




10 Word Tips & Tricks

Technology for Classroom Teachers

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<p>#1 Oops – I just moved, copied or deleted the wrong file.</p> <p>Press Ctrl and z up to 10 times Or Edit and Undo</p> <p>Oops – went too far? Ctrl and y will undo your undo or Edit and Redo ;-)</p>	<p>#2 Word XP: How can I get rid of that big box when I try to draw a line??</p> <p>To stop the automatic creation of the drawing canvas: Click on the Tools menu. Click Options. Click the General Tab. Deselect the last option: Automatically create drawing canvas when inserting Autoshapes.</p>
<p>#3 Isn't there an easier way to select one line of text??</p> <p>Yup: To select one word – double click on it. To select one line – move your mouse pointer to the left of the line or paragraph until the cursor changes from an I beam to an arrow. Click once to select the current line of text. Click twice to select the current paragraph. Click three times to select the entire document.</p>	<p>#4 I inserted a clipart, but now I can't move it.</p> <p>Two things you can do: Click and drag the clipart onto your document. Once it's on your page, you can move it anywhere.</p> <p>If the clipart is already on your page, double click it to get the Format Picture window up. Click on the Layout tab. Select Tight and OK. Now you can move your clipart.</p>
<p>#5 I've created a document and one or two lines spill over to the next page.</p> <p>Click on File. Click on Print Preview. Click on the Shrink to Fit button.</p> 	<p>#6 I hit Enter and Word automatically inserts a number bullet. Grrrr...</p> <p>Click on the Tools menu. Select AutoCorrect... Click the Autoformat as You Type tab. In the Apply as you type section, deselect Automatic bulleted lists and Automatic numbered lists. Click OK.</p>
<p>#7 Grandma just emailed me a great poem and I want to print it out. I copy from my email and paste into Word, but...</p> <ul style="list-style-type: none"> > The e-mail was obviously forwarded > because the first character of each > line of text has one of those stupid > greater-than signs. <p>Alt + drag down the page to select vertically.</p>	<p>#8 That stupid little paperclip keeps popping up. Arghhhh!</p> <p>MS Word is trying to HELP you! If you don't appreciate this help, right click on the paperclip and select Hide. Or You can set different Help options – trade in that paperclip for a cat – by right clicking and select Choose Assistant or select different options on the Options tab</p>
<p>#9 I HATE it when I'm trying to select something by dragging and my cursor goes FLYING past where I want to stop and then I try to go back and I go FLYING too far in the other direction and this keeps happening over and over...</p> <p>Click at the very beginning of the section that you want to select SCROLL to the end of your proposed selection Hold the SHIFT key and click with your mouse at the end of what you want to select.</p>	<p>#10 End of the year and I'm cleaning out my files. Click and delete. Click and delete. There's got to be a faster way!</p> <p>To select a bunch of your folders, see #9.</p> <p>To select just a few folders, hold the Alt key and click on each folder you want to delete.</p>