internet Explorer and copy the first item. The following message is displayed next to the Clipboard icon: "1 of 24 - Clipboard item collected."
4. Continue copying items. As each item is copied, Office displays a message indicating the number of the item on the clipboard.
5. Open the Word document into which you want to paste the items and, in the taskbar, double-click the Clipboard icon to display the task pane containing the items copied to the Clipboard.

6. In the Word document, position the cursor where you want the copied items to appear.

7. Click Paste All to paste all items at once. To paste one item at a time, position the cursor where you want the item to appear in the document, and double-click the desired item in the task pane.

## **V. Document Sharing/Collaboration Techniques**

### **A. Adding Comments**

You can add a comment in Word using the Insert\comment option. This will open up a window on the bottom of the screen in which you can write a comment. Comments are listed by user and date and time they were added. Documents can be viewed or printed with or without comments.

### **B. Tracking Changes by User**

Word allows you to have multiple users suggest changes to a document. These changes can be reviewed and accepted, modified, or rejected. Each contributor or editor can be denoted by a different color. Deletions are denoted with strikethroughs, by default.

This can be very valuable when you are collaborating with partners on a shared project, such as a grant proposal.

Information on how to use document tracking can be found at Microsoft's support site at: <http://support.microsoft.com/default.aspx?scid=kb;en-us;q305216>. (Note, this link brings you directly to the document tracking tips area.)

## **VI. Menus in Office XP:**

If your menus only show the most recently used commands, display all commands by selecting Tools/Customize, choosing the Options tab, and checking the "Always show full menus" option.

If you like abbreviated menus, show the full menu by leaving the drop-down menus displayed for at least 6 seconds. Turn on this feature by selecting Tools/Customize, choosing the Options tab, and un-checking the "Always show

full menus" option checking the "Show full menus after a short delay" option.

You can also display the full menus by clicking the down-pointing double arrows at the end of the menu list or by double-clicking the main menu options (for example, double-clicking the File, Edit, View, Insert, etc., menu options in Word).

In Word and Excel, you can close all open documents at once. Hold down the Shift key as you click on the File command. The Close command changes to Close All. (Note: you'll have to use your mouse to select the File command; pressing Alt-F doesn't work.)

## **VII. Double-Click Techniques: Works with Word 97, 2000, 2002**

Here are some shortcuts to dialog boxes and functionality you can invoke by double-clicking your mouse:

Open the Page Setup dialog box, which provides access to margin, paper size and orientation (portrait and landscape), and layout (section start, header/footer control) options by double-clicking on the ruler bar. (If the ruler isn't shown, use the View/Ruler command.) Note: If you do not have a printer installed, the Page Setup dialog box may not appear. (Alternative: Use the File/Page Setup command.)

Double-click "TRK" in the status bar at the bottom of the work area to turn Track Changes on. This feature triggers Word to use a different color when displaying your changes, so the document's author can easily spot your work. (Alternative: use the Tools/Track Changes command.)

Double-click in the location information in the status bar (any spot within the area that shows the page number, section number, vertical position, line number, and column number of the blinking insertion bar) to open the Go To menu. By default, the dialog box is ready with "Go to Page" (you enter the page number). The tabbed dialog box also provides access to Find as well as Find and Replace commands. (Alternative: Press F5, Ctrl+G, or use the Edit/Go To command.)

Double-click in any empty area surrounding the top toolbar to open the Customize dialog box to tailor the toolbar to your liking. (Alternative: Right-click in the same area and choose Customize.)

Double-click on the speller icon in the status bar to begin the spelling checker. (Alternative: Tools/Spelling and Grammar menu command, or press F7.)

Double-click on the splitter bar (just above the up-pointing arrow in the vertical scrollbar) to open two equal-sized panes for the same document. This allows you to edit two different areas of the same document. (Tip: Double click on the border

between the two panes to return to a single-pane view.) (Alternative: Window/Split menu command.)

Select a word by double-clicking it. (Triple click to select the current paragraph.)

