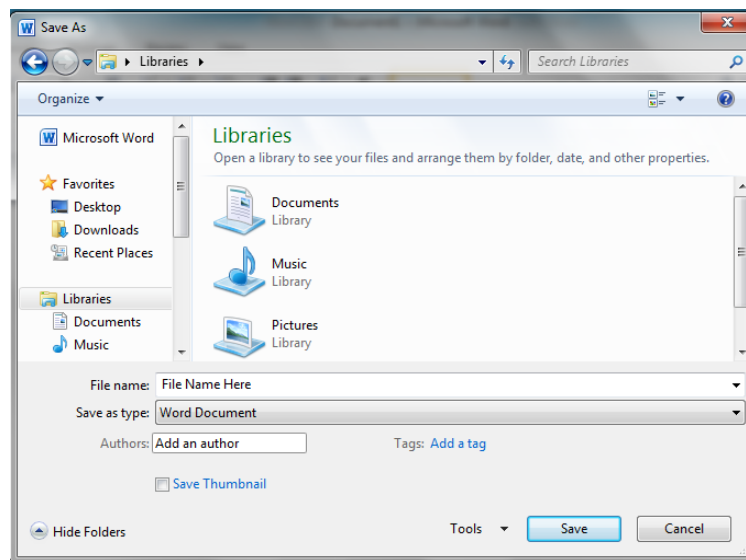


# MS Word Tips & Tricks

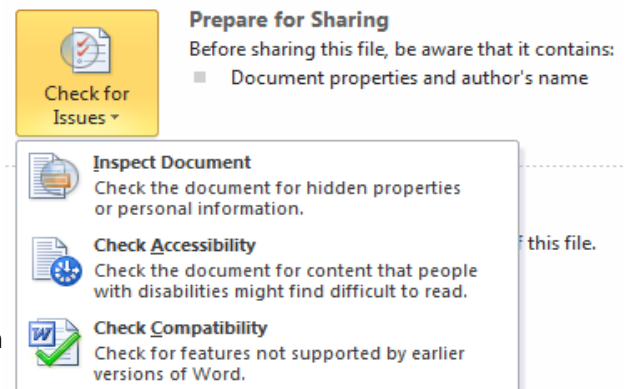
## SAVING OPTIONS

When saving your documents, you have a variety of options. Files saved in Word 2010 have a .docx extension. To save your work, choose **File, Save As**. If you are corresponding with someone who is working in an older version of Microsoft Word, such as Word 97 -2003, then it is important for you to save your document in the Compatibility format. To do so, click **File, Save As**, and select the option to **Save As Word 97-2003**. More saving options are available for you by choosing File, Options.

The **Save & Send** option allows you to E-mail your document directly from Microsoft Word (if you are a Microsoft Outlook user).



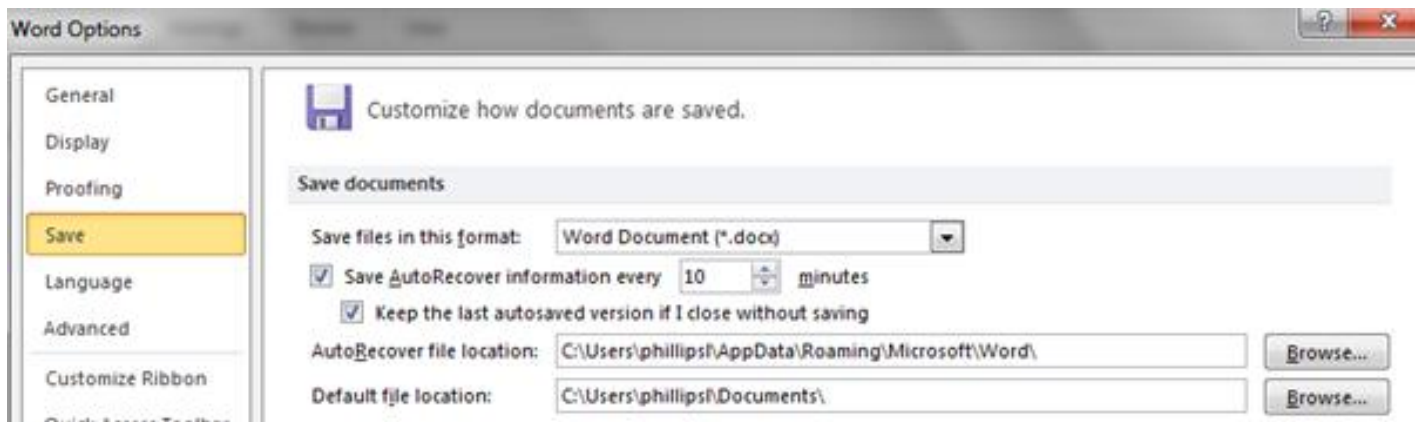
If you are concerned about some items not displaying properly in the conversion from 2010 to 2003, you can run the Compatibility checker (File, Prepare for Sharing, Check for Issues, Compatibility Checker).



