Office

Microsoft Word for Beginners

Microsoft Word for Beginners
1.5 hours

This is a basic computer workshop. Microsoft Word is a word processing program. We use it to create documents such as letters and reports. In this workshop, we will learn the parts of the window; create and format documents.

Pandora Rose Cowart
Education/Training Specialist
UF Health IT Training

C3-013 Communicore   (352) 273-5051
PO Box 100152   prcowart@ufl.edu
Gainesville, FL 32610-0152   http://training.health.ufl.edu

Updated: 05/21/2018

<u>**Navigating with the Keyboard**</u>

Horizontal Arrow Keys

The ← (left arrow) on the keyboard will move your cursor left one character and the → (right arrow) on the keyboard will move your cursor right one character.

- If you hold down the **SHIFT** key while moving ← or → you will *select* text as you move.
- If you hold down the **CTRL** (control) key while moving ← or → you will move word by word.
    - If you hold down the **SHIFT** and **CTRL** key while moving ← or → you will *select* word by word.

Vertical Arrow Keys

The ↑ (up arrow) and the ↓ (down arrow) on the keyboard move your cursor up and down respectively, line by line.

- If you hold down the **SHIFT** key while moving ↑ or ↓ you will *select* text as you move.
- If you hold down the **CTRL** (control) key while moving ↑ or ↓ you will move paragraph by paragraph. (Every **Enter** (¶) is considered a paragraph).
    - If you hold down the **SHIFT** and **CTRL** key while moving ↑ or ↓ you will select paragraph by paragraph.

Home Key

The **HOME** key takes to you the beginning of the current line.

- If you hold down the **SHIFT** key when you press the **HOME** key you will *select* text from where the cursor is blinking to the beginning of the line.
- If you hold down the **CTRL** (control) key when you press the **HOME** key you will move to the beginning of the document.
    - If you hold down the **SHIFT** and **CTRL** key when you press the **HOME** key you will select from where the cursor is blinking to the beginning of the document.

End Key

The **END** key takes you to the end of the line.

- If you hold down the **SHIFT** key when you press the **END** key you will *select* text from where the cursor is blinking to the end of the line.
- If you hold down the **CTRL** key when you press the **END** key you will move to the end of the document.
    - If you hold down the **SHIFT** and **CTRL** key when you press the **END** key you will select from where the cursor is blinking to the end of the document.

Backspace and Delete

The **Backspace** key erases text backwards, from right to left, backing over the text. The **Delete** key erases text forwards from left to right erasing text after the cursor. Delete is more universally used throughout windows to remove objects such as images, table cell contents, and files. Backspace is used fundamentally for text only.

- If you hold down the **CTRL** key when you press **Backspace** or **Delete**, it will erase word by word.

Navigating with the Mouse

Scroll Wheel

- On most computer mice you will find a middle scroll wheel. When your mouse is hovering over the ribbon at the top of the window, Word will scroll through the different tabs. When your mouse is hovering over the document, it will scroll through the pages. As with the Scroll Bar, this will only move the pages, not the cursor.
- If you hold down the **CTRL** key while using the scroll wheel, Word will zoom in and out.

Clicking Inside Text

- Click once (Single Click) - Word will move the cursor to where you clicked.
  - If you hold the **SHIFT** key when you click, it will select the text from where the cursor was blinking to where you clicked.
  - If you hold the **CTRL** key when you click, it will select the sentence you clicked on. This will not work if there is a current selection. Once a selection is made, you can use the **CTRL** key to add to the selection.
- Click twice (Double-click) - it will select the word.
- Click three times (Triple-click) - it will select the paragraph.
- Click and Drag (don't let go of the mouse) it will select text, from where you first clicked to where you let go of the mouse button. Click and Drag a selection, will move the text to where you let go.

Clicking Outside Text

If you move your mouse out into the left margin so that the mouse cursor turns into a white arrow that points back at the text and you:

- click once (Single Click) - it will select the line
- click twice (Double-click) - it will select the paragraph
- click three times (Triple Click) - it will select the whole document (Same **Ctrl-A**)

Zoom Slider

In the bottom right hand corner of your window you will find the Zoom Slider.

- The plus will zoom in and make the document appear larger; the minus will zoom out and make the document appear smaller.
- You can use the box in the middle of the zoom bar to make adjustments.
- If you click on the percentage shown, Word will open the Zoom window. This can also be opened from the View tab.
- The zoom can be set between 10% and 500%.
- Use the Ctrl key and the scroll wheel at the same time to zoom in and out.
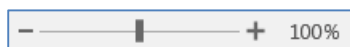
Common Shortcut Keys

Clipboard: Cut, Copy and Paste

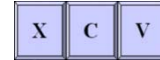| **Ctrl X**	**Ctrl C**	**Ctrl V**
Cut	Copy	Paste
X=> Scissors	C=> **C**opy	**V**=> Editing Insert character

These characters are also right next to each other on your keyboard.

