

# Microsoft Word 2013™

## Hints & Tips (Level 3)

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## Introduction

The aim of this document is to show you how to make the best use of some of the facilities in Microsoft Word and, in particular, to save you time when using it.

Note that this document doesn't include tips applicable throughout the Microsoft Office suite – see the document [Microsoft Office 2013 – Hints & Tips](#) for details of these. The Office tips include starting a program and opening files, customising the *Ribbon* and *Quick Access Toolbar*, issuing commands from the keyboard, *AutoText*, quick methods to select text, and when to use the mouse button rather than the keyboard.

Be aware that there are several other documents on using Word, including [An Essential Guide](#), [An Intermediate Guide](#), [Starting a Thesis](#), [Finishing a Thesis](#), plus a host of [Advanced Topics](#).

An example file [WordHintsandTips2013.docx](#) is available to accompany this document. This covers many of the points raised in the notes and can be downloaded by clicking on the link provided above.

# Starting Word and Customising the Screen

Begin by launching Word, as usual:

1. Open the **Start** menu, choose **All Programs** then **Microsoft Office 2013** and **Word 2013** then press **<Enter>** for a new blank document

Some very useful features are now hidden by default. These include the *Ruler* and some commands, many of which are still accessible – if you know how.

To display the *Ruler*:

2. Move to the **VIEW** tab then click on the **[Ruler]** button

The *Ruler* is a very useful feature as it shows the paragraph indents and tab settings. It can be used to change these settings and is a useful indicator of possible problems if the text in a document isn't lining up properly.

Another useful feature on the *VIEW* tab is the **[Split]** button. This can be used to split the screen in two so that you can view non-adjacent pieces of text. This can be used to move/copy text from one place to another

1. Click on the **[Split]** button on the **VIEW** tab – the screen divides into two equal areas but you can drag the split up/down the screen as required
2. Use the scroll bars (*arrow keys* or **[Page Up/Down]**) to move the display up and down
3. Use the mouse to switch the typing position between the splits
4. Click on **[Remove Split]** (or drag the split line to the top or bottom of the screen) to remove the split

The *Status Bar* immediately above the **[Start]** button shows various settings, which you can customise:

1. *Right click* on the *Status Bar* – the *Customize Status Bar* pop-up menu appears
2. Turn on/off the elements required then click away from the pop-up menu

The tabs on the *Ribbon* and *Quick Access Toolbar* can be customised - this is covered in the [Microsoft Office Hints & Tips](#) notes. One tab, the *Developer* tab, is hidden by default. This is a useful addition if you create your own macros or want to produce a *Form*. To display this tab:

1. Move to the **FILE** tab then click on **Options** at the foot
2. Under **Customize Ribbon**, turn on **Developer** in the pane on the right – press **<Enter>** for [OK]

There are lots of other options you might like to set, some of which (e.g. AutoCorrect) are covered in the [Microsoft Office Hints & Tips](#) notes. It's worth looking through these when you have time, in case there is anything you would like to change (e.g. the default file format and save location).

Another screen customisation you might like to set is the *Zoom* level. If you set this on an empty document, it is carried forward as the default for all new documents. Individual documents, once saved, can have their own *Zoom* setting, which is retained within the document itself. To change the zoom level:

1. Click on the **[Zoom level]** button (currently showing as 100%) in the bottom right of the screen
2. The *Zoom* dialog box appears in which you can set the zoom level to **Page Width** or **Text Width** - press **<Enter>** for [OK]

**Tip:** It's better to choose one of these settings rather than a fixed percentage as the zoom level then changes automatically if task panes (e.g. styles or the clipboard) are displayed.

## Further Key Combinations

Having to issue commands using the mouse and icons on the *Ribbon* (or via the *right mouse button*) can be very inefficient. You often have to switch tabs on the *Ribbon* before you can access a command. Make good use of key combinations to issue commands instead.

