


WORD HELP SHEET

Color Code: **Activity** **Menu** **Keyboard** **Toolbar** **Notes**

Margins: **File/Page/Setup** or

Ruler:  **indent line**
hanging indent*
Indent Paragraph ↑

Cut: **Edit/Cut** or **CTRL-X**

Copy: **Edit/Copy** or **CTRL-C**

Paste: **Edit/Paste** or **CTRL-V**

Paste Special: **Edit/Paste Special**

Allows various partial pastes (e.g. text no formatting)

Font: **Format/Font** or

Toolbar  ▼ to select font

Font Size: **Format/Font**

Toolbar  ▼ to select size

Font Attribute: **Format/Font**

(Superscript, underline, etc)

Font Color: **Format/Font: Drop Down Menu**

Toolbar  ▼ to select color

Left/Right/Cntr/Justify: **Format/Paragraph: Alignment**

Toolbar  Pick Button

Print: **File/Print:** Opens Print Menu

Toolbar  Immediately prints with default settings

Print Preview: **File/Print Preview:** Shows preview of print

Page Setup: **Print/Page Setup:** Allows setting of page control information such as margins, gutters, paper orientation, etc.

Line Spacing: **Format/Paragraph** or

Toolbar  ▼ to choose spacing

Outline: Select Text for outline—CR for next[#]

Format/Bullets and Numbering: Select style

Toolbar  Select bullets or numbering

Indent: Applies to paragraphs/bullets

Format/Paragraph: set indent or

Toolbar  Indent or remove indent

(Toolbar does not work if indent set from menu)

Save: **File/Save** or **Toolbar** 


SaveAs: **File/Save As** (opens menu box)

Undo: **Edit/Undo** or **CTRL-Z**

NOTES

* Hanging Indent is where the first line is not indented but the rest of the paragraph is

Word has automatic outlining as you type, but my experience is that if you edit your list it tends to get confused.

The easiest way to create an outline is to enter your first level first, then enter a new line where you want to do a second level of the outline and press the indent  button. Lines entered will be at the new indent level. By using the indent and remove indent buttons you can control your outline very effectively. You can also use the same technique to manually outline as you go.

Breaks: **Insert/Break** (opens menu box)

Page Break—starts new page **CTRL-ENTER**

Column Break—increase or decrease columns

Text Wrapping Break—Change text wrapping

Next Page Break—starts new section on new page

Continuous Break—starts new section immediately

Even Break—starts new section on next even page

Odd Break—Starts new section on next odd page

Breaks are also used to create sections as chapters

Headers/Footers: **View/Header and Footer:** Opens Header Footer Toolbar. Insert AutoText button allows having various text info automatically inserted on each page. Other buttons are fairly self explanatory.

Page #:

Footnotes and Endnotes—About: Footnotes can be placed at the bottom of the text or at the bottom of the page. Endnotes can be placed at the end of a section (typically a chapter) or the end of the document. Footnotes and endnotes will automatically stay on the page or in the chapter with the reference—if you move the text containing the footnote reference to a new page, the footnote will automatically follow to that page. You can set the characters used, the starting character, where (if at all) they restart—next page, next section (chapter), or continuous, and you can change how footnotes are done from section to section.

Footnotes and Endnotes: **Insert/Reference/Footnote:** Choose settings from drop down menu.

Major Menu Headings

Edit: Contains Cut, Copy, paste, paste special and find/replace

View: Of primary interest are the views of the document—**Normal** shows white screen with text; **Web** Shows how doc would appear as a web page; **Print** shows as a printed page; **Reading** shows two screens side by side, but typically does not look at all like the printed document will look; and **Outline** is primarily useful for working with large outlines.

Insert: Allows insertion into the document of a variety of objects—pictures, text boxes, symbols, automatic text and fields, references, captions, diagrams, file object, bookmarks and hyperlinks. Some of this is self explanatory, some is fairly complex. Further information is beyond the scope of this help sheet.

Format: Allows setting font, paragraph, bullets & numbering, tabs, also access to themes, Reveal Formatting, AutoFormat.

Format/Autoformat opens menu box, **options** button allows setting **Autoformat As You Type** options. Many should be turned off to reduce frustration, especially **Automatic Bulleted & Numbered Lists**.

Window: Allows changing windows from one document to another—this can also be done on the task bar.

Table: Allows the creation of tables. Generally if you are copying in a table from somewhere else (excel for instance) you will do a copy from the source and a paste in your document. If you are creating a new table with new information, you will use this menu.