## USING AUTORECOVER

AutoRecover is a great feature to assist you if Microsoft Word closes unexpectedly, and you lose any work completed since you last saved. How often does AutoRecover save for you? The default is 10 minutes, but you can set the minutes yourself. In addition to setting the AutoRecover time, you can set your default file location. By default, Word stores documents in the My Documents folder.

1. Choose File, Options
2. Select Save from the left navigation pane
3. Check “Save AutoRecover information every...”
4. Click Browse to choose a new location for AutoRecover files.
5. Click on a selection and click OK



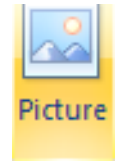
## Working With Graphics

Many times visuals are needed to further define the data contained in a document. Therefore, you may wish to add graphics by inserting your own graphics files, inserting clip art, or using Word’s drawing tools to create your own graphic elements. After inserting graphics, you can modify them in a variety of ways, including resizing, cropping and moving them.

Sometimes it is best to have graphics appear on a page by themselves. An easy way to create a Page Break is to choose Ctrl + Enter.

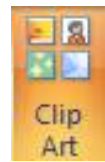
### To insert a graphic from a file:

1. In the document, place the insertion point where you want to place the graphic.
2. Choose the Insert tab, the Illustrations group, the Picture button. *The Insert Picture dialog box opens.*
3. Navigate to the specific graphic, and then select it.
4. Click Insert.



### To insert Clip Art:

1. In the document, place the insertion point where you want to place the graphic.
2. Choose the Insert tab, the Illustrations group, the Clip Art button. *The Clip Art task pane opens.*
3. Under **Search for**, enter a keyword describing the type of clip art you want to find, and then click **Go**. *Word displays any clip art associated with the keyword.*
4. Click on the specific preview image you want to use. *The image now appears in your document.*



### To insert SmartArt:

1. In the document, place the insertion point where you want to place the graphic.
2. Choose the Insert tab, the Illustrations group, the SmartArt button. *The Clip Art task pane opens.*
3. Under **Search for**, enter a keyword describing the type of clip art you want to find, and then click **Go**. *Word displays any clip art associated with the keyword.*
4. Click on the specific preview image you want to use. *The image now appears in your document.*



## Cut/Copy/Paste/Format Painter

**CUT** removes the selected text or graphic from the document and places it on the Clipboard.



**COPY** copies the selected text or graphic to the Clipboard. The selection remains in the document.



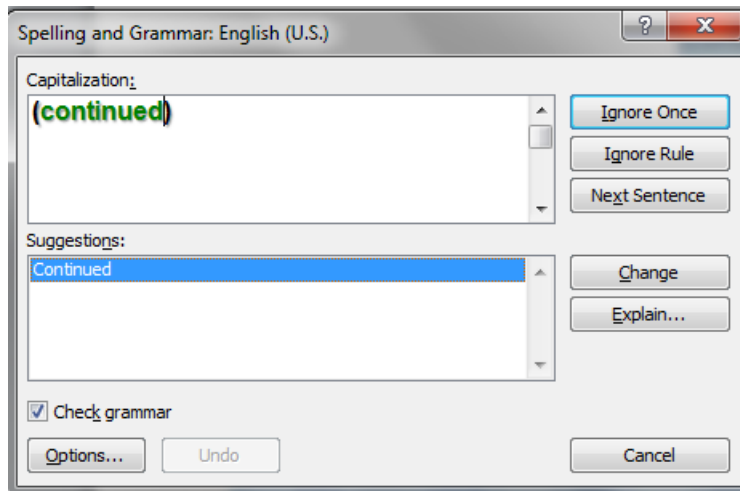
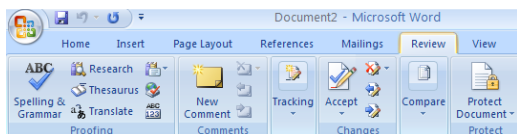
**PASTE** inserts the last item you cut or copied at the insertion point in the document.



## Speller/Automatic Spell and Grammar Checking

These features help you to identify spelling and/or grammar errors in your document. It is very important that you know how to spell and that you know basic rules of grammar. Be sure to proof your document carefully before “releasing” the final version.