File Management

Open Document ....Ctrl - O
Close Document ....Ctrl - W or Ctrl - F4
Save Document ....Ctrl - S   Save As… F12
Print Preview/Print ....Ctrl - P

Resizing Font

Increase Font Size ....Shift - Ctrl - >   Decrease Font Size ....Shift - Ctrl - <
Increase Font Point ....Ctrl - [Decrease Font Point..............Ctrl -]

Formatting Text

Bold ....Ctrl - B   Italicize ....Ctrl - I
Underline ....Ctrl - U   Double Underline...................Shift - Ctrl - D
Subscript ....Ctrl - =   Superscript ....Shift - Ctrl - =
Small Caps ....Shift - Ctrl - K   All Caps..................................Shift - Ctrl - A

Alignments

Left Align ....Ctrl - L   Justify Align ....Ctrl - J
Center Align............................Ctrl - E   Right Align ....Ctrl - R

Indents

Increase Indent ....Ctrl-M   Decrease Indent ....Shift-Ctrl-M
Increase Hanging Indent ....Ctrl-T   Decrease Hanging Indent.......Shift-Ctrl-T

Line Spacing

Single Space ....Ctrl - 1   1.5 Spacing ....Ctrl - 5
Double Space ....Ctrl - 2

Paragraph

Reset Paragraph.....................Ctrl – Q

Alphabetical List

Ctrl-A - Select All

Shift-Ctrl-A - All Caps

Ctrl-B - Bold

Shift-Ctrl-B - Bold

Ctrl-C - Copy

Shift-Ctrl-C - Copy Format

Ctrl-D - Font Dialog

Shift-Ctrl-D - Double Underline

Ctrl-E - Center

Shift-Ctrl-E - Track Changes

Ctrl-F - Open Navigation Pane (find)

Ctrl-G - Go to

Shift-Ctrl-G - Word Count

Ctrl-H - Replace

Ctrl-I - Italicize

Shift-Ctrl-I - Italicize

Ctrl-J - Full Justify

Shift-Ctrl-J - Distribute letters evenly

Ctrl-K - Hyperlink

Shift-Ctrl-K - Small Caps

Ctrl-L - Left Align

Shift-Ctrl-L - Bullet

Ctrl-M - Increase Indent

Shift-Ctrl-M - Decrease Indent

Ctrl-N - New Document

Shift-Ctrl-N - Normal Style

Ctrl-O - Open Document

Shift-Ctrl-O - Open Research Pane

Ctrl-P - Backstage Print Options

Shift-Ctrl-P - Font Window

Ctrl-Q - Reset Paragraph

Shift-Ctrl-Q - Set font to "Symbol"

Ctrl-R - Right Align

Ctrl-S - Save

Ctrl-T - Increase Hanging Indent

Shift-Ctrl-T - Decrease Hanging Indent

Ctrl-U - Underline

Ctrl-V - Paste

Shift-Ctrl-V - Paste Format

Ctrl-W - Close Document

Shift-Ctrl-W - Word Underline (no spaces)

Ctrl-X - Cut

Ctrl-Y - Redo

Ctrl-Z - Undo

Saving

In order to keep a document you have created in Word, you need to save it. If you have already saved the file, such that it has a name and a location, the **Save** feature will keep any changes that made since the document was opened.

To save a file:

- From the **File** tab, choose **Save**
- Click on the **Save** button on the Quick Access Toolbar (🖫)
- Use the shortcut key **Ctrl-S**.

Save As

If you want to save your file with a different name and/or location, click on the File tab, choose **Save As…** or press the function key **F12**. If you have never saved this document before, any method you choose to save will activate the **Save As** dialog box.

- Word Document-Saves as a Word Document (*.docx)
- To save the file in a different format, change the *Save As type* option

Remember if the file was previously saved, you will make a new copy by using "Save As…".

The default file location is set in the Word Options. You can change this under the **File tab**, **Options**, **Save**, **Default File Location**.

The two most important things to remember with saving a file are:

1. Where is the file being saved?
2. What are you naming the file?
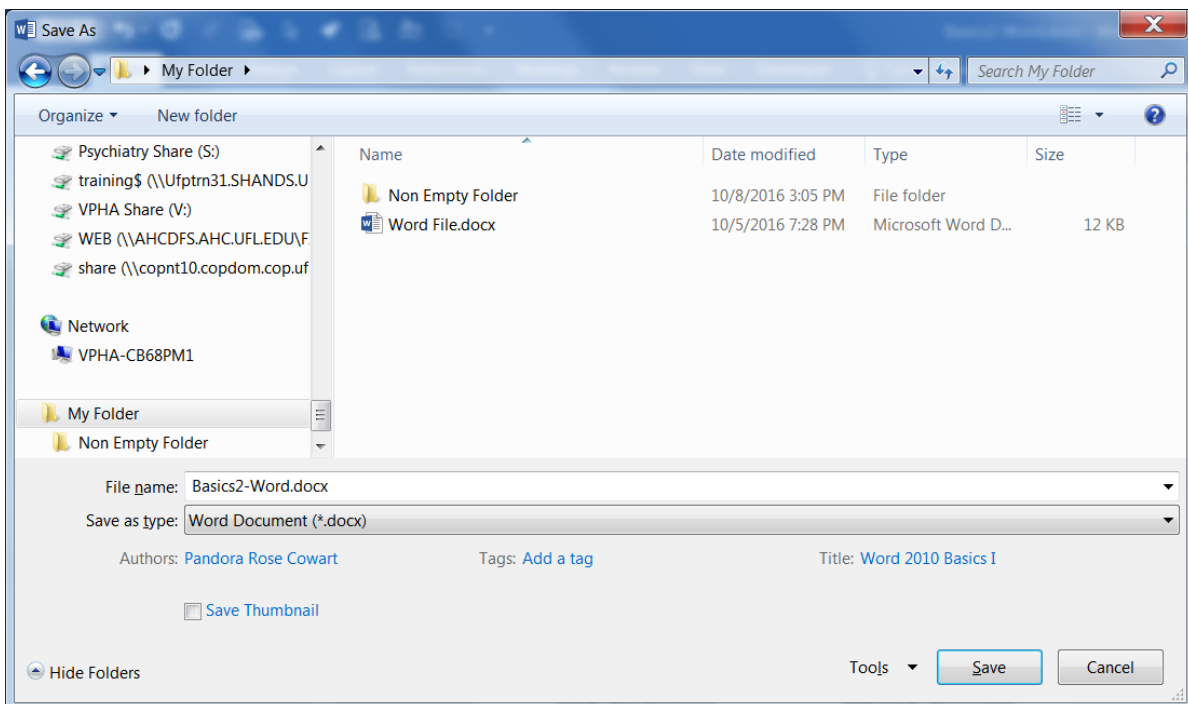
Closing a Document