## **VIII. Using Autocorrect Options**

### **A. Avoiding shift for capitalization**

If your work involves a lot of typing, each keystroke you save helps you work more efficiently. Here's a tip that can help you virtually eliminate the need to perform the simple act of pressing the [Shift] key to capitalize the first letter of a sentence, depending on the kind of text you type.

Here's how it works:

Go to Tools AutoCorrect and click the AutoCorrect tab.

Click the check boxes for the options Capitalize First Letter Of Sentences and Capitalize Names Of Days.

With these options activated, you don't have to press [Shift] to capitalize the first letter of a sentence. After you type a period or a question mark to finish one sentence and type the first word of the next sentence, Word will automatically capitalize the first letter of that word. In addition, with the Capitalize First Letter Of Sentences option enabled, you can type the singular or plural form of any day of the week (e.g., Friday or Fridays) and Word will automatically initial cap each instance.

### **B. Autocorrect Entries**

By using AutoCorrect menu, you can create your own AutoCorrect entries for the months of the year. For example, in the Replace field, type january, then type January in the With field. Click Add to include this change in the list. Click OK to save and close.

While in AutoCorrect, click the Exceptions button to display a list of common abbreviations that require periods. Word won't automatically change the capitalization of a word that follows any abbreviation in this list. You'll want to make sure that common abbreviations like Dr., Mr., Ms., and Mrs. aren't included in the Exceptions list so that Word will initial cap the names which follow them.

### **C. Autotext**

Autocorrect works the same way as outlined above for adding words to an autocomplete dictionary. For commonly typed words (such as your name) and difficult words to spell, you may want to set that word to autocomplete.

To do so:

1. Go to the Tools menu, and select AutoCorrect.
2. Select the autotext tab.
3. Insert the word you'd like to have as autotext (also thought of as autocomplete) in the window.

### **IX. Getting Something to Fit on a Printed Copy**

Do you ever have a situation where you have a document which *almost* fits on a page, or certain number of pages, but there are just a few lines or a paragraph which extend the length of the printed document? You can always play around with margins and font size, but Word has a nice feature which makes this process easier. It's called Shrink to Fit.

To use Shrink to Fit, select print preview (vs. print) from the file menu. Select the icon on the tool bar which shows 2 pages with an arrow between them. This will automatically resize the fonts to keep you from going to an extra page.

### **X. Dates On Demand**

Do you frequently insert the current date and/or time into your documents? If so, Word offers a number of timesaving shortcuts for this. To insert a date field, press [Alt][Shift]D. Doing so enters a date field, the appearance of which is determined by the current default date/ time format. Should you decide to update that field to reflect a future date, select the field and press [F9], or right-click on the field and choose Update Field from the context menu. To change the default date/time format, go to Insert | Date And Time, select a format, and then click the Default button. When you do, Word will ask you to confirm that you want to set a new default format. Click OK, and then click OK to close the Date And Time dialog box. Now, when you press [Alt][Shift]D, Word will display the date field using the new format. To enter a field that displays the time as well as the date, press

[Alt][Shift]T.

In addition to changing the default date/time format, you can enter the system date or time by going to Insert | Date And Time and choosing a format. This approach inserts, by default, a literal date or time string instead of a date field. To enter a date field using the Date And Time dialog box, activate the Update Automatically option before you click OK.

## **XI. Using Styles to Format a Document**

Paragraphs play different roles in our documents. We use different kinds of paragraphs (such as a title, headings, sub headings, or picture captions) to help readers make sense of our documents.

In Word, a style is a collection of formatting instructions. You use styles to format the paragraphs in your document. Typically, we want to format each kind of paragraph consistently. Applying a style can do that for you.

For more information on styles, consult:

<http://www.microsoft.com/office/using/column14.asp>

## **XII. Table Tricks**

### **A. Resizing Columns**

By selecting any cell in a table, you can, of course, drag the big blocks in the ruler to the left or right to change the column widths.

Here are some mouse/keyboard shortcuts you may also want to try.