The commoner commands are covered in the document [Microsoft Office Hints & Tips](#); here are some further Word-specific ones:

<Ctrl 1> - Single spacing   <Ctrl 2> - Double spacing   <Ctrl 5> - One-and-a-half spacing  
 <Ctrl 0> - Add/remove space before paragraph   <Ctrl Enter> - Insert page break  
 <Ctrl l> - Align text left   <Ctrl r> - Align text right   <Ctrl e> - Center text   <Ctrl j> - Justify  
 <Ctrl m> - Indent paragraph   <Ctrl t> - Create hanging indent  
 <Ctrl => - Subscript   <Ctrl +> - Superscript   <Ctrl spacebar> - Remove formatting  
 <Ctrl >> - Grow font   <Ctrl << - Shrink font   <Ctrl ]> - Grow 1 point   <Ctrl [< - Shrink 1 point

Try the following:

1. Typing a few words then press <Ctrl r> - they appear on the right
2. Try <Ctrl e> for centred text then <Ctrl l> to return to left align
3. Type a few more words so that you have a paragraph of at least 3 lines
4. Press <Ctrl 2> (on the main keyboard) to double-space it then try <Ctrl 5> for one-and-a-half spacing
5. Finally, return to single spacing (press <Ctrl 1>) but then add space before it (press <Ctrl 0>)
6. Remove the extra space (press <Ctrl 0> again) then press <Ctrl Enter> for a new page
7. Type in a few words on the new page then *double click* on one in the middle to select it
8. Press <Ctrl => the word appears as a subscript
9. Press <Ctrl => again to return to normal
10. Now try <Ctrl +> (i.e. <Ctrl Shift =>) to make the work superscript
11. Press <Ctrl >> (i.e. <Ctrl Shift . >) to make the superscripted text larger
12. Finally, press <Ctrl spacebar> - the superscript and font size setting are removed

<Ctrl spacebar> can be used to remove any text formatting (i.e. anything in the *Font* group on the *Home* tab) except for highlighting. This includes changes to the font itself.

As well as the simple <Ctrl> key presses, there are many others involving combinations of <Ctrl>, <Shift> and <Alt>. Indeed, almost all the available commands can be issued through such key presses. You can even set your own shortcut key combinations. To see the complete list of standard shortcuts:

1. Click on the [Microsoft Office Word Help] button (or, more simply, just press <F1>)
2. Type **keyboard shortcuts** into the *Search* box – press <Enter>
3. Select **Keyboard shortcuts for Microsoft Word** – click on the [Show All] button to see everything

Were you to print out the help file you would find it covered 19 pages (page 6 onwards is specific to Word)! Not even the most experienced Word user can possibly expect to know all the key combinations but it may be worth looking through them in case anything would be of particular use to you.

4. Close the Help window by clicking on its [Close] button

Here are a few of the more useful shortcuts:

<Ctrl Alt d> - Insert endnote   <Ctrl Alt f> - Insert footnote  
 <Ctrl Alt m> - Insert comment   <Ctrl Alt v> - Paste special  
 <Ctrl Shift a> - Capitals   <Ctrl Shift d> - Double underline   <Ctrl Shift e> - Turn tracking on/off  
 <Ctrl Shift c> - Copy text format   <Ctrl Shift v> - Paste format  
 <Ctrl Shift w> - Underline words only   <Ctrl Shift 8> - Show/Hide ¶  
 <Alt Shift up\_arrow> - Move paragraph up   <Alt Shift down\_arrow> - Move paragraph down

Try out the following:

1. Press <Ctrl Shift 8> to show the paragraph marks then again to hide them

Being able to see the paragraph marks can be extremely useful; experienced users often work with them displayed. They don't print, by the way.

2. Press <Enter>, type in a few words then press <Alt Shift up\_arrow> to move the paragraph up
3. Now press <Alt Shift down\_arrow> to move the selected paragraph back down
4. Press <Ctrl Shift w> to underline just the words then <Ctrl Shift a> to capitalise them

5. Finally, press **<Ctrl spacebar>** to revert to normal

**Tip:** An easy way to change a shortcut key combination is to press **<Ctrl Alt +>** (on the numeric keypad) - the mouse cursor becomes a four-leaf clover. Now click on the command icon whose shortcut you want to change and the *Customize Keyboard* dialog box appears, allowing you to set a new key combination. Try it, if you like, but then press **<Esc>** or click on **[Close]** before making any changes.

