

# Microsoft Word Tips & Tricks

Volume 1, Number 1, Issue #1

August 2002

Welcome to the first issue of *Microsoft Word Tips & Tricks*, a monthly supplement to our very popular *ComputerFAQs* newsletter. Many of our readers have expressed an interest in receiving more tips and tricks about their favorite applications. So, we've put together a series of Tips & Tricks newsletters to supplement *ComputerFAQs*. If you wish to receive our other newsletters, including our Excel, FrontPage, PowerPoint, QuickBooks, Access, and many other Tips & Tricks newsletters, please let us know online at [www.ComputerFAQs.net/signup](http://www.ComputerFAQs.net/signup) or call or fax at the number below.

**Font Sizes.** Want to change the font of your text to something other than a number on the font drop-down list? You can! Just type in the size you want and press ENTER. For example, you can go from 28 to 36 points on the font menu, but if you want – for example – 30 point, just type in “30” in the box, and press ENTER. As a related tip, if you highlight some text, you can use the CTRL-[ and CTRL-] buttons (left and right square brackets) to increase and decrease the font size incrementally, respectively. For example, press the CTRL-] button, the font size will go up one point. This allows you more control to visually increment and decrement the font size. It's a similar function to the Font-Size-Up and Font-Size-Down buttons in PowerPoint.

**Keep Words Together.** Have you ever wanted to keep words together on a line, but Word automatically pulled some of them down to the next line because of spacing? Try this: instead of just hitting the spacebar between words, try using a “non-breaking space” by pressing CTRL-SHIFT-SPACEBAR. This will force the words to stay together on the same line.

**Close All.** If you work with multiple Word documents at the same time, and you'd like to close all of them, or save all of them, try this neat trick: hold the SHIFT key down while you click on the **File** menu option on your menubar. Notice the two new options available: Close All and Save All. You can now use these two options accordingly.

**Opening Documents.** There are several ways to open documents in Word. Starting with the easiest, you can click on the **File > Open** option from the menubar. This will take you to your documents folder. You can also click on the **Open** button on your standard toolbar which does the same thing. For documents that you have recently accessed, you can just click on the **File** menubar option and at the bottom of the list you will see the last four documents you have opened. Just click on one of those to open it. You can also access recently used documents from Windows by clicking on the Start Button and then selecting Documents. You'll see a list of the last several files you've accessed – whether they're Word Documents, Excel Workbooks, or anything. Finally, if you use certain documents over and over again, you can create **Shortcuts** to them on your Windows Desktop or your Quick Launch Bar, so they're ready to access at a moment's notice. We're not going to go into all of the details here, but we've put together a free training video on our web site that you can watch and follow along with step-by-step. Just log on to at [www.ComputerFAQs.net/tips](http://www.ComputerFAQs.net/tips) and you'll find it in this issue under the Tips & Tricks section.



**Need Computer Service?** Whether you need a computer fixed, you're having problems with your network, or even if you're looking to upgrade your machines, give us a call at 716-837-4685, or visit our web site at [www.WNYComputerService.com](http://www.WNYComputerService.com). We can help you with everything related to your PCs. Our highly trained network of local technicians are at your call!

**Changing Bullets.** If you're unhappy with the default bullets you get when you click on the Bullets button, you can change them. Simply highlight all of your bulleted text, right-click on it somewhere and select **Bullets & Numbering** and make sure you're on the Bulleted tab. You'll get a dialog box where you can select from various styles of bullets. Once you click on a bullet style, you can also click on the Picture or Customize buttons on the bottom to change that bullet with almost anything you can think of!

**Default Documents Folder.** If you save your documents somewhere other than your *My Documents* folder (like a file server folder), you can set your default document location so that when you click to Open a document, you're placed right in the proper folder. Just click on **Tools > Options**. Click on the **File Locations** tab. Click on Documents. Click on the **Modify** button. Browse to the location you would like to have as your default Documents folder, and click on OK. Now, whenever you go to open or save a document, that's the folder you'll start off in.

## Learn Microsoft Word

If you would like to learn more about Microsoft Word, we have several training options available for everyone – from beginner to advanced users. All of our courses start out with the basics: formatting documents, setting up margins and columns, and so on. We then move into the intermediate topics such as mail merge, graphics, and paragraph formatting. Finally, we cover many advanced topics, such as macros, templates, forms, and such. By the end of our Word courses, you'll know just about all you need to know to use Word with mastery. We have several different formats in which you can learn Word. The choice is up to you – whatever style of learning you feel would suit you best. You can learn in our Training Center here in Amherst NY, or on your own computer right from your home or office.

**Classroom Based, Word Complete Course.** This is our traditional instructor-led, sit-down class where each student gets her own computer to follow along on. This is the best format for the student who learns by doing, and who prefers the immediate interaction with the instructor. There are **three**, 3-hour classes on 8/13, 8/20, and 8/27/02 each from 8am until 11am. The cost of the entire course is **\$259** and that includes a 50+ page workbook and course CD-ROM. The CD has step-by-step videos with all of the lessons on it that is a great review after the course. Students who sign up for this course also get a free pass to attend our Live Online Seminar (see below).

**Word Boot Camp.** Our Boot Camp is taught in our Lecture Hall. It covers about the same material as our Complete course, but it's taught at a faster pace. Students sit and watch the instructor go through the examples on the big screen at the front of the hall. This format is designed for the student who learns by watching, and you can still ask questions of the instructor. The next Boot Camp is on 8/12/02 from 8am until 11am. The cost for the Boot Camp is **\$39** and includes a course outline, and you can download the full workbook from our Web site.

**LIVE Online Interactive Seminar.** No matter where you are, whether at home or the office, you can learn online with our Live Online Interactive Seminars. You log on to our web site and watch the class right in your web browser. You see the instructor's screen and listen to him cover the examples. You can ask questions in our Chat Room and have them answered live, on the air. Best of all, you can come back after the class at your leisure and re-watch the class at your own pace – pausing as needed. The next Live Word Seminar is on 8/13, 8/20, and 8/27/02 each from noon until 1pm. The cost of the seminar is **\$29** and includes the downloadable workbook from our web site.

Learn more, and sign up online at [www.ComputerFAQs.net/word](http://www.ComputerFAQs.net/word). If you have any questions, or would like to speak with one of our computer training professionals to determine what course is best for you, please call or email us. You can also page a consultant for a live chat on our web site!

**Drawing Toolbar.** You can open up your Word documents to a whole new world by adding arrows, boxes, circles, WordArt and all kinds of crazy objects from the Drawing Toolbar. Just click on **View > Toolbars > Drawing**. You'll notice a new toolbar pops up with all kinds of new toys on it for you.

Microsoft Word Tips & Tricks and ComputerFAQs are published monthly and are Copyright © 2002 by Amicron Computing, all rights reserved. Our mailing address is PO Box 1308, Amherst NY 14226. We never sell our database of fax numbers to any third parties. If we have reached your fax number in error, please let us know and we will remove you from our database promptly. Sign up for our email edition of this newsletter on our web site.

**www.ComputerFAQs.net**  
716-837-4685 info@ComputerFAQs.net Fax-833-6724

**We Make  
Technology  
Easy to Use**