1. Press Alt and drag the right border of a column and the column won't snap to a point on the ruler. That is, when you move the column border, it doesn't automatically snap to a division on the ruler (such as 1/10 of an inch). Note that as you resize the selected column, the column to its immediate right is also changed by a like amount, in the opposite direction. (Thus, if you make the selected cell smaller, the cell to its right is made larger.) Also note that you'll be able to precisely size the column width: the ruler shows the exact width of each column.
2. Press Shift as you click and drag the right border of a column to resize only the selected column. If you make the column smaller (larger), the table as a whole becomes narrower (wider). (If you also press Alt at the

same time, you can precisely position the column width -- the ruler shows each column's dimension.)

3. Press Ctrl and drag the right border of a column to resize the selected column and resize all columns to the right of that column by the same amount. If you make the column smaller by a quarter of an inch, for example, all columns to the right are made narrower by a quarter of an inch. (If you also press Alt at the same time, you can precisely position the column width -- the ruler shows each column's dimension.)

4. Press Ctrl + Shift and drag the column's right border and the column's width is changed. All cells to the right of the selected cells are automatically resized so they are all the same width. (That is, the space to the right of the selected column is apportioned evenly among the remaining columns.) (If you also press Alt at the same time, you can precisely position the column width -- the ruler shows each column's dimension.)

To make all columns the same size, select the entire table (or just select the columns you want to be the same width). Choose Table/AutoFit, then Distribute Columns Evenly. Note: Only those rows selected will be affected. Therefore, to change all cells in all columns in a table, be sure you first select the entire table.

## **B. Resizing Rows**

Click on and drag the bottom border of any row to resize it. There are no shortcuts for resizing rows above or below the current row, as there are for resizing columns.

\*Excel does provide a command to automatically resize all row heights to the same size: select at least one cell in each of the rows you want to change, then use the Table/AutoFit command from the main menu, then Distribute Rows Evenly. The total height of all selected rows will be divided evenly among the selected rows.

## **C. Selecting Cells**

Select a cell: Move to the cell (or click on it), then Ctrl + Left click on it, or double-click on it. Note: if the cell is not the contents; for instance, the cell contains left-aligned text "abc", you must click anywhere on those letters within the cell. Clicking to the right of the text (the blank area of the cell) selects nothing.

Select a column: Alt + click any cell in the desired column. If you drag the mouse to the left or right, you'll select multiple contiguous columns. (You don't have to hold down the Alt key as you drag the mouse.)

Select a table: Select any cell. Excel displays a box icon in the upper-left corner of the table with a four-headed arrow inside. Click once on this box icon to select the entire table. Click the four-headed box icon again and Word opens the Table Properties dialog box. \*Note: You can also hold down Alt and double-click any cell in the table. However, I've always had mixed results with this shortcut.

#### **D. Undocumented Cell Formatting Shortcut**

Double-click in the center of an empty cell to change the alignment to Center (from Left).

#### **E. Adding Automatic Row Numbers**

To add automatically updated row numbers to a table, select the cells where you want the numbers (that's usually the leftmost column. You can select the entire column or just the cells where you want the numbering. Click the Numbering button (the one with

1 --  
2 --  
3 --

on it) on the Formatting toolbar. If you move the row, or insert or delete a row within this row range, the row number is updated automatically.

#### **F. Sorting by cells in tables**

You can easily sort contents of a table by column. This is very useful when alphabetizing or ranking information by entries in a certain cell or for each row.

To do this, select the appropriate column by clicking in the space above that column. Select Tables and then Sort from the menu system. This will bring up a dialog box which allows you to sort by up to three fields (such as manufacturer, cost, and release date.) You can specify if the field is text, number or date. (Beware, 10 comes before 2 in a text sort of numbers, so be sure to specify the correct data type.) You can sort each field in ascending or descending order.

### **XIII. Useful Links**

**A.** Microsoft's Assistance Center offer information on many processes and facets of Word. For further info consult their website at:

<http://search.office.microsoft.com/assistance/producttask.aspx?p=Word>

**B.** For a collection of Word Tips, organized by topic, consult the Word Tips newsletter online at: <http://wtonline.vitalnews.com/>