



500+
tips, tricks
& shortcuts
on over
250 pages!

Just the tips, man.™



*Who knew Word
had so many
shortcuts?*

Microsoft **Word® 2000**

*Windows version

by Bob Flisser and Wendy Richardson
Illustrated by Al Kratzer

For beginners, experts
and every nerd
in between.

Just the tips, man™ For Microsoft Word® 2000



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Wendy Richardson is the voice of the nerdy guys. Her sarcasm and sense of humor along with love of software have given her a unique ability to present these tips in a fun, easy-to-remember way. A graduate of Georgia Tech, Wendy founded Software School in 1994, a software training company in NJ. She resides in NJ with her husband Will and two young children, Tess and Tucker.

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This book is dedicated to everyone who asked us to put all our tips in one place.



How to use this book



WHAT WE SAY

WHAT WE MEAN

The Mouse

Double-click	Press the left mouse button two times quickly.
Right-click	Press the right mouse button once.
Shift + click button once	Press and hold Shift while pressing the left mouse.
Ctrl + Shift + click	Press and hold both Ctrl and Shift while pressing the left mouse button once.
Ctrl + drag	Press and hold Ctrl while you click and drag the mouse.

The Keyboard

Type name , then Tab	Type the word " Name ", then press the Tab key.
Press Ctrl + B	Press and hold the Ctrl key while pressing B quickly.
Press Ctrl + Shift + L while pressing L quickly	Press and hold both the Ctrl key and the Shift key.
Press Alt + Tab + Tab + Tab ...	Press and hold Alt while pressing Tab repeatedly.
Press Ctrl + Home (or End)	Press and hold Ctrl while pressing either Home or End .
Press ⌘ + E	Press and hold the ⌘ key while pressing E . (The ⌘ is located near the spacebar on most keyboards.)

The Menu bar

Select File/Properties	Click the File menu, then click Properties .
Select File/New/Folder	Click the File menu, click New , then click Folder .
Select Tools/Options/Edit	Click the Tools menu, click Options , then click the Edit tab in the Options dialog box.

Before you start

Due to the small format of our books, we sometimes must sacrifice a little clarity for space. Before you use this book, review the table to the left, the next page of "guides" and the index under the back cover. And... most importantly, make sure you have Word 2000 installed and know how to open it! Have fun!

Meet the gang...

We're not just pretty faces!

Believe it or not, we're your guides! We may look a little strange, but, hey, why does learning software have to be boring? Hopefully, we make the tips a little easier to remember, kind of interesting and a lot more fun!



Shagg

Fairly Easy Tips

Some of these tips, man, seem s-o-o self explanatory. I'll let you know the scene.

<<<

Long Tips

Time is money! Long and obnoxious tips drive me nuts! >>>



Mr. Nester

Cool Tips

I'm in charge of the cool tips, of course! (Hey what am I doing on the same page with these dorks?)

>>>



Guy Martini



Professor Lester

Hard Tips

I think all shortcuts are necessary and should be studied and memorized. The hard ones are my preference. I'll let you know if a tip is especially difficult.

<<<

Funky Tips

Some tips aren't necessarily necessary, while others are necessary but aren't necessarily tips (if you know what I mean!)

>>>

Really Easy Tips

Give me the easy ones, please! I only like simple, simple tips, ok? >>>



Kenneth

Spike



Shelli

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*Don't forget the index.
It's behind the back cover.*

Documents, documents, documents

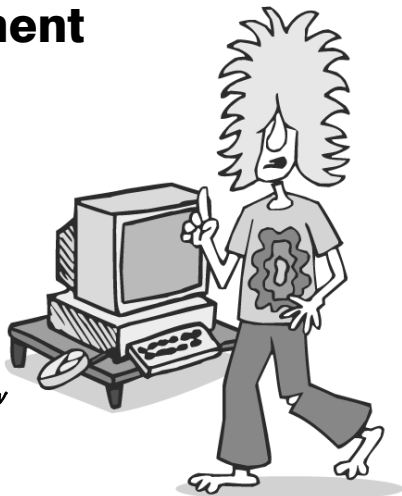
These tips are necessary evils, but most work in every Windows program. And most are easy to remember. So get to work! Memorize, memorize, memorize.



