

Microsoft Word – Tips!

Microsoft word is a very powerful tool if used *to the full* – your document will be easy to create and look professional.

When you open Word you should see two toolbars – Standard and Formatting. Leave the toolbars as they are – the Standard above the Formatting. Do not drag them to a different position. If you need the Drawing toolbar, set it to show, but close it after you have finished your document. Toolbars can be customised, but for any option you need only occasionally (e.g. Equation Editor) which is not on the toolbar, go to the menu bar to look for it. Remember this is a teaching environment and we all share the computers, so we have to follow a certain standard and not inconvenience other people who are sharing with us.

Some guidelines to create a good document:

- Have a good look at the paper form of the document you are going to type and think how you could lay it out better.
- Decide how you could best do it e.g. using tables, text boxes.
- Set the page layout to normal view and zoom page width when you are only typing text.
- Check that the required toolbars (both Standard and Formatting) are showing and the ruler too if you need it.
- If the formatting varies throughout the document, it might be better to type the text and format it later. If the formatting is simple e.g. choice of font only, it might be better to set it before typing the text.
- Use the toolbars to the full. They are there to make the job easier. Only use the menus when the option you require is not on the toolbars. Instead of having to break off from typing and reach out for the mouse, try using the shortcut keys e.g. Ctrl+C to copy, Ctrl+V to paste, Home to go to start of the line, etc.
- Save your work regularly.
- Spell check after you have finished typing. Visually check too – the computer does not know if there should be spacing between lines or if there should be a capital letter.
- Go to print preview when you have finished. Does the layout look good? If not, make the necessary adjustments.
- Finally, ask yourself – does your document look professional? Has it been easy to do? If the answers are no, how can you improve on it? Try again!

Menu	Commonly Used Menu Items
File	New, Open, Save, Page Setup, Print Preview, Print
Edit	Undo, Cut, Copy, Paste, Select All
View	Normal, Page Layout, Toolbars, Ruler, Header and Footer
Insert	Break, Picture
Format	Paragraph, Bullets and Numbering, Borders and Shading
Tools	Spelling
Table	Insert Table/Rows/Columns, Delete Cells, Cell Height and Width, Sort
Window	Switching documents
Help	Contents and Index

Toolbar	Icons
Standard	New, Open, Save, Print, Spelling, Print Preview, Zoom Page Width, One Page, Cut, Copy, Paste, Undo, Insert Picture, Insert Text Box, Insert Table/Rows/Columns
Formatting	Font, Font Size, Bold, Italic, Underline, Alignments, Numbering, Bullets