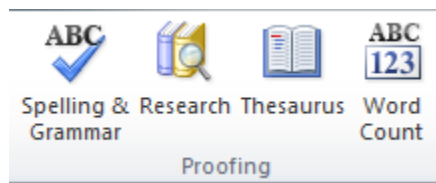
**Review tab → Proofing group**



## Thesaurus

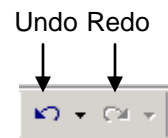
Use Word’s Thesaurus to look up synonyms for words in your document. You can also look up antonyms for some words. Select the word for which you want to find a synonym (or antonym), then click.

**Review tab → Proofing group → Thesaurus**

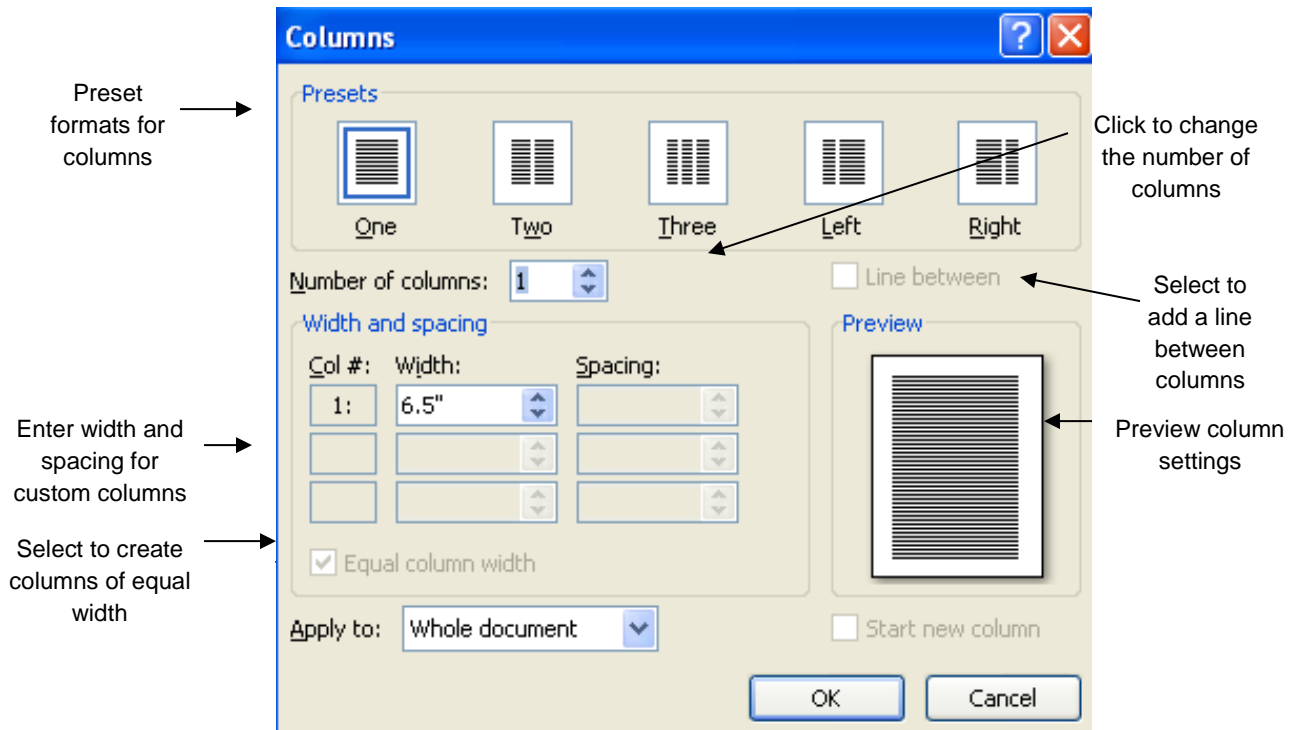


## Undo/Redo

Clicking the UNDO button on the Quick Access Toolbar allows you to reverse an action or to essentially erase typing and try again. **Note:** The REDO button will not be available until at least one UNDO action has been performed.



## Columns



### **Page Layout tab → Page Setup group → Columns**

In a new Word document, the default number of columns is one. Text spans the width of the page – from margin to margin. When you want to type text in multiple columns so that the text wraps around within each column, you must use the **Columns** feature. In the **Columns** format, the text moves vertically down the page until a page break is detected, then it moves up to the top of the next column, and so on. You can apply column formatting to a section, to the whole document or to selected text.

#### **Put it to use:**

1. Open the **Exercise 3** file from the desktop.
2. Select the first, second, and third paragraphs. Format the paragraphs as two (2) columns with a line between the columns.
3. Insert an appropriate graphic, if there is room for one.