## Further Function Keys & Key Combinations

The simple use of function keys to issue commands is also covered in the document [Microsoft Office Hints & Tips](#); here are a few more, word-specific ones:

**<F8>** - Extend mode   **<F9>** - Update field  
**<Shift F3>** - Change case   **<Shift F5>** - Move to last change   **<Shift F7>** - Thesaurus  
**<Shift F9>** - Toggle field code   **<Ctrl F2>** - Preview   **<Ctrl F9>** - Insert field  
**<Alt F9>** - Toggle all codes   **<Alt F10>** - Maximise window   **<Alt F5>** - Restore window

To learn about field codes, see [Microsoft Word: Fields](#). One useful key combination is **<Shift F5>**. This jumps to the *previous insertion point* (even in another open document). To see this:

1. Press **<Ctrl n>** for a **[New]** document and type in a word
2. Now press **<Shift F5>** and you'll find you jump back to your original document
3. Type in a few words then press **<Shift F5>** again - you move back to the new document
4. Keep pressing **<Shift F5>** and watch what happens - finish on your original document

Another interesting facility is *Extend Mode*. With this, you can select text from the keyboard without having to use the **<Shift>** key. To see this working:

1. Press **<F8>** to turn on *Extend Mode*
2. Use the **<arrow>** keys to extend the selection - **<Ctrl arrow>** speeds up the selection

You would now issue a command to the selected text but here:

3. Press **<Esc>** then an **<arrow>** key to release *Extend Mode*

**Tip:** If you press **<F8>** several times it selects a word, then a sentence, then a paragraph, then all your text!

## Inserting Special Characters and Other Objects

You probably already know that Word has a wide range of characters which you can add to your text using **[Symbol]** on the **INSERT** tab. Most of these can be typed in via the keyboard, as you will see in a minute. For those that can't, you can set up your own special key combinations. There are also various other special characters you may not be so familiar with - e.g. *non-breaking hyphens* and *spaces*, *hard pages* and *soft returns*.

### Foreign Characters

Inserting special characters via the **INSERT** tab and **[Symbol]** button can be very time-consuming and it's better if you can learn how to do so from the keyboard. For accented letters, the trick is to *type the accent using the <Ctrl> key, then follow that with the letter you require*. For example:

1. Hold down **<Ctrl>** and type a comma, then release **<Ctrl>** and type **c** (for ç)
2. Hold down **<Ctrl>** and **<Shift>** and type a **#** then release **<Ctrl Shift>** and type **n** (for ñ)

Other examples include, **<Ctrl ' >** for an acute accent, **<Ctrl ` >** for a grave, while **<Ctrl Shift ; >** gives you an umlaut. You can also set up your own shortcut keys for such characters:

3. On the **INSERT** tab, click on **[Symbol]** then **More Symbols...** and check the *Font:* is **(normal text)**
4. Scroll through the list of characters to find one you want to use regularly (e.g. ñ)

5. Select the character then click on [**Shortcut Key...**]
6. Press new shortcut key: required - e.g. <Alt n>
7. Press <Enter> for [**Assign**] then <Enter> again for [**Close**] twice
8. Try out the new shortcut key - e.g. press <Alt n>

For some characters it's easier to use another keyboard (if the keyboard is installed) via the small icon on the right of the *Taskbar* (bottom of the screen) currently shown as **EN** (for English) - e.g. **KO** for Korean symbols:

9. Click on the [**Keyboard**] selector icon and choose **KO** for *Korean*
10. Type the letter(s) you require (note that some keyboards may require extra icons/options to work)
11. Click on the [**Keyboard**] selector icon again and choose **EN** for *English*

**Tip:** You can install other keyboards by right-clicking on **EN** and choosing **Settings...**

## Other Special Characters

Most users ignore the second tab in the *Symbol* window, but this has some useful characters:

1. On the **INSERT** tab, click on [**Symbol**] then **More Symbols...**
2. Click on the *Special Characters* tab and explore what's available (note the key combinations)

Of particular note are the *Nonbreaking space* and *Nonbreaking hyphen*. Use these where you don't want two words to be split (i.e. one at the end of one line and the other at the start of the next). You can also insert an *Optional hyphen*, which will only appear when needed. These can all also be inserted from the keyboard:

3. Press <Esc> for [**Cancel**] to [**Close**] the *Symbol* window
4. Complete the current line of text but press <Ctrl Shift Spacebar> (or <Ctrl Shift -> for a non-breaking hyphen) instead of <Spacebar> (or <->) between the last two words on the line
5. As you keep typing the last word, note how both it and the previous word move to the new line
6. Press the <left-arrow> key to move back into the last word and press <Ctrl -> for an optional hyphen - the hyphen should appear with the word splitting over two lines
7. *Double click* on the last-but-one word and <Delete> it - the hyphen should disappear
8. Type more text and watch how the hyphen appears/disappears as the last word moves between lines

Another special character is a *page break*. Use this whenever you want to fix a new page (e.g. for the start of a new chapter of a thesis). To insert a page break:

9. Move the current typing position to the required place in the text then press <Ctrl Enter>

You can also insert page breaks on both the **INSERT** and **PAGE LAYOUT** tabs. Section breaks are used to split a document into sections - e.g. if you want different page numbering or a landscape (sideways) page. Sadly there isn't a shortcut key for this, but you could create your own (e.g. <Ctrl Alt Enter>) by using the method described in the tip on the previous page.

Another important character you may not have heard of is a *soft return*. This starts a new line without starting a new paragraph and is useful in numbered and bulleted lists:

1. Press <Ctrl End> then <Enter> for a new line and click on the [**Numbering**] button on the **HOME** tab
2. Type in some text then press <Enter> - a new list item appears
3. Type in another line of text then press <Shift Enter> - this time you just get a new line
4. Type in some text then press <Enter> - another list item appears

You can use this method to get more than one paragraph under a single list item (e.g. on an exam paper with numbered questions).

Not everyone is aware how numbered lists work, so try the following:

5. Press <Tab> and the numbering changes to a sub-level - add some text then press <Enter>
6. Press <Shift Tab> to restore the numbering level then type in more text - press <Enter>

7. Press <Enter> again to turn off the numbering

## Files and Objects

One of the buttons in the *Text* group on the **INSERT** tab is to insert an **[Object]**. Here, you can choose to insert **Text from File...** or an **Object...** You should only use **Text from File...** if you want to insert a file in a format Word understands - another Word document (\*.doc), a Text file (\*.txt), Rich Text Format (\*.rtf) or a Web Page (\*.html). To insert an Excel chart, for example, choose **Object...** then **Create from File**.

You may be tempted by the **[Chart]** button in the *Illustrations* group. This allows you to draw a chart from scratch, using the same charting facilities found in Excel. It doesn't let you insert an existing chart.

To insert a **[Picture]** from a file or **[ClipArt]** use the other buttons provided in this group. Of course you can always **Copy** and **Paste** pictures (and graphs) from their source into Word. When copying charts from Excel, it's a good idea to paste them as pictures. This can be done either by using **Paste Special** or by choosing this option from the **Paste Options** button, which appears whenever you paste anything in Microsoft Office.

A new feature in Word 2010 is to insert a **[Screenshot]**. Click on the button to see the available windows. If you want the whole window then choose it, otherwise choose **Screen Clipping** and drag a rectangle over the area of the screen required.

## Formats and Styles

Many users change the *format* of their text (e.g. font, font size, bold/italic/underline) or paragraph settings (e.g. spacing, justification, indents) manually. It's much more efficient to use a *style*. Styles have other benefits, as you will see.

<Ctrl Alt 1> - Heading 1   <Ctrl Alt 2> - Heading 2   <Ctrl Alt 3> - Heading 3  
<Ctrl Shift n> - Normal style   <Ctrl Shift s> - Apply Styles window

Styles are also available from the *Styles* group on the **Home** tab.

## Heading Styles, Captions and Cross-Referencing

Word has hundreds of built-in styles, only some of which are shown by default. You can also create your own styles. To see what's available:

1. Press <Ctrl Alt 1> and note how the font changes automatically from *Calibri* to *Cambria* while font size increases from 11 to 14 - bold is also turned on
2. Type in a few words using the new style then press <Enter> - the style reverts to *Normal*

It's particularly important to use these styles whenever you are writing a long document (such as a thesis) as Word uses them to generate a *Table of Contents*. You can modify the pre-defined settings - e.g. to change the font or font size or justification. You can also automatically number your headings (e.g. 1.1, 1.2, 1.2.1, 1.2.2 etc.) by turning on *multilevel numbering*. To see this:

3. Press <up arrow> to move back into your heading then click on the **[Multilevel List]** button in the *Paragraph* group on the **HOME** tab
4. Select the required numbering *associated with the headings* (e.g. **1 Heading 1**)
5. **[Center]** the heading, if you prefer your main heading centred, and change the font if you want to
6. Finally, *right click* on the heading and choose **Styles** then **Update Heading 1 to Match Selection**

You have now redefined the heading styles. To test this out:

7. Move down to the end of your work (press <Ctrl End>), type a few words then press <Ctrl Alt 2> - you should find them numbered (e.g. 1.1)
8. Now press <Ctrl Shift n> to return them to the *Normal* style

Note that if your headings are numbered, you can press <Tab> (or <Shift Tab>) to increase (or decrease) the heading level.

In the same way that *Headings* are used by Word to create a *Table of Contents*, *Captions* must be used to generate a *Table of Figures* (or *Table of Tables* etc.). To insert a caption:

9. Move to the **REFERENCES** tab and click on **[Insert Caption]**
10. Using the *list arrow* attached to *Label:* select the type of caption required

**Tip:** If you require a different label (e.g. **Map**), click on the **[New Label...]** button - type in your *Label:* then press <Enter> for **[OK]**.

11. Press <Enter> for **[OK]** then type in the required caption (and press <Enter> for a new line)

If you want to refer to a particular numbered paragraph or figure/table, you should do so by using a *cross-reference*. If the number then changes, so will the text referring to it in your document. To add a reference, click on the **[Cross-reference]** button on the **REFERENCES** or **INSERT** tab.

## The Format Painter

The *Format Painter* is used to copy the *format* (font and/or paragraph settings) from one piece of text to another. Somehow, this extremely useful button is a mystery to most users:

1. Select the text/paragraph whose format you wish to copy - here, select a word in the main heading
2. Click on the **[Format Painter]** button to the right of **[Paste]** (the pointer becomes a brush)
3. Drag through another piece of text - release the mouse button and it becomes *Cambria 14 bold*
4. Next, click *three times* on the word in the main heading (to select the whole paragraph)
5. Click on the **[Format Painter]** button again then on a paragraph which isn't a heading - it too now should be (this time you painted the format of the paragraph, not just of the text)

The *Format Painter* can also be used to sort out problems. If, for example, you have a paragraph which has incorrect indenting or tabs set in the wrong place, locate a paragraph with the correct setting then use the *Format Painter* to copy these across to the wrong paragraph.

Remember: <Ctrl spacebar> and <Ctrl Shift n> remove all formatting from a selected piece of text.

## Tables

Tables offer a very useful layout for certain types of data and text. There are several useful tips you should know about when using tables. To see these you first need to create a new table:

1. Press <Ctrl End> to move to the end of your document then press <Enter> for a new line
2. Move to the **INSERT** tab then click on the **[Table]** button and create a **5x3** table

Note that when creating a table, there is no need to set the exact number of rows. Tables expand to give you an extra row when you press <Tab> in the last cell. If you didn't know this already, try it out later.

Moving around a table can be performed either using the arrow keys or the tab key. There are also key combinations for quickly moving to the start/end of a column/row:

3. Type some text (a single word will do) in the first cell of the table then press <Tab>
4. Repeat step 3 but this time press <right arrow>

Note the difference between these. If you press <Tab>, the first letter of the word is capitalised; if you use the <left or right arrow> key, it isn't. Note that you can also use <Shift Tab> to move back a cell. Capitalising the first letter is an *AutoCorrect* option which can be turned off if you don't like it.

5. Next, press <Alt Home> to move to the first cell in the row (<Alt End> moves to the last cell)
6. Now try <Alt Page Down> to move to the last row (<Alt Page Up> moves to the top row)

Selecting text can also be done using key combinations. Here, you also press the <Shift> key:

7. Hold down <Shift> and use <Alt Home/End> or <Alt Page Up/Down> to select columns or rows

You can also use the mouse to select cells/rows/columns. Most users drag through the cells they want, but there are better and more precise ways of doing this:

- To select a column, click at the very top of a column (the cursor shows as a black arrow)
- To select a row, click on the far left (as you would to select a line in a paragraph)
- To select a cell, click inside it on the far left (again, when the cursor is a black arrow)
- To select the whole table, click on the table indicator – this appears immediately to the left and above the first cell when you take the mouse cursor into the top of the table

