
Microsoft Word Tips



SELECTING TEXT

Double click to select a word

Triple click to select a paragraph

Ctrl + click to select a sentence

Alt + click and drag to select text vertically

You can select all instances of text with the same formatting by highlighting some text, clicking **Select** on the Home ribbon tab, and choosing **Select text with similar formatting**.

NAVIGATION PANE

Press **Ctrl + F** or go to **View** then select **Navigation Pane**. This allows you to search the document or navigate through it using headings or pages. You can also reorder sections of a document in the Headings section by clicking and dragging.

SMART LOOKUP

Select a word or phrase, right click it, and choose **Smart Lookup** to see definitions, Wiki articles and search results from Bing without leaving Word.

DIFFERENT HEADER AND FOOTER FOR THE FIRST PAGE

You can create a different header and footer for the first page by double clicking near the top or bottom of a page to open the header or footer, then selecting **Different First Page** in the **Design** tab.

USEFUL SHORTCUTS

Ctrl + [to decrease font size 1 point

Ctrl +] to increase font size 1 point

Ctrl + E to center text

Ctrl + L to align left

Ctrl + R to align right

Ctrl + Z to undo

Ctrl + Y to redo

Ctrl + Shift + L to create bullet point

Shift + F7 to open thesaurus

Shift + Alt + D to insert current date

Shift + Alt + T to insert current time

Ctrl + Space to remove formatting from selection

Ctrl + Shift + C to copy formatting of selected text (Format Painter)

Ctrl + Shift + V to paste formatting of selected text (Format Painter)

Alt + N + P to insert an image