To close a file, from the **File tab** **Close**, or use one of the shortcut keys (**Ctrl-F4, or Ctrl-W**).

If you click the **X** in the top right-hand corner of the window it will close the current document. If it is the only document open, it will exit Word.

If there have been no changes to the document, Word will simply close the file, but if you have made modifications since the document was opened, created, or last saved, Word will prompt you to save.
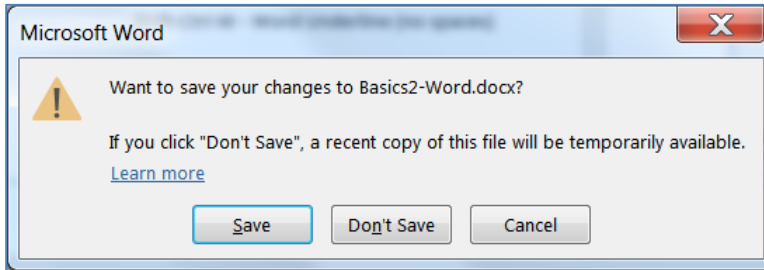
- If you choose **Save** -Word will save the document with the same name into the same location, it previously had. If this file has never been saved, Word will open the SaveAs window. (The **Enter** key will push this button.)

- If you choose **Don't Save** -Word will close the window and you will lose any changes since the last time the document was saved.

- If you choose **Cancel** -Word will forget that you asked it to close the file and place you back in the document. (The **Esc** key will push this button.)
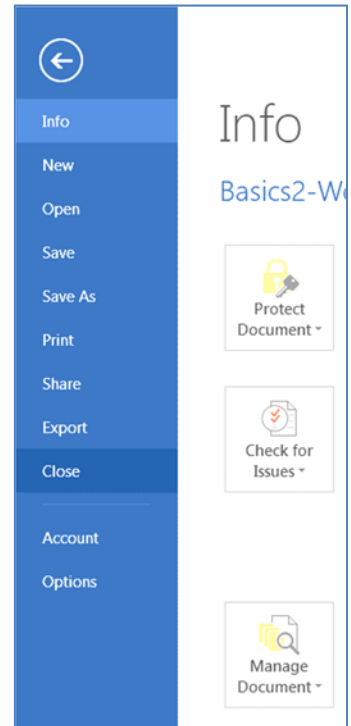
Undo, Redo and Repeat

Word keeps track of most tasks you perform until you exit. Tasks such as formatting and deleting, can be *undone*. From the Quick Access Toolbar click the button ( ), or use the shortcut key **Ctrl-Z**.

Most windows programs have an **Undo** feature; many only allow you to undo one task. Word keeps track of each step that you have done since the document was opened.

There is a drop-down arrow next to the **Undo** button, on the standard toolbar. This allows you to see a list of every step you've done so far. If you want to *undo* something that you have done several steps ago, you have to undo every step between now and then. You cannot go back and undo a single task without undoing everything back to that point.
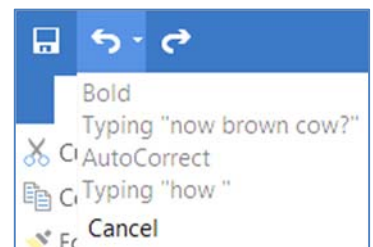
If you undo too far, or you change your mind about the *undoing* of that task, Word allows you to **Redo**. On the Quick Access Toolbar you will find the redo button ( ), or use the shortcut key **Ctrl-Y**.

If there is nothing to *redo*, Word puts a **Repeat** feature in **Redo**'s place ( ) and assigns the shortcut key (**Ctrl-Y**) to **Repeat**.

Cut, Copy and Paste

Cut, Copy and Paste are clipboard features built into windows. The clipboard is a temporary storage location where an item is stored for later recall. The windows clipboard can only store one item at a time. Microsoft Office has a Multi-Clipboard that can store 24 items. No matter how many items are in the Office clipboard, the Paste button and shortcut key (Ctrl-V) will only respond to the most recently copied item. The clipboard must be displayed to be able to use this feature. Items are stored with the copy and cut features, and recalled with the paste feature. You can open the multi-clipboard from the "more" button.
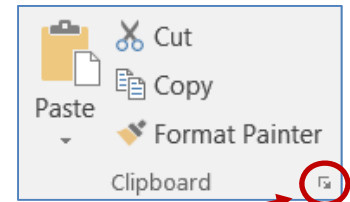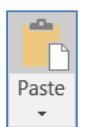
Cut will copy the selected text to the clipboard and remove it from the current location. This button appropriately shows a pair of scissors for the *cut* option. The shortcut key is **Ctrl-X**. To use the **Cut** command you need to select the text or object you wish to move then choose the option. Move the cursor where you want the text or object to appear, and choose **Paste**.