To practice:

8. Try selecting parts of the table, as described above, then press <Alt Page Up> to move to the top row

You can also use the right mouse button inside a table:

9. Right click inside a cell and choose **Insert** then select what you want to insert (**Columns to the Left/Right** or **Rows Above/Below**) – note you can also **Delete Rows/Columns/Cells** this way
10. Right click on the far left of a cell and choose **Split Cells...**
11. Press <Enter> for [OK] to split the cell in two vertically

Another important feature of a table is its properties. Individual cells can have their own property settings, though it is more usual to set these up for a row or column.

12. Move to the **TABLE TOOLS LAYOUT** tab then click on the [Properties] button on the far left
13. Move to the **Row** tab and note the *Options*

Currently, a row can split across a page break, which is not good. Also, you can set the top row (or rows) as a header, which is repeated if the table does break across two pages (note also the [Repeat Header Rows] button on the right of the *Layout* ribbon). On the row tab, you can also set the row height:

14. Turn on the *Specify Size:* option and set a value of **1.5cm** then press <Enter> for [OK]

Note how the row height has increased. Most people add extra blank paragraphs (by pressing <Enter>) to achieve this but this is very bad practice. You can also turn on this option by using the [Table Row Height] button in the *Cell Size* group. In the *Alignment* group to the right of this, you have nine alignment buttons, which let you align the contents at the top, middle or bottom as well as left, centre or right.

Finally, here are a few useful tips about tables:

- If you want to have a graphic with text running alongside it, create a one-row two-column (no borders) table and place the graphic in one cell and type the text in the other
- Avoid double-spaced text in tables - if you do need this then add spacing before the paragraph to counterbalance the space below the text (click on the *Paragraph* group arrow then, on the *Indents and Spacing* tab, increase *Spacing Before:*)
- Double click on a column border to *autofit* the column to its content (or use the [AutoFit] button)
- To use tabs inside table cells you have to press <Ctrl Tab>

## Graphics

People often have trouble with graphics. Understanding exactly what's gone wrong is often not easy (see the IT advanced notes on [Microsoft Word: Graphics](#) for further details). Here are just a couple of tips:

- Be aware of *text wrapping*. This is how the graphic relates to its surrounding text. Right click on the graphic, choose **Wrap Text** then go to the *More Layout Options...* tab to see the current setting



- Be aware of the aspect ratio. This preserves the shape of a picture so that as you change the height, the width changes proportionally. This setting can be found by *right clicking* on the graphic and choosing **Size and Position...**

The drawing facilities offered via the [**Shapes**] button on the **INSERT** tab should also be explored. To learn more about these, see [Microsoft Office: The Drawing Tools](#). Again, here are some useful tips:

- When using any of the drawing tools, a *Drawing Canvas* might appear. To stop this happening, move to the **FILE** tab, click on **Options** then, in the *Editing Options* on the *Advanced* tab, turn off *Automatically create drawing canvas when inserting AutoShapes*
- If you want to hide something (e.g. part of a picture or page number), draw a white rectangle over it, setting the border style to *No Line*
- To group several drawn objects into a single unit, hold down the **<Shift>** key and click on each in turn then *right click* on one of the objects and choose **Group** followed by **Group**
- You can align or distribute several selected objects using the [**Align**] button in the *Arrange* group on the **DRAWING TOOLS FORMAT** tab (which appears whenever you click on a drawing object)
- When creating a drawing you may need to bring objects forwards (or send them backwards). To do this, *right click* on the object, choose either **Bring to Front** or **Send to Back** then the required command

## Leaving Word and Logging Out

End the session by closing down Word:

1. Press **<Ctrl s>** for [**Save**] if you want to save your work
2. Now press **<Alt F4>** (or **<Ctrl F4>** or **<Ctrl w>** to close a document but leave Word running)

If you have completely finished using the computer, a quick way to log off is to:

1. Press the **<Windows>** key (between **<Ctrl>** and **<Alt>**)
2. Press **<right\_arrow>** (for **Log Off**)
3. Press **<Enter>** to confirm this

**Tip:** You can also use **<Alt F4>** to log off

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