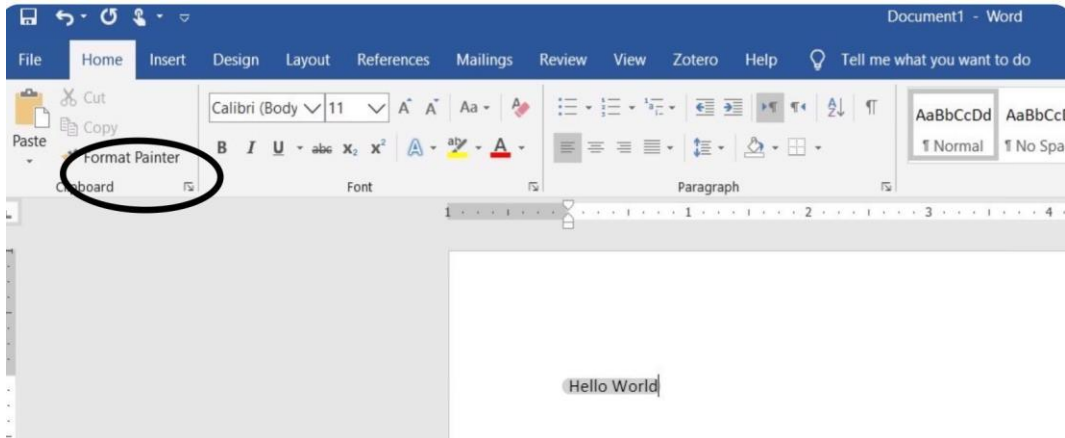




Tips and Tricks for Microsoft Word

Show Punctuation: Make use of the Show/Hide Punctuation button (¶, also known as the Pilcrow), located in the Home menu tab or by pressing CTRL + *. This allows you to view hidden characters such as spaces, paragraph marks, tab marks, and breaks. We have found this useful when you are dealing with a stubborn formatting problem, such as a blank space in the middle of a paragraph or a strangely tabbed paragraph. Once these are turned on, you can highlight them to delete or move them more easily.

Format Painter: The Format Painter is a great time-saving tool. It is located next to Cut, Copy, and Paste in the Home menu tab. In order to use it, you first select some content you want the formatting style of, then press



the Format Painter button, then highlight the text you wish to “paint” the format onto. To paint multiple selections, please double-click the Format Painter button instead of single-clicking. You can also use CTRL + SHIFT + C and CTRL + SHIFT + V.

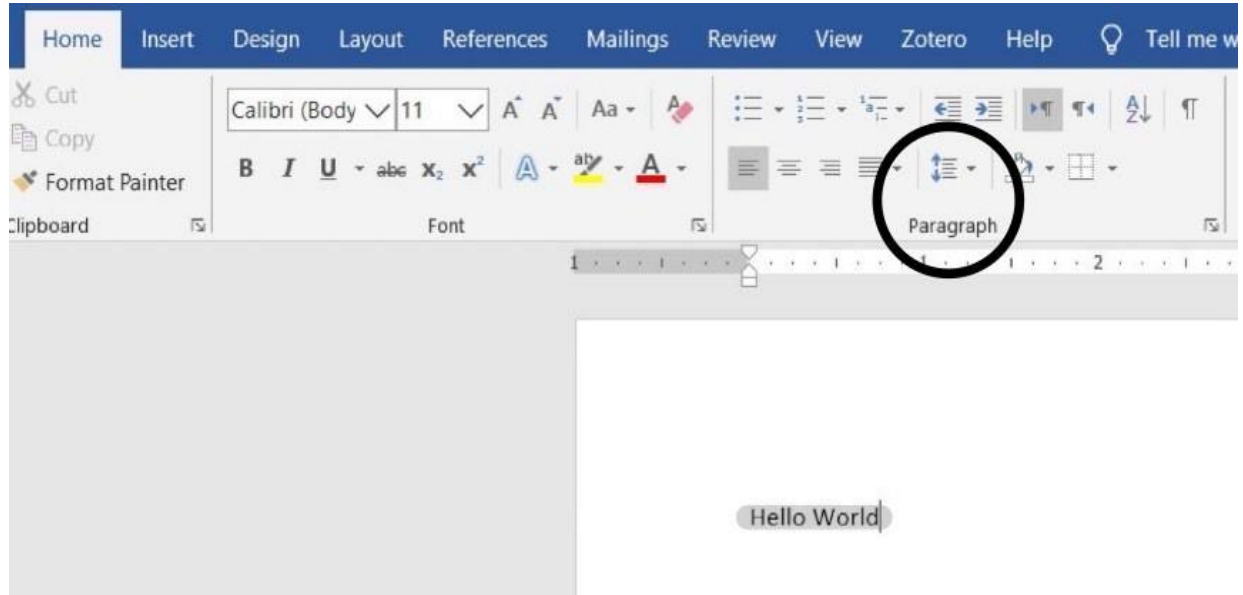
Copy-Paste Between Documents: When you are copying and pasting a section from one document to another (such as for a footnote) sometimes you will bring incorrect formatting along with your words. In order to avoid those issues, make use of the options that Word provides when you paste, which appear as a small context menu at the place you pasted. In that menu, you can choose to keep the source formatting, merge formatting, or keep the text only.

Find and Replace: Most of you are familiar with the Find tool, CTRL + F, but a more advanced function is the Find and Replace, accessed on the Home menu tab or by pressing CTRL + H. You can search for an error (say a misspelled author name) and automatically correct them to whatever you type in the second box. You can even use Wildcards to search for variants of a word, but those must be manually enabled in the Find and Replace dialog. Additionally, you can search for hidden characters using the Advanced Find feature.