- **Move:** Instead of Cut/Paste, try selecting the text, then click and dragging to a new location.

Copy will place the selected text on the clipboard; nothing will appear to happen on the window. **The** button shows two sheets of paper for the *copy* option. The shortcut key is **Ctrl-C**. To use the **Copy** command you need to select the text or object, and then choose copy. Move the cursor where you want the text or object to appear, and choose **Paste**.

- **Duplicate:** Instead of Copy/Paste, try selecting the text, and then drag to a new location while holding down the **Ctrl** key. Be sure to let go of the mouse before you let go of the keyboard, and you will produce a duplicate.

Paste will produce the last option copied or cut to the clipboard. This button shows a sheet of paper coming from a clipboard for the *paste* option. The shortcut key is **Ctrl-V,** or **Shift-Insert**. You can usually paste the same item over and over again, until the computer has been restarted or you copy/cut something else.

- **Paste Special:** The drop down menu under the **Paste** button shows the **Paste Special** options. These options will change depending on what is currently in the clipboard. It can be a very useful tool to do things such as Paste as unformatted text. Unformatted text will get rid of hidden HTML codes from a webpage or the hidden formatting from another Word Document.
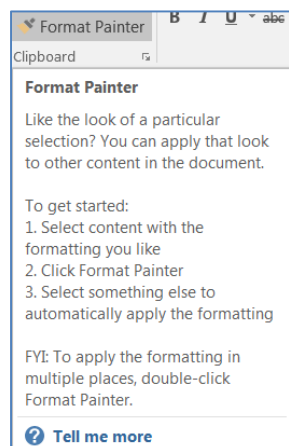
The **Format Painter** will copy the format of selected text and apply it to the text you specify. This button shows a paintbrush for the *format painter* option. To use the **Format Painter** command you need to first select the text that has the format you wish, click once on the button (a paintbrush will follow your mouse pointer), click on the text you want to reformat. This tool turns itself off after each use. To turn it on, and keep it on, double-click on the button on the standard toolbar. To turn it back off, simply click on that button again or press escape (**Esc**).

Format Font

Most options to change the format of the text can be found on the **Home** tab, in the **Font** group.
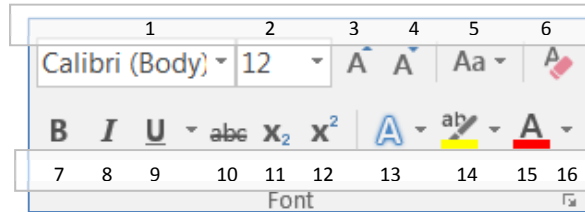
1. List of <u>Fonts</u> - Changes the shape of the selected text.
2. List of <u>Font Sizes</u> - Changes the size of the selected text. You can type in your own custom size, the range is 1pt to 1638pt, including half sizes (e.g. 14.5pt) Use Ctrl-[or Ctrl-] to increase and decrease by one font point.
3. <u>Grow Font</u> - Increases the size of the selected text, based on the list of font sizes. Use Ctrl-> to increase the font based on the list of sizes.
4. <u>Shrink Font</u> - Decreases the size of the selected text, based on the list of font sizes. Use Ctrl-< to decrease the font based on the list of sizes.
5. <u>Change Case</u> - Changes the capitalization of your selected text. Choices include: Sentence case.; lowercase; UPPERCASE; Capitalize Each Word; and tOGGLE cASE.
6. <u>Clear Formatting</u> - Change the selected text to the default settings.
7. <u>Bold</u> - Changes selected text appear **darker**, like writing with a marker instead of a pen. Use Ctrl-B to bold.
8. <u>Italic</u> - Changes selected text to appear *slanted*, leaning the letters to the right. Use Ctrl-I to Italicize.
9. <u>Underline</u> - Changes selected text to have a <u>single line</u> under the text. The dropdown allows you to <u>pick</u> <u>different</u> <u>underlines</u> and <u>underline colors</u>. Use Ctrl-U for a basic underline.
10. <u>Strikethrough</u> - Changes the selected to have a ~~single line~~ through the middle of the letters.
11. Subscript - Changes the selected text to be small and lowered. Example: H_2O ("**Sub**way goes down"). Use Ctrl-= to subscript.
12. Superscript - Changes the selected text to be small and raised. Example: x^2 ("**Super**man goes up"). Use Ctrl-+ to superscript.
13. <u>Text Effects</u> - Changes the text to have more dramatic appearance. This option is only available in Office 2010.
14. <u>Text Highlight Color</u> - Changes the mouse to a highlighter. Turn on this tool and drag over text to highlight/un-highlight.
15. <u>Font Color</u> - Changes the selected text to the chosen color. When you choose a color it becomes the default. To see other color options, click **More Colors…** to see all the colors available.
16. **More Font** – Opens the Font dialog box with more Font settings

Font Dialog Box

This window can be opened by clicking on the "more" button in the Font Group, by right-clicking on text and choose **Font...,** or by pressing Ctrl-D on the keyboard.

