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tips, tricks
& shortcuts
on over
350 pages!

Just the tips, man.™

*Think this is cool?
You should see
what I can do
in Word...*

Microsoft Word® 2003

*Windows version

by Bob Flisser and Wendy Richardson

Illustrated by Al Kratzer

For beginners, experts
and every nerd
in between.

"Software users don't need manuals these days; they just need tips that are focused on getting the job done. Nerdy Books knows what's essential and what isn't."

—Paul Gilster, author of *Digital Literacy*

Just the tips, man™ for Microsoft Word® 2003

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

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Meet the Authors



Wendy
Richardson

Wendy Richardson is the creator of the Nerdy Books series of software tip books and the voice of the nerdy guides. Her sarcasm and sense of humor along with her love of software have given her a unique ability to present software in a fun, easy-to-remember way. A graduate of Georgia Tech, Wendy founded Software School in 1994, a software training and development company. She resides in New Jersey with her husband and two young children.



Bob Flisser

Bob Flisser collects and writes the tips and is a self-proclaimed computer geek. (He's actually the inspiration behind Professor Lester.) Bob has worked in the computer field for more than twenty years. As training director of Software School, Inc., he has written dozens of software manuals and magazine articles and has trained thousands of students and instructors. A graduate of The George Washington University, Bob lives in New Jersey with his cat, Catalina.

How to Use this Book

Due to the small format of our books, we sometimes must sacrifice a little clarity for space. So, before you dive into the tips, take a quick look at the table below and then check out the nerdy guides on the next page. That's all you need to know to get started.

Using the Mouse

Double-click	Press the left mouse button two times quickly.
Right-click	Press the right mouse button once.
Shift + click	Press and hold Shift while pressing the left mouse button once.
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 clicking and dragging the mouse.

Using the Keyboard

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.

Working with Menus

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.

2000 **2002**
COMPATIBLE COMPATIBLE

Word 2000 & 2002 Tips

These icons mark tips that work identically in Word 2000 & 2002. Many tips without these icons will also work in the older versions, but with slight variations.



We're not just pretty faces. We're your guides!

Who says learning software has to be boring? We use these six nerdy characters to help you find the tips that match your level of experience. They make the tips easy to remember, interesting and fun to use.

Really Easy Tips



Kenneth

Kenneth will show you the tips that are easy to use and easy to remember. Even if you're an advanced Word user, give these tips a try. There are quite possibly a few you don't know.

Fairly Easy Tips



Shagg

Shagg turns up on tips that are easy to do, but not always easy to remember. He'll do his best to help you remember them, man.

Fun Tips



Shelli

Shelli appears on tips that aren't necessarily necessary. They're little tidbits of information that are just fun to know.

Cool Tips



Guy Martini

Look for Guy Martini if you want the coolest, most likely to save you time, tips! (Unfortunately, you'll have to put up with him to learn these tricks!)

Long Tips



Mr. Nester

Some tips are long. Some are annoying. And some don't always work. Mr. Nester will let you know which tips require a bit of time and a lot of patience!

Hard Tips



Professor Lester

If you're new to Word, you might want to try Professor Lester's tips after you have a little more experience. He appears on the more difficult, confusing or rarely-used tips.

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Documents, Documents, Documents

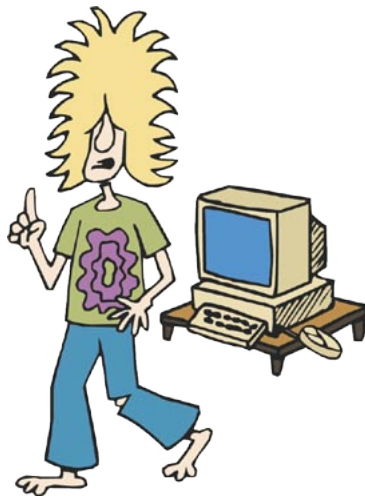
Whether you're writing a term paper, an encyclopedia or a shopping list, you have to open, save, print and close documents. Why not learn these shortcuts so you spend more time writing content? It could mean the difference between an A and a B.



