"Microsoft Word Tips & Tricks for Non-Desktop Publishers"

Favorite Shortcut Keys

- CTRL + A = highlights all (use to delete text, copy text, update fields, etc. without highlighting everything manually)
- CTRL + B = bold highlighted text
- CTRL + C = copy
- CTRL + D = open fonts preferences window
- CTRL + E = centers text
- CTRL + H = find and replace
- CTRL + I = italicize highlighted text
- CTRL + J = fully justifies text
- CTRL + L = aligns text to the left
- CTRL + O = open document
- CTRL + P = print
- CTRL + R = aligns text to the right
- CTRL + S = save document
- CTRL + U = underline highlighted text
- CTRL + V = paste
- CTRL + W = close document
- CTRL + X = cut
- CTRL + Y = redo

- CTRL + Z = undo
- CTRL + SHIFT + L = quickly create a bullet
- CTRL + SHIFT + ALT + S = open styles window
- SHIFT + Resize = maintains proportion of graphic
- CTRL + Resize = resizes graphic from center
- SHIFT + ALT + Resize = resizes graphic by smaller (non-standard) increments and maintain proportions
- SHIFT + Draw Line = keeps line straight when you draw it
- CTRL + SHIFT + Num - = insert em dash
- CTRL + Num - = insert en dash
- Ctrl + Shift + > = increase selected font +1pts up to 12pt and then increases font +2pts
- Ctrl + Shift + < = decrease selected font +1pts up to 12pt and then increases font +2pts
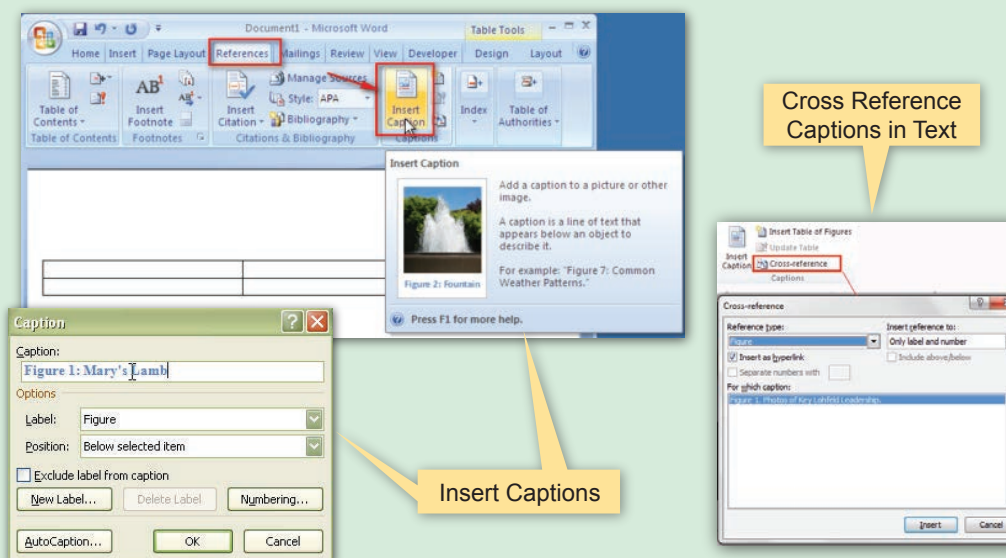- Ctrl + Enter = page break

Customizing Quick Access Toolbar: *What I Keep There Always*
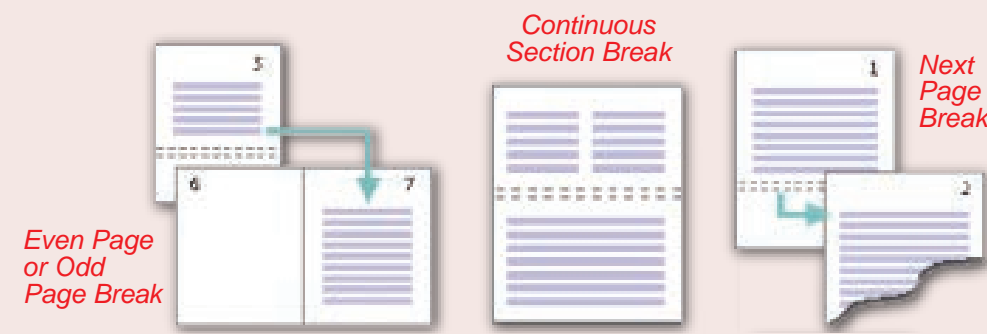
Customize Quick Access Toolbar