Font - Changes the shape of the selected text.

Font Style - Choose between bold and italic options to change the selected text.

Size - Changes the size of the selected text, type in any number between 1 and 1638; the larger the number, the larger the text.

Font color - Changes the color of the selected text. The more colors option is also available here.

Underline style - Places a custom underline on selected text

Underline color - Available only when there is an underline, changes the color of the chosen underline style.

Effects

Strikethrough: ~~How now brown cow.~~

Double Strikethrough: ~~How now brown cow.~~

Superscript: ^{How now brown cow.} *(Shortcut key **Shift-Ctrl-=)**

Subscript: _{How now brown cow.} *(Shortcut key **Ctrl-=)**

Small caps: HOW NOW BROWN COW.
   *(Shortcut key **Shift-Ctrl-K)**

All Caps: HOW NOW BROWN COW.
        *(Shortcut key **Shift-Ctrl-A)**

Hidden: This option will "hide" the selected text, as if it were a tab or space character. The text will not show on the screen until you turn on the Show/Hide button ¶ (on Home Tab).
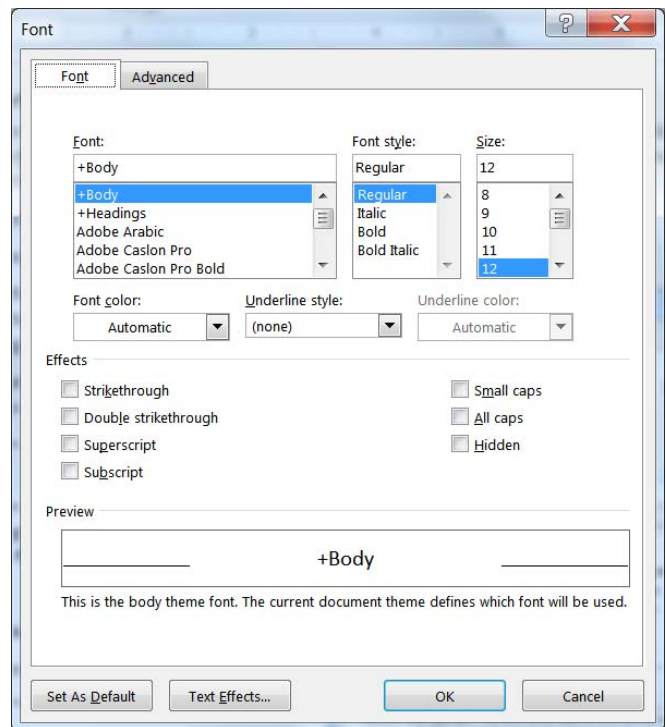
Set as Default...

You'll find this option at the bottom of the window. *Default* formats are how all new documents will be set. This button allows you to set the default text formatting to your current choices. Word will give you a choice, to change the fonts for this document, or for all new documents created.
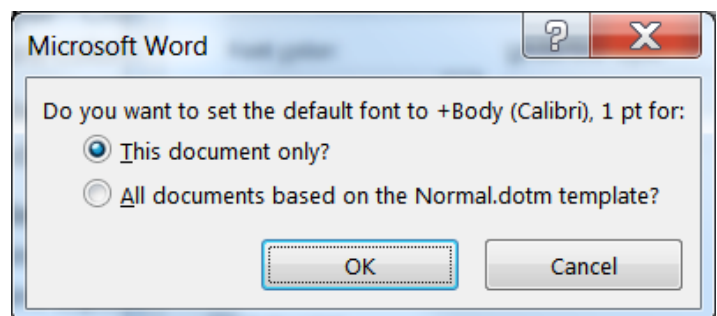
Formatting Paragraphs

In Microsoft Word a paragraph is any text which ends with a ¶ (paragraph mark). These are created when you press the Enter key on the keyboard. You can see the hidden charters such as the paragraph mark by using the show/hide button in the upper right hand corner of the Paragraph group (#7).
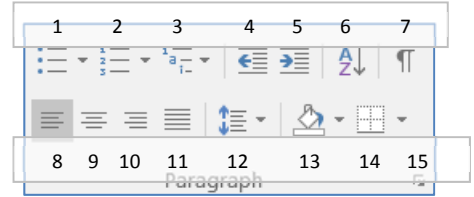
1. **Bullets** – Start a bulleted list or click the drop down arrow to choose a bullet style

2. **Numbering** – Start a numbered list or click the drop down arrow to choose a number style

3. **Multilevel List** – Start a multileveled list or click the drop down arrow to choose different styles

4. **Decrease Indent** – Decrease the indent level of the current/selected paragraph(s)

5. **Increase Indent** – Increase the indent level of the current/selected paragraph(s)

6. **Sort** – Alphabetize the selected text

7. **Show/Hide** – Show or hide the non-printing characters such as paragraph breaks, spaces and tabs

8. **Align Text Left** – Align the current/selected paragraph(s) on the left side

9. **Center** – Align the current/selected paragraph(s) in the center

10. **Align Text Right** – Align the current/selected paragraph (s)on the right side

11. **Justify** – Align the current/selected paragraph(s) on both sides

12. **Line Spacing** – Change the spacing between the lines of the current/selected paragraph(s)

13. **Shading** – Change the background color behind the text

14. **Borders** – Change the borders around the text, click the arrow to choose different styles

