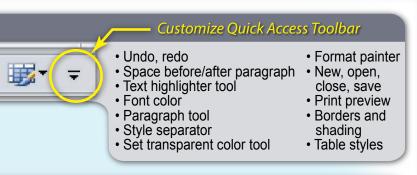
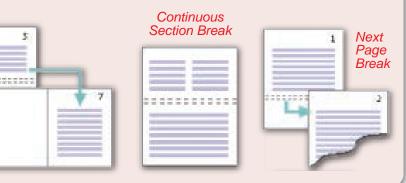
## "Microsoft Word Tips & Tricks for Non-Desktop Publishers"

## **Favorite Shortcut Keys** Customizing Quick Access Toolbar: What I Keep There Always • CTRL + A = highlights all (use to delete text, • CTRL + Z = undo • Undo, redo ्रींडर 唑 र 🚣 र 📅 🛃 🖉 🕩 🗋 🗀 🖾 🗋 🐯र 15 copy text, update fields, etc. without Ŧ • CTRL + SHIFT + L = quickly create a bullet highlighting everything manually) • CTRL + SHIFT + ALT + S = open styles Font color • CTRL + B = bold highlighted text window • SHIFT + Resize = maintains proportion of • CTRL + C = copy Figure and Table Captions graphic CTRL + D = open fonts preferences window • CTRL + Resize = resizes graphic from • CTRL + E = centers text 🛐 🖬 🤊 - U) = center • CTRL + H = find and replace Page and Section Breaks AB<sup>1</sup> (i) Ag<sup>1</sup>. <u>-</u>+-Insert Citation - DBibliograph Inte SHIFT + ALT + Resize = resizes graphic by Cross Reference • CTRL + I = italicize highlighted text Insert Footnote smaller (non-standard) increments and Captions in Text Page Layout > Breaks • CTRL + J = fully justifies text maintain proportions CTRL + L = aligns text to the left • Page Break Shortcut Key = Ctrl + Enter SHIFT + Draw Line = keeps line straight • CTRL + O = open document when you draw it 📄 일 Insert Table of Figure • CTRL + P = print • CTRL + SHIFT + Num - = insert em dash aption 20 Cross-reference - 51 CTRL + R = aligns text to the right CTRL + Num - = insert en dash ? 🗙 Press F1 for m • CTRL + S = save document • Ctrl + Shift + > = increase selected font Insert as typerlink Figure 1: Mary's Lamb +1pts up to 12pt and then increases font • CTRL + U = underline highlighted text For which caption: 6 +2pts 17 Label: Figure • CTRL + V = paste • Ctrl + Shift + < = decrease selected font Position: Below selected iter Even Page • CTRL + W = close document Exclude label from capt +1pts up to 12pt and then increases font or Odd **Insert Captions** Numbering... New Label... • CTRL + X = cut +2pts Page Break Insert Cancel OK Cancel AutoCaption... CTRL + Y = redo Ctrl + Enter = page break **Quick Tools** Tables Home Times New Rom \* 12 \* A\* A\* 🗛\* 🕮 🗄 \* 🚝 N Breaks \* Times New Rom 🔹 12 🔹 🗛 👗 🗛 A X Cut B / U + ahe x. x<sup>2</sup> Sentence case -Saving Tables to lowercase Color Copy **B** $I \quad \underline{U} \quad abe \quad \mathbf{x}_2 \quad \mathbf{x}^2$ A - 2 - A V Non UPPERCASE Paste Automatic I Format Painter Capitalize Each V Insert Manual 🖉 🛽 Set Transparent Color Font Clipboard tOGGLE CASE har Hoph A 📃 🌛 s A SS D Quick WordArt Drop 100 Parts \* \* Cap Tabs Graphics MutoText Document Property Format Left **PPTools** 3 Field. L SAMPLE PROPOSAL TITL RFP No. XYZ1234556UP 📝 Picture Border 🔻 Bring Forward 🗸 Ē. Tab 🖷 Send Backward 👻 🗗 🗸 Picture Effects Building Blocks Organiz Wrap Text • Selection Pane Position JOE SCHMO, PPM.APMP Picture Layout • Center Save Selection to Quick ┸ In Line with Text Tab Square Right \_ X Through Tab X Top and Bottor Behin<u>d</u> Text Decimal BEFORE AFTER ╧ and Lead Writer (Past Performance, Man In Front of Text Tab Edit Wrap Points Creating high-res .jpegs from **Bar Tab** More Layout Options PowerPoint (PPTools Image Exporter Wrapping text and grouping captions Plug In) with text



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