

# 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 & 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, and then selecting **Different First Page** in the **Design** tab.

## Useful Shortcuts

**Ctrl + [** to decrease font size by 1 point

**Ctrl + ]** to increase font size by 1 point

**Ctrl + E** to center text

**Ctrl + L** to align left

**Ctrl + R** to align-right

**Ctrl + Z** to undo and **Ctrl + Y** to redo

**Ctrl + Shift + L** to create a bullet point

**Shift + F7** to open the thesaurus

**Shift + Alt + D** to insert the current date

**Shift + Alt + T** to insert the current time

**Ctrl + Space** to remove formatting from a selection

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

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

**Alt + N + P** to insert an image