15. **More Paragraph** – Opens the Paragraph Window to find most of the paragraph formatting options
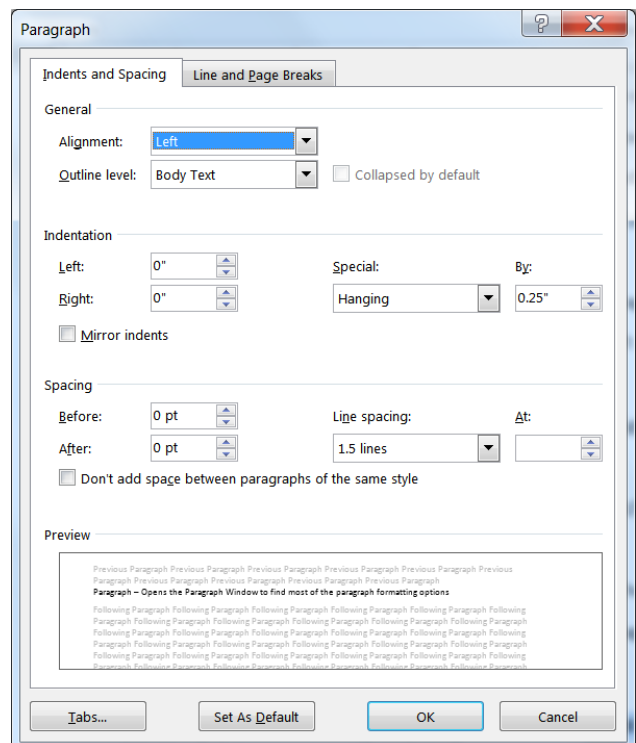
Alignment

The horizontal alignment can be changed by using these buttons: ▤▤▤▤ , in the Paragraph group of the Home Tab.

Left (Ctrl-L)	Center (Ctrl-E)	Right (Ctrl-R)	Justify (Ctrl-J)

The horizontal alignments can also be changed through the **Paragraph** window. You can open the window by clicking the more button (▣) in the Paragraph group of the Home tab or by right clicking on your text and choose "Paragraph…".

Indentation

The left side of the paragraph can be indented by using these buttons: ◀▤ ▤▶ . They will increase or decrease the left indentation of the paragraph by half an inch. You can also move the left indent with the keyboard by selecting the paragraph and pressing **Tab** to increase and **Shift-Tab** to decrease the indentation.

Indentations can also be changed by using the ruler (shown later in this handout); through the **Paragraph** window (▣); and on the **Page Layout** tab.
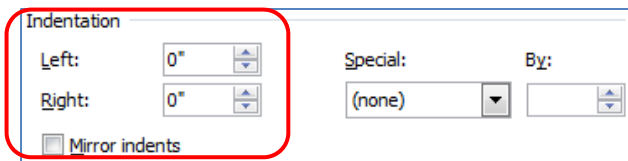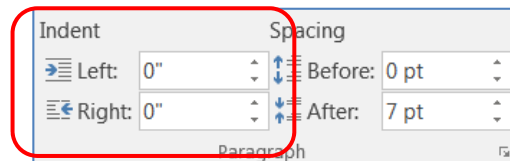
Paragraph Window   *Layout Tab*

These methods allow you to adjust the left and right indent. The rulers and Paragraph window can be used to create special indentations.

Left Indent	Right Indent	Special First Line Indent	Special Hanging Indent

The **Mirror Indents** option found in the Paragraph window is used when you are planning to print on both sides of the paper and you want the indentation on the pages to 'mirror' each other.

Spacing

Line Spacing

The space between each line in a paragraph can be changed using the Line Spacing button on the Home tab in the Paragraph group. This list shows the most common line spacing values. The **Line Spacing Options…** will open the format Paragraph window.
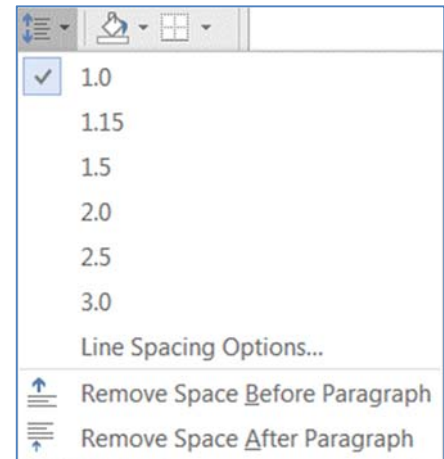
To customize the Line Spacing open the **Paragraph** window by using the More button (⬛) in the Paragraph group, or by choosing **Line Spacing Options…** from the line spacing list, or by right-clicking on the text and choosing **Paragraph…**

There are three-line spacing options:

- **At Least** – set minimum line spacing.

- **Exactly** – set the line spacing to an exact value, if the line spacing is too small for the text, part of the words will disappear.