#1 To create a new document

Press **Ctrl + N**

*This opens a new document based on Word's default template, **Normal.dot**. (To use a different template, such as Fax or Memo, you gotta select **File/New** instead.)*



Opening the Open dialog box (**Ctrl + O**) is easy; finding your file is a different story. Click in the **Look in** drop-down list at the top of the dialog box, select the **C:** drive (or some other drive), double-click the folder you think your file is in, double-click a subfolder, if necessary, then double-click the file.

#2 To open a document

Press **Ctrl + O**, find the document, then double-click it.




I always have several documents open at once. I simultaneously work on my autobiography, letters to investors, letters to girlfriends, client proposals and the office football pool.



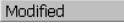
#3 Open all your documents in one fell swoop

Press **Ctrl + O**, then open the folder containing your files. **Ctrl** + click random files or click the first file, then **Shift** + click the last file. Click **Open**.

#4 Help! Which file is the most current?

In the **Open** dialog box (**Ctrl + O**), press **Alt + 6 + 6 + 6** or click the **Views** button  until you see the column headers. Look for the most recent date in the **Modified** column.

Name	Size	Type	Modified
------	------	------	----------

Here's one more little goodie: click the **Modified** column heading  to sort in chronological order. The most current file will be at the bottom of the file list.



#5

Here's how to use Windows Explorer to find your files

You can also search for your files from the Open dialog box. Press **Ctrl + O**, select **Tools/Find**, then enter the search criteria. Not only do I find this box relatively confusing, learning how to search in here doesn't help you in other Windows programs. This tips does.



- [1] Press **Alt + E** (or right-click the **Start** button, then select **Explore**). If you know the folder or drive, select it before searching.
- [2] Press **Ctrl + F**, type *.doc (or *.html, etc.).
- [3] Click **Search Options**, if necessary, then narrow your search some more.
- [4] Click in **Containing text**, then type any unique text the file might contain. (Don't do this unless you've narrowed your search in the previous steps!)
- [5] Press **Enter**.

Just four files? I work on more than that during a break! If you would like to change the number of files listed, select **Tools/Options**, click the **General** tab, then change the number in the **Recently used file list**. Unfortunately, the most you can view is 9.

#6 The quickest way to open one of the last 4 files edited

Press **Alt + F** then press **1, 2, 3** or **4**.



#7

You can rename a document (as long as it's not opened)

Instead of **F2**, you can also right-click a file and select **Rename**, or click a file name twice, hesitating between clicks. You can even copy (**Ctrl + C**) and paste (**Ctrl + V**) files from folder to folder in this dialog box.



- [1] Press **Ctrl + O** to open.
- [2] Click the desired file once.
- [3] Press **F2**, then type the new name (keep the **.doc** extension, if you see one).
- [4] Press **Enter**, then press **Esc**.

This one's a favorite of mine. It works everywhere! In Word, I cycle through letters and proposals; in Photoshop, through photos; in CorelDRAW, through drawings; in Quark, through documents... Impressive list, isn't it?



#8

Here's how you cycle through all open documents

Press **Ctrl + F6 + F6 + F6...**

Let me guess. You're using both hands, aren't you. Instead, put your left thumb on the **Alt** key, then use your left index finger to press **Tab** multiple times. No need to let go of that mouse (or that espresso)!



program
to
program

#9 To cycle through all open documents *and* programs (Word, Excel, PowerPoint, etc.)

Press **Alt + Tab + Tab + Tab...**

Documents, documents, documents

#10


**Want to save a
new document in
the *current* folder?**

Press **Ctrl + S**, then type
a name. Press **Enter**.