#1 Creating a new document is easy.

Press **Ctrl + N**

You could also click the **New Blank Document** button  or select **File/New** or even press **Alt + F**, then **N** but this is a book about Word's shortcuts – not Word's long, boring way.



#2 Writing a report, creating a brochure, laying out a form or designing business cards? Use a template.

Select **File/New**, then click **On my computer** or **Templates on Office Online** on the **New Document** task pane. Select a template. If you're using a template online, click the **Download Now** button to open the template in Word.



I finally took 15 minutes and looked through the templates loaded on my computer and those available on Microsoft's Web site. I then printed the list of templates online to make sure I never create another document from scratch that has a ready-made template available.

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.



#3

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


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

#4

**Here's how you save
a *new* document in
a *new* folder.**

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**. Yawn.



- [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.

There's another technique for saving a new version of an existing file. And it's less risky. Press **Ctrl + O**, select the file, click the **Open** button, then select **Open as Copy**. Why is it less risky? You never actually open the original file, so there's no chance you'll overwrite it.

#5

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


Press **F12**



#6

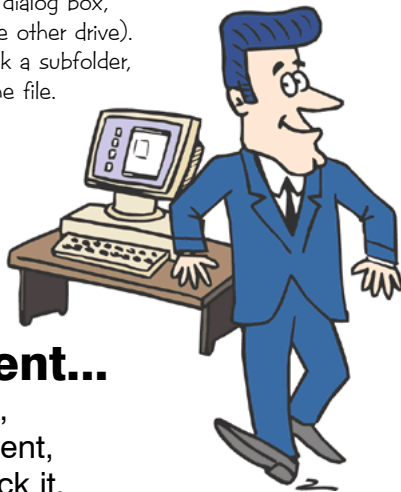
Don't like saving your files in My Documents? Change the default folder.

- [1] Select **Tools/Options**.
- [2] Click the **File Locations** tab.
- [3] Double-click **Documents**.
- [4] Select the folder you want.
- [5] Click **OK** twice.

Insert a lot of pictures? Change the default folder Word looks in when you click the **Insert Picture** button  on the **Drawing** toolbar. Do the tip again, but this time double-click **Clipart pictures** in step 3. (Yes. Clipart pictures. Interesting choice of words considering it has nothing to do with Clipart.)



Opening the Open dialog box (**Ctrl + O**) is easy; finding your file is a different story. If you don't see your file listed, click in the **Look in** drop-down list at the top of the dialog box, then select the **C:** drive (or some other drive). Double-click a folder, double-click a subfolder, if necessary, then double-click the file.



#7

To open a document...

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

#8

Open all of 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**.



I always have several documents open. That way I can simultaneously work on my autobiography, letters to investors, letters to girl friends, client proposals and the office football pool.

opening
multiple
files

Four files? I work on more than that during break! I increased the Recently used file list to the maximum of 9 in **Tools/Options/General**. And that's still not enough. When a file doesn't appear at the bottom of the File menu, I press **Ctrl + O**, then click the **History** button to see all my recently opened files.



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

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

*Renaming a file is not the only thing you can do in the Open dialog box. You can delete files (**Delete**), permanently delete files (**Shift + Delete**), and cut, copy and paste files (**Ctrl + X**, **Ctrl + C**, **Ctrl + V**). You can even undo (**Ctrl + Z**). But you can't skateboard. Shucks.*

#10 You can rename a document (as long as it's not open).

- [1] Press **Ctrl + O** to display the Open dialog box.
- [2] Select the file you want to rename.
- [3] Press **F2** or right-click the file, then select **Rename**. Type the new name, keeping the **.doc** extension if you see one.
- [4] Press **Enter**, then press **Esc**.



#11 Try Word's Search to find a document.