- **Multiple** – set the line spacing to the multiple of the <u>At:</u> value. Multiple of 1.0 is single spacing, 2.0 is double spacing and so on. The range is from 0.5 through 132.
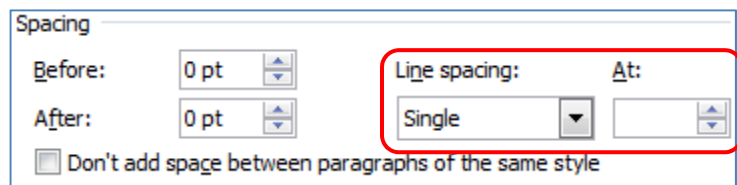
Mary had a little lamb, little lamb, little lamb; Mary had a little lamb whose fleece was white as snow. It followed her to school one day, school one day, school	Mary had a little lamb, little lamb, little lamb; Mary had a little lamb whose fleece was white	Mary had a little lamb, little lamb, little lamb; Mary had a little lamb	Mary had a little lamb, little lamb, little lamb; Mary had a little lamb whose fleece was white as snow. It followed her to school one day, school one day, it followed her to school one day which was against the rules.
Single Spacing	***1.5 Spacing***	***Double Spacing***	***Exact Spacing***

Paragraph Spacing

The line spacing options adjust the space between every line of the selected paragraph(s). We can also adjust the spacing before and after each paragraph as a whole. The Line Spacing button (⬛) includes two Paragraph Spacing options, **Add Space Before Paragraph** and **Add Space After Paragraph**. Each option will insert 12 pts above or below the current paragraph. If the paragraph already has a before or after setting, the options on the list change to **Remove Space before Paragraph** and **Remove Space After Paragraph**.
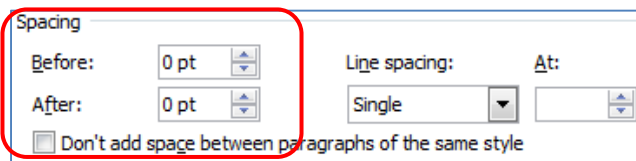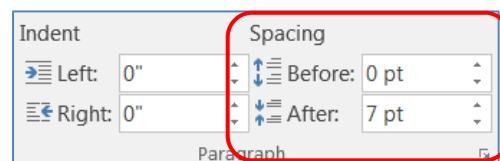
Paragraph Window   ***Layout Tab***

To customize the Paragraph Spacing open the **Paragraph** window by using the *More* button (⬛) in the Paragraph group.

Spelling and Grammar

You may have noticed Word helpfully pointing out your spelling and grammar errors as you type. It's not always right, but it does a fairly good job.

Spelling errors have a telltale red underline letting you know you may have got a word wrong, grammar comes in with a blue line. Spelling errors include capitalization of certain proper nouns.

For example The reign in spain falls mainely on the plain .

As you right-click on each possible error, Word gives you a choice of possible changes. If you feel the word is not a mistake, you can tell it to **Ignore All**. If it's a word you will use often, you should be able to add it to your dictionary.

spain

Spain
sprain
span
spin
pain
Ignore All
Add to Dictionary
Hyperlink...
New Comment

mainely

mainly
Ignore All
Add to Dictionary
Hyperlink...
New Comment

plain .

plain.
Ignore Once
Grammar...
Hyperlink...
New Comment
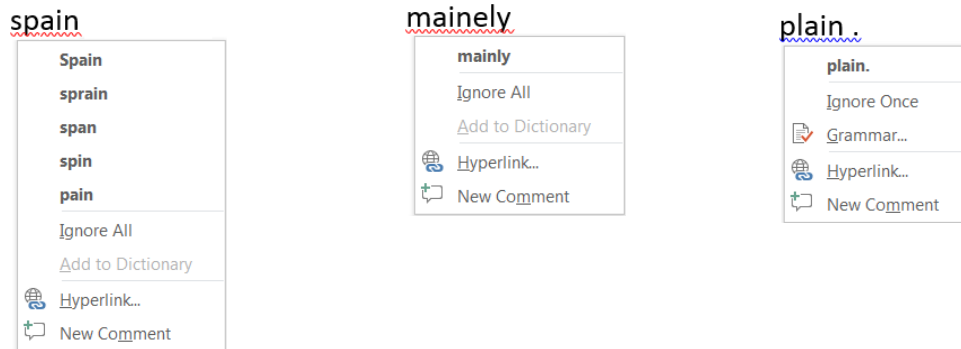
Word usually only picks up one grammar error at a time, since as you change part of the sentence, it could change the context. After each change, you may need to wait a few seconds, or click in another line for it to reevaluate your sentence.

Needs a comma...   For example The reign in Spain falls mainly on the plain.

Capitalization error...   For example, The reign in Spain falls mainly on the plain.

But of course no tool is perfect, what I meant to say was RAIN.

For example, the rain in Spain falls mainly on the plain.

Hide Errors

You can correct the marked "errors" as they appear, or later when you proof read, or never! The correction underlines don't printout.

If you would like to stop Word from showing you the misspellings, you can turn them off for this document, or for all Word files from the Word Options. Open the **File** Menu. Near the bottom of the menu choose **Options**. Open the **Proofing** tab. Near the bottom of the list you'll find the **Word Spell Check** options.

The **Exceptions** are to ignore spelling in _THIS_ Word file.

When correcting spelling and grammar in Word

☑ Check spelling as you type
☑ Mark grammar errors as you type
☑ Frequently confused words
☑ Check grammar with spelling
☐ Show readability statistics

Writing Style: Grammar ▼   Settings...