- Undo, redo
- Space before/after paragraph
- Text highlighter tool
- Font color
- Paragraph tool
- Style separator
- Set transparent color tool
- Format painter
- New, open, close, save
- Print preview
- Borders and shading
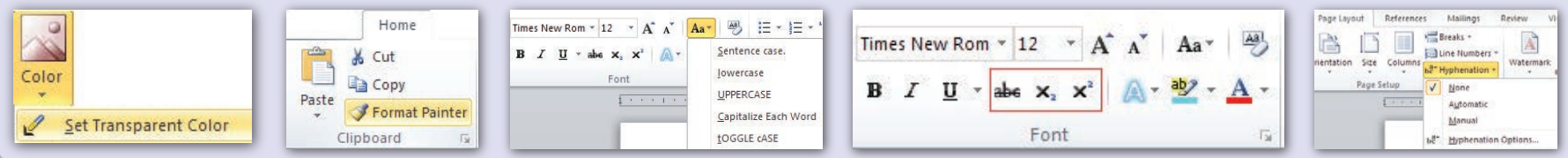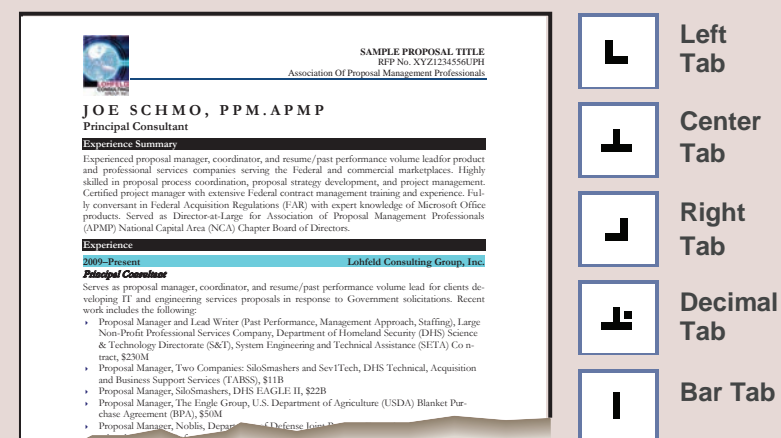- Table styles

Figure and Table Captions

Insert Captions

Cross Reference Captions in Text

Page and Section Breaks

- **Page Layout > Breaks**
- **Page Break Shortcut Key = *Ctrl + Enter***

Continuous Section Break

Even Page or Odd Page Break

Next Page Break

Quick Tools

Set Transparent Color
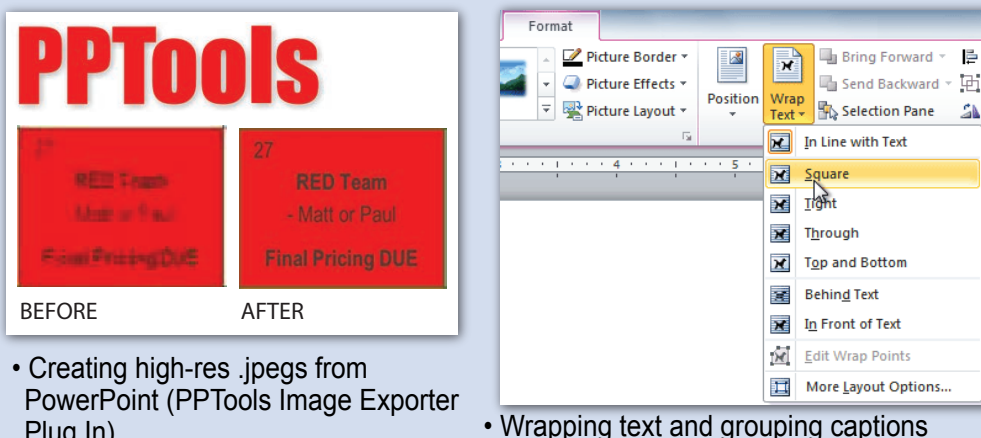
Tables

Saving Tables to Quick Parts

Table Style Options   Table Styles   Table Style Button

Tabs

- Left Tab
- Center Tab
- Right Tab
- Decimal Tab
- Bar Tab

Graphics

PPTools

BEFORE   AFTER

- Creating high-res .jpegs from PowerPoint (PPTools Image Exporter Plug In)
- Wrapping text and grouping captions with text

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