The Search "task pane" is a real pain. I tried it once. I spent 5 minutes fumbling through the drop-down boxes and never found the file. Using Windows Explorer (F + E), I found my file, printed and was out the door in less than 3.



- [1] Select **File/Search** to open the **Basic File Search** task pane.
- [2] In the **Search text** box, type a unique word found in the document (last name, for example) or type a phrase surrounded by quotation marks.
- [3] To narrow your search, click the **Search in** drop-down, then select the folders to search; click the **Results should be** drop-down, then select the file types.
- [4] Click the **Go** button.
- [5] Click the **Modify** button at the bottom of the task pane to edit your search.

#12 Try Windows Explorer's Search to find your files.

- [1] Press **Alt** + **E** (or right-click the **Start** button, then select **Explore**).
- [2] If necessary, click the **Folders** button to see the folder list, then select a folder or drive.
- [3] Press **Ctrl** + **F**. If you're using Windows XP, click **All files and folders**.
- [4] Type part or all of the file name or type ***.doc**, press **Tab**, then type a unique word found in the document.
- [5] Use the options at the bottom to narrow your search, then click **Search**.

I use Windows Explorer to find files, not Word's cumbersome Search task pane. Using these same 5 steps, I can find any file from any program, not just Word documents.



#13

You've got to use this shortcut for cycling through open documents.

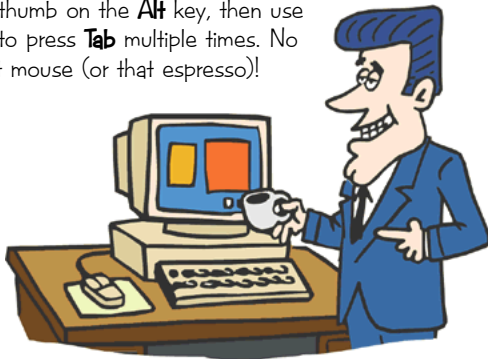
doc
to
doc

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



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 InDesign, through documents... Impressive list, isn't it?

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)!



#14 To switch between all open programs (Word, Excel, PowerPoint, etc.)








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



7 Save & Open tricks

Alt + 6. What a great tip! I have so many files that I always maximize the Open dialog box, then hold **Alt** while pressing **6** until I see the column headings. I can then click a heading to sort the list or click and drag the headings to move them around.

#15 Saving or opening a file? Try these.

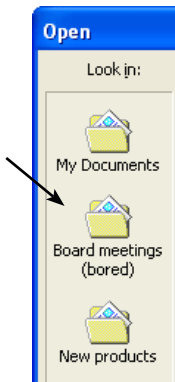
To	Click	Or press
Go to previous folder		Alt + 1
Go up one folder		Alt + 2
Search the Web		Alt + 3
Delete selected file		Alt + 4 or Delete
Create a new folder		Alt + 5
Cycle through all views		Alt + 6 + 6 + 6...
Display the Tools menu		Alt + 7


#16

Want quick access to favorite folders in Open and Save dialog boxes?


My Places
or yours?

Renamed folder on Places bar



- [1] In any Open (**Ctrl + O**) or Save (**Ctrl + S**) dialog box, click a folder  **Board meetings**.
- [2] Select **Tools/Add to "My Places"** to add a link to your folder in the list on the left.
- [3] To move a folder, right-click it, then select **Move Up** (or **Move Down**). To rename it, right-click it, then select **Rename**.
- [4] Any changes you make will also be visible in Word, Excel, Outlook and FrontPage.



If you want room for more links, right-click any link, then select **Small Icons** (if you prefer scrolling big icons on the list with the scroll button , be my guest).

When the Properties dialog box appears, I always click the **Summary** tab, then click in the **Comments** box and type my document disclaimer. Here's an example from last week: "As usual, I had 3 hours to write this 50 page dissertation on the redeye from Washington... had zero input from sales and marketing and..."



#17 **Make Word prompt you for a document's properties when you save.**

Select **Tools/Options**, then click the **Save** tab. Select **Prompt for document properties**, then click **OK**.