Recheck Document

Exceptions for: 📄 Document1 ▼

☐ Hide spelling errors in this document only
☐ Hide grammar errors in this document only
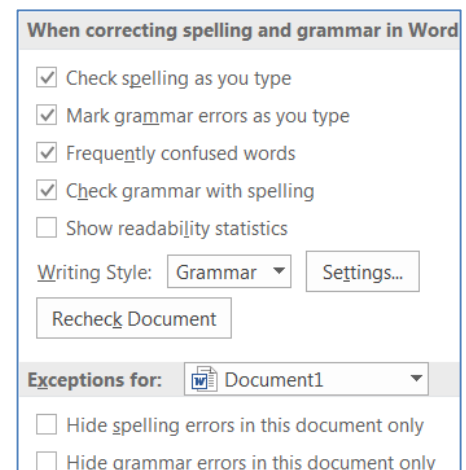
Whether you show the errors or not, sometimes it's easier to check everything when you're done. You can use the Spelling & Grammar check on the Review tab, or press F7 on the keyboard. Word will open a Spelling pane along the side of the window. This tool not only offers suggested changes, but gives a more in-depth look at your word usage, often including definitions.

Spelling ▾ ✕

spain

[Ignore] [Ignore All]

| Spain |
| sprain |
| span |
| spin |
| pain |

[Change] [Change All]

Spain 🔊
To see definitions:
Sign in Using Your Microsoft Account

English (United States) ▾

Spelling ▾ ✕

mainely

[Ignore] [Ignore All]

| mainly |

[Change] [Change All]

mainly 🔊
• mostly
• largely
• chiefly
To see definitions:
Sign in Using Your Microsoft Account

English (United States) ▾

Grammar ▾ ✕

plain .

[Ignore]

| plain. |

[Change]

Spacing
Place most punctuation directly after the preceding word. However, place a space directly before an opening parenthesis or bracket.

• Instead of: We want more parking, better food , and flexible hours.
• Consider: We want more parking, better food, and flexible hours.

• Instead of: The picnic (employees only) has been rescheduled.
• Consider: The picnic (employees only) has been rescheduled.

English (United States) ▾

Grammar ▾ ✕

example

[Ignore]

| example, |

[Change]

Comma after Introductory Phrases
If your sentence begins with an introductory word or phrase such as "however" or "for example", insert a comma in front of the following independent clause.

• Instead of: First of all we must make sure that the power is off.
• Consider: First of all, we must make sure that the power is off.

English (United States) ▾

Grammar ▾ ✕

The

[Ignore]

| the |

[Change]

Capitalization after a Comma
Commas are typically not followed by capitalized words.

• Instead of: Despite searching everywhere, The keys were nowhere to be found.
• Consider: Despite searching everywhere, the keys were nowhere to be found.

• Instead of: I don't know where they are, But they must be somewhere!
• Consider: I don't know where they are, but they must be somewhere!

English (United States) ▾

Thesaurus

One of my favorite tools when I'm writing is the thesaurus. You can find it next to the Spelling and grammar button on the Review tab, or by pressing Shift-F7 on the keyboard. This can cut down on over usage of the same word.

> I would like to find a good <u>example</u> to show you. For <u>example</u>, "the rain in Spain." Another good <u>example</u> might be, "how now brown cow."

Click inside the word you want to look up and open the thesaurus. It will look up the word and give you a list of options if it can find any.

When you click on the word in the list, Excel will look up that word instead, giving you another list of words to consider. Usually this leads me to rewriting part of the sentence, but I like to think it comes out better.

> I would like a sample set of text to show you. For example, "the rain in Spain." Another useful phrase might be, "how now brown cow."
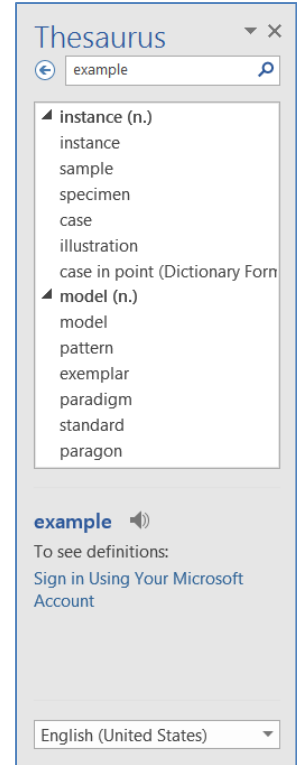
AutoCorrect

Word often autocorrects words as you type. There are common mistakes like "teh" instead of "the" where you may not even notice it happen. If you catch it, you can immediately hit undo (or Ctrl-Z) and it will go back to the way you typed the word. If it turns out that teh is an acronym for "total education healthcare" and you want to use it all the time, you might choose to turn off that particular auto-correction. Open the **File** Menu. Near the bottom of the menu choose **Options**. Open the **Proofing** tab. Click on the **AutoCorrect Options**… button.

If I want to remove teh from the Autocorrect, I type it in the replace box and it will find the listing for me. I can then use the **Delete** button to remove it from being autocorrected again. If you have words you commonly misspell, you can add your own to this list.
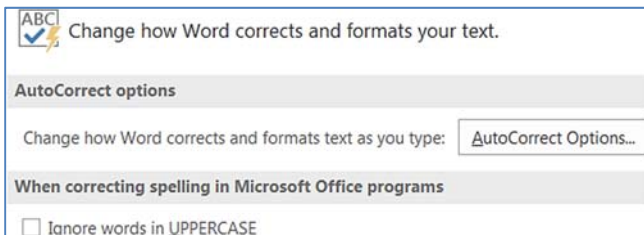
One option I always turn off, is shown here on the options window, "Ignore words in UPPERCASE". I don't type in all caps often, but when I do, I need my spell check!