

Word Tip Sheet



# Word Tip Sheet

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## Word Tip Sheet

Listed below are some tips to some frequently asked question about word.

### **How can I have word not automatically help out my typing such as capitalizing the first letter in a sentence?**

1. Go to the Tools menu and then choose AutoCorrect Options.
2. You will now see numerous options and tabs at the top that you may choose from.

### **How do I stop it from always making URLs for everything I type?**

1. Go to the Tools menu and then choose AutoCorrect Options.
2. In AutoCorrect you will want to go to the AutoFormat tab and uncheck Internet and network paths with hyperlinks.
3. If you would rather turn off links later or you already have some you can by right-clicking on the link and choosing Remove Hyperlink.
4. To remove all links from the document, choose Select All from the Edit menu or press Ctrl+A, and then press Ctrl+6 to remove all hyperlinks.

### **Why can't I see all the options in the menu?**

1. Go to any menu.
2. Look for the two down arrows.
3. Highlight over them for a little while or click on them.

### **How do I change what toolbars are shown at the top?**

1. You can change what tools you see by going to View and then Toolbars.
2. You will see a list of toolbars that you can have shown.
3. Toolbars that are highlighted are currently used.

### **How do I bring the Task Pane back up?**

1. If you closed the Task Pane you can bring it back up by going to View and choosing Task Pane.

### **What exactly are all the buttons at the top?**

1. If you hover you mouse over a button and wait a moment the name of that button will come up.

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### **I am asked to save it in rtf format. What am I supposed to do?**

1. Go to the |File menu| and choose |Save As|.
2. Below where it says |File name| you will see |File as type|.
3. If you click the down (v) arrow you will see a list of file types.
4. Choose Rich Text Format.
5. This is also where you can choose other file types such as older versions of Word.

When you do save to another file type it is not always a perfect conversion. Some of your formatting may have changed after the save.

### **How do I change the margins in word?**

1. Choose |File| and then |Page Setup|.
2. In |Page Setup| choose the margins tab and then set the margins to the size you prefer.
3. This is also where you can change to landscape view.

### **I have centimeters and I want inches for my unit of measurement.**

1. If you want a different unit of measurement you can change that by going to |Tools| and then |Options|.
2. In |Options| you will want to choose the |General| tab.
3. At the bottom of the |General| tab is where you may change the unit of measurement.

### **How do I add a picture to my document?**

You have a few options when adding images to the document. You may add your own images or you may add clipart. Both work about the same.

1. To add clipart you will click on |Insert| choose |Picture| and then |Clip Art|.
2. You now have the task pane up and may search for an image.
3. When you find one you like click on the image once.
4. The image will insert in the location that you cursor is at that moment.
5. To insert your own image you will again go to |Insert| and then |Picture| but this time you will choose |From File|.
6. You will need to browse for the location of your file and then choose |Insert|.

### **I want to replace a certain word but I don't want to retype it 300 times!**

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If you wish to replace a word you can do that with the Replace feature.

1. Go to |Edit| and then |Replace|.
2. In the first box type what you wish word to find and in the second box choose what you wish to replace it with.
3. You may have it |Replace All| or if you wish you may do a |Find Next| and |Replace| only specific findings of that word.

### **I have really messed up the formatting on my document. How do I fix it?**

If you wish to fix some formatting you may have done you can do so by going to the Styles and Formatting section.

1. Go to |Format| and then |Styles and Formatting|.
2. In |Styles and Formatting| you will want to click Clear Formatting.
3. This will bring everything back to your default options.

### **How do I insert a Footnote or Endnote?**

1. Place the cursor in the location that you wish to place the note reference mark.
2. Then choose |Insert| then |Reference| and then |Footnote|.
3. Now you will choose if you wish to use a Footnote or Endnote, the numbering system and where you wish the notes to appear.
4. If you wish to remove a note then highlight the reference mark and press the delete key.

### **How do I insert page numbers?**

1. Choose |Insert| and then |Page Numbers...|
2. Now you will decide where you wish to place the page numbers and if you wish to show the number on the first page.
3. If you click |Format| you may also change the type of |Numbering format|.

### **How do I use Headers and Footers?**

1. Go to the View menu and select Header and Footer.
2. You will now be in the header and footer view and may select either one.
3. The header will be on the top and the footer on the bottom.
4. What you place in the header or footer will show up in the header and footer for all of your pages.

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### **How do I double-space my document?**

1. Select the portion of the document you wish to double-space.
2. If you wish to select the whole document you may choose it by going to |Edit| and then |Select All| or by pressing Ctrl-A on the keyboard.
3. Now go to the |Format| menu and choose |Paragraph|.
4. Click on the |Indents| and Spacing tab.
5. In the |Indents| and Spacing tab you may choose the |Line Spacing| to double-space.

### **How do I insert the £ or some type of symbol?**

1. Place your cursor on the location you want to insert the symbol.
2. Go to the |Insert| menu and then |Symbol|.
3. Choose the symbol you wish to use and click Insert.

### **How do I create a Table of Contents?**

1. Select the heading or chapter.
2. Go to the |Format| menu and then |Styles and Formatting|.
3. Choose Heading 1 from the style list.
4. Once you have all of your headings done you are ready to create the table of contents.
5. Place your cursor where you want to place your table of contents.
6. From the Insert menu choose |Reference| and then |Index and Table|.
7. Select the |Table of Contents| tab.
8. Click OK to insert it.

Remember that when in doubt of a function that the option help is very useful. All Microsoft products have a very useful help search box in the upper right. Just type what you want and answer for in the box.

*For any other questions or further explanations please visit the Student Technology Center.*