*Hey, man! Don't touch that mouse.
Just press **Ctrl + S**, type a name,
then hit **Enter**. That's it.
That's all it's ever been.
Nothing more.
Nothing less.*








#11 If you want to save a *new* document in a *new* folder...

- [1] Press **Ctrl + S**.
- [2] Press **Alt + 5** or click the **Create New Folder** button .
- [3] Type a folder name. Press **Enter**.
- [4] Type a file name, then press **Enter** to save.

Before creating a new folder (step 2), you might want to select a different folder in the **Save in** drop-down list. Otherwise, your new folder will probably reside under **My Documents**. How sad.



#12 Whether you're saving a file or opening a file, try these shortcuts

To	Click	Or press
Go to previous folder		Alt + 1
Go up one folder level		Alt + 2
Search the Web		Alt + 3
Delete selected file		Alt + 4 or Delete
Create a new folder		Alt + 5
Cycle through all views		Alt + 6 repeatedly
Display the Tools menu		Alt + 7

Alt + 6 is such a great tip! (I know, all my tips are great!) I have so many files, I have to use Details view to find the one I want. I just press and hold **Alt** while pressing **6** until I see the column headings. I then click a heading once to sort in ascending order, twice to sort in descending order.



#13

Want to save the current document with a new name? Use Save As.

Press F12

Just open the original .doc file, press F12, type a new name, then press Enter. There's also another, safer way to do this (although word names the file for you). Press Ctrl + O, right-click the file, then select Open as Copy. This makes a copy of the file, in the same folder, appending Copy of to the beginning of the file name.



The *default folder* is the folder Word looks in when you first save or open. Do yourself a favor. Two minutes now will save you from switching folders every time you Save, Open or Insert a file.

#14

Here's how you change the default folder

- [1] Select **Tools/Options**.
- [2] Click the **File Locations** tab.
- [3] **Documents** should already be selected, so click the **Modify** button.
- [4] Find the folder you want.
- [5] Click **OK** twice.





#15 To print a document

Press **Ctrl + P**

Did you know just about every program in Windows uses **Ctrl + P** to Print. Kinda makes sense, I guess.



Documents, documents, documents

#16



Do you know how to print specific pages?

- [1] Press **Ctrl + P**, then click in the **Pages** box.
- [2] Type random page numbers separated by commas (**2, 5, 8**).

OR

Type sequential page numbers separated by a hyphen (**2-8**).

OR

Select **Current page** to print just the page that your cursor is on.

*Once or twice a year when I have a long document, I print in reverse order. In the Print dialog box (**Ctrl + P**), I click the **Options** button, select **Reverse print order** Reverse print order, then click **OK**.*

Word opens multiple documents in multiple windows. (No, there is no way to turn this "feature" off.) So, unlike other programs, there is no difference between **Ctrl + F4** and **Alt + F4**, unless you have one document open. **Ctrl + F4** closes just the document; **Alt + F4** closes both the document and Word.

#17 To close a document

Press **Ctrl + F4** or **Alt + F4**



Shift + clicking on the File menu gives you another hidden option, *Save All. Cool.*



#18 **Want to close all open documents without closing Word?**

Shift + click the **File** menu, then select **Close All**.

#19 Did you know that users without Word can open Word files?

- [1] Download Microsoft's free **Word 97/2000 viewer** from <http://office.microsoft.com/downloads/9798/wd97vwr32.aspx>
- [2] Click **Download Now!** at the top of the page.
- [3] Select **Run this program from its current location**, then click **OK**.
- [4] Once **wd97vwr32.exe** has downloaded, you will be asked if you want to install and run the viewer. Click **Yes**.
- [5] Follow the instructions in the dialog boxes.

To run the viewer, select **Start/Programs**, then click **Microsoft Word Viewer**. You can do almost anything but edit a file in the word viewer.



Navigating a document (and other long words)

Hurry up! Move it!
I haven't got all day!



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