

Microsoft Word Core Objectives:
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(many of following commands require clicking the OK button to finish a question)
(where 'Selected Text' is noted, you may have to select the text yourself)
The first part of each line is generally the Question or Instruction. The steps in the second part of each line represent clicks on Menu Items or Tool buttons and each step is separated by the 'pipe' symbol '|'.
|

Undo, Redo: Use buttons in toolbar
Bold, Italics, Underline **with 1 click**: Use buttons in Toolbar
Underline Words only (or strike thru, Super/Sub script, etc.): Format|Font|Underline style
Spell Check: F7 key or Tools|Spell & Grammar|Change
Thesaurus: Tools|Language|Thesaurus
Grammar Check: Tools|Spelling & Grammar|Change
New Page: Insert|Break|Page Break (Use Insert|Break for a Column Break as well)
HighLight Selected Text: Use button in Toolbar
Type at Insertion Point
Drag and Drop (selected) Text
Remove text so it can be put elsewhere: Edit|Cut
Copy text so it can be put elsewhere: Edit|Copy
Insert Text from Clipboard: Edit|Paste
Paste Text so it will change if original changes: Edit|Paste Special|Paste Link
Format Painter: Use button in Toolbar
Change Font of (selected) Text: Drop-down at Font field, (select specified font)
Change Font Size with Outline (or other) effect: Format|Font|change to specified size|check
Outline box
Search for Text: Edit|Find|(type in specified text)
Replace all instances of Text: Edit|Replace|(original word) with (new word)|ReplaceAll
button
Put Date at Insertion Point in specified format: Insert|Date & Time|(format)
Insert a Symbol: Insert|Symbol|(select specified symbol)|Insert
Automatically Cap first letter of a sentence: Tools|Autocorrect|check box
Justify, Align (left, Right, Both): Click appropriate Tool button
Change Bullet Style: Format|Bullets & Numbering|(select specified style)
Change Line Spacing to Double Space: Format|Paragraph|Lne Spacing|Double
Change spacing (before/after) paragraph: Format|Paragraph|(type in # points)
Add 1/2 point border to Top of Text: Format|Borders & Shading|(select specified size)|(click
button for top only)
Indent 1st line of a paragraph to 1": Drag Indent to 1" mark in Ruler
Set Left align Tab at 3": Click to Specified Tab style at left of ruler: then click in ruller at 3"
Remove All Tabs at once: Format|Tabs|Clear All
Change (selected) Text to an Outlined Style: Format|Bullets & Numbering|Outline|(select
style)
Specify a Right Aligned Tab at 6" mark with dot Leader: Format|Tabs|(type in 6"): click
specified Alignment and Leader style
Print 2 Copies of page 3 of document: File|Print|2 copies: click Pages, type 3-3

Display a Print Preview: Click Print Preview button
Display Print Preview that shows 2 pages at a time: File|Print Preview|(select # pages from Tool)
Display Document as a Web Page: File|Web Page Preview
Move Insertion Point to Last Line of Document: CTRL End key (learn other shortcut keys for moving around in a document such as CTRL left/right arrow, CTRL PgUp/PgDn)
Display in Outline Form with Split Window: View|Document Map
Center Page Numbers at Bottom of page: Insert|Page Numbers|Bottom, Center
Specify Landscape Document: File|Page Setup|Paper Size|Landscape
Set Top/Bottom (or Left/Right) Margins: File|Page Setup|(type in specified margin sizes)
Move Insertion Point to a specified Page #: Edit|Goto|(make sure 'Page' tab is selected)|(enter specified page #)|Goto button
Change Page # to Roman Numerals Insert|Page Numbers|Format|(select specified format)
Display Document Header (or Footer) for editing: View|Header & Footer|(use tool button to switch between Header and Footer) Learn Tool names and don't rely on 'pop-up' hints!
Specify Header (or Footer) will be different for this page: View|Header and Footer|(click 'Same as Previous' button)
Click button to insert Page Number into Footer: View|Header and Footer|(switch to Footer, if specified)|click Page Number button (icon with white page and a single '#' sign)
Center (or other alignment) Text on page: File|Page Setup|Layout|(select specified alignment)
Display Selected Text as 2 columns with a Line between each: Format|Columns|(select specified #)|Check 'Line between'
Change # of Columns: Remove Line Between, same as above, but reverse
Change Font in Delivery Address for Envelopes: Tools|Envelopes and Labels|Options|Font (for delivery address)|(selected specified font)
Apply a specified Style to Selected Text: Format|Style|(select specified style)|Apply button
Start a New Section that is Landscape: Insert|Break|Next Page then File|Page Setup|Paper Size|Landscape
Double Clicking the Mouse in Center of Screen will cause text to be centered
Save the Document with specified Name: File|Save As|(type specified name)
Open a Document with specified Name: File|Open|(select specified name)
Search all Sub-Directories for a File that begins with a specified word: File|Open|Tools|Find|type in specified word, then select specified condition, check 'sub' box
Save as a Text Only (or other file type) with specified Name: File|Save As|(type in name)|Save as Type|(select specified type)
Create a New Folder in the Save As dialog box: File|save As|Click New Folder button|(type in specified name)
Create a New Fax using the Fax Wizard: File|New|Faxes Tab|Fax Wizard|(click thru to Finish)
Save as Web Page with specified Name: File Save As|(type in File name)|Save as Type|Web Page|(click Save)
Create a new Document using specified Template: File|New|Letters..|(select specified template)
Insert text from Clipboard as a Hyperlink: Edit|Paste as Hyperlink
Display Office Assistant: Help|Show Office Assistant|Options, if specified
Send as an email: File|Send to|Mail Recipient|(type in specified email address)|Send
Place Selected Text in a 2 Column Table: Table|Insert|Table

Divide Table into 2 Tables: Table|Split Table

Put a 6 point Border around Selected Table: from Table Tool Bar, select size from
Dropdown, select Border type from tool button

Add specified Fill Color to Selected Cells in a Table: select Fill dropdown, select color

Delete Selected Table Column: Table|Delete|Columns (same with Rows)

Assign Automatic Table Format to Selected Table: click table Autoformat Button|select
specified format

Merge Table cells into a Single Cell: Table|Merge Cells (may call for alignment, too)

Specify All Columns have Same Width: click Distribute Columns Evenly button (may ask for
Rows instead) Also, explore Table|Autofit to make Columns and Rows size to the
widest text

Rotate Text in a Table Cell 90 Deg.: click on Rotate Text button

Display Drawing (or other) Toolbar: View|Toolbars|(select specified toolbar)

Insert a Wordart (or other picture type object: Insert|Pictures|Wordart|(select specified style)

Turn a Selected Line into a Line with arrows: click Arrow Tool: select specified Arrow Type

Insert a File with specified name: Insert|Picture|from File|(select specified name)|Insert

Display a Gallery of Clipart with specified Name. Insert|picture|from Clipart|(select gallery)