#18 Don't want anyone to know who actually created a document?


Select **Tools/Options**, then click the **Security** tab. Select **Remove personal information from file properties on save**, then click **OK**.



If you *really* don't want to leave a trail, press **Ctrl + O**, click the **My Recent Documents** button, then select **Tools/ Clear Document History**.

#19 To print a document...

Press **Ctrl + P**

Before I knew about **Ctrl + P**, I always clicked that little Printer button . As soon as I clicked it, my document went to the printer. I didn't even get to tell Word which pages to print or the number of pages to print. Plus I had to pick up the mouse.



#20 Print the current page and only the current page.

Press **Ctrl + P**,
press **Alt + E**,
then press **Enter**.



My documents are always two pages: one page of text; one page of nothing. You'd think Word would have a "Don't print blank pages" option, wouldn't you?

Once or twice a year when I have a long document, I print in reverse order. That way I don't have to shuffle the stack of printouts. I press **Ctrl + P**, then click in the **Pages** box and type **8-1**, for example, or I click the **Options** button and select **Reverse print order**.



#21 Print specific pages, sections and pages in sections.

To print	Press Ctrl + P, click in the Pages box, then type:
Pages 2, 5 and 8	2, 5, 8
Pages 2 through 8	2-8
Section 3	s3
Sections 3 and 6	s3, s6
Sections 3 through 6	s3-s6
Page 5 of section 3	p5s3

#22 Need to print on half-size pages? Don't just select a smaller page size.

half-size
pages

- [1] Double-click the vertical ruler or select **File/Page Setup** to open the **Page Setup** dialog box.
- [2] Click the **Margins** tab.
- [3] Select **2 pages per sheet** from the **Multiple pages** drop-down. Click **Portrait** or **Landscape**. Click **OK**.
- [4] Press **Ctrl + P** to print, then cut and staple your booklet, if necessary.




*Here's another way to print up to 16 pages on one piece of paper – press **Ctrl + P**, select an option from the **Pages per sheet** drop-down, then click **OK**. Or try printing on both sides of the page – press **Ctrl + P**, select **Manual duplex**, then click **OK**. Better yet, print 16 pages on both sides of the paper. Come on, Save a few trees, man.*

When should you choose **Add to Document** in step 3? When you plan to add graphics to an envelope or when you want to check the layout. Although the envelope appears as the first page of your document, to print the envelope (**Ctrl + P**), you need to enter a zero in the **Pages** box. After you print, press **Ctrl + Z** to remove the envelope and page "zero"!



#23 Where do you print envelopes in this darn program?

- [1] Select **Tools/Letters and Mailings/ Envelopes and Labels**, then click the **Envelopes** tab.
- [2] Edit the **Delivery and Return addresses**, if necessary or click the **Insert Address**  button and choose a name from your Outlook Contact list. (Word gets the Delivery address from your document and the Return address from **Tools/Options/User Information**.)
- [3] Click **Print** or **Add to Document**.

#24 Create an envelope design that will appear on all your envelopes.

- [1] Select **Tools/Letters and Mailings/Envelopes and Labels**, click the **Envelopes** tab, then click **Add to Document**.
- [2] Design your envelope, then select all text and graphics you want to appear on all envelopes.
- [3] Press **Alt + F3** or select **Insert/AutoText/New**.
- [4] Type **EnvelopeExtra1**, then press **Enter**.

I scanned in my favorite picture then followed this tip. Now, when I write letters to my basketball camp pen pals, I print a custom envelope so they know it's from me!



If you haven't saved your document when you close, Word will ask you to. Press **Enter** or **Y** for Yes, press **N** for No or press **Esc** to cancel.

closing
documents



#25 To close
a document...

Press **Ctrl + F4**

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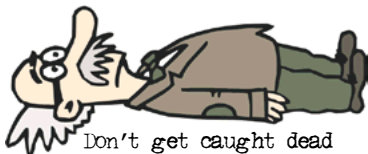
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