Swap Capitalization: You can change the case of a selection quickly, by pressing the Change Case button. This lets you swap between uppercase, lowercase, and title case. You can also do this via Shift + F3. This is especially useful when you need to make a running head, your citation list, or something else into a different case.

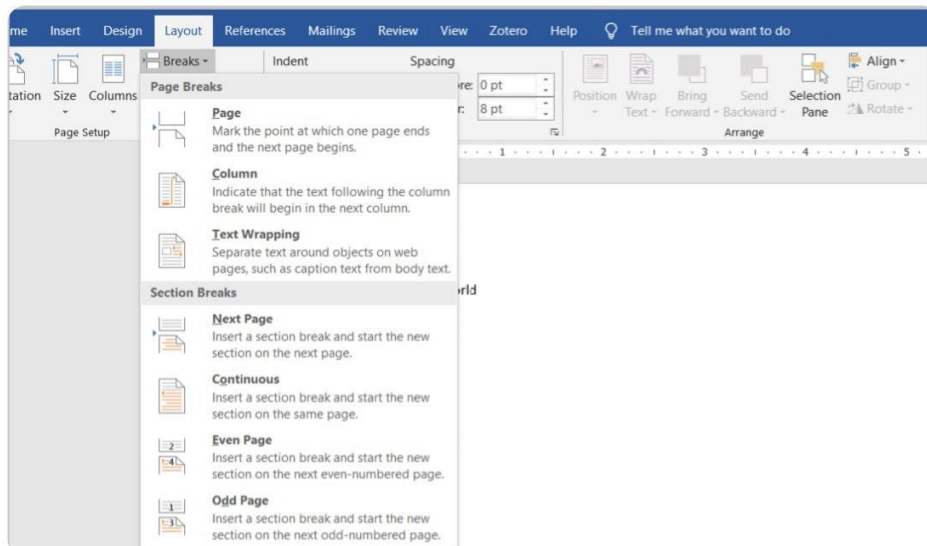


Spacing After/Before Paragraphs and Line Spacing: You are able to adjust the spacing between lines by going to the Home menu tab then clicking the icon with four lines and arrows pointing up and down. That gives you options to adjust the spacing in a section you have highlighted. This function is also available through the Paragraph menu, where you will see additional options for managing the spacing before and after paragraphs. Strange spacing is an issue that often comes up when copy-pasting from another document.



Outline and Draft Views: In the View menu tab, you are able to look at an outline of your whole document by pressing the Outline button. This will show you the document by header, a useful tool for looking at the hierarchy of your paper, and in this view you can select entire paragraphs and move them around easily. Related to outline view is Draft view, which shows only text, not endnotes, page numbers, or other extra formatting. This can be helpful when you just want to write.

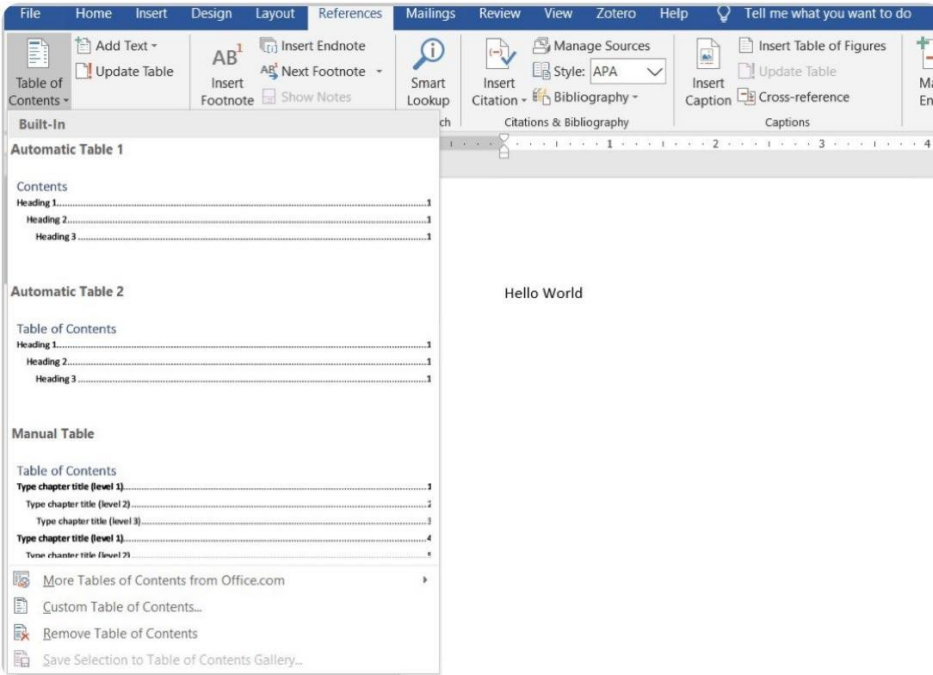
Section Break: A useful tool for multi-chapter works is the Section Break. These are different from page breaks because they represent distinct sections of your work (such as the front matter, introduction, chapters, conclusion, and appendices). You can insert a Section break under the Layout menu tab, then under Breaks.





You should have one section break at the end of each section. This will make it easier to adjust endnotes and footnotes, as well as page numbers, on a section-by-section basis.

Table of Contents: When you are working on a multi-chapter work Word is also able to automatically create a Table of Contents for you. You insert it into a page by using the button under the References menu tab. The Table will be created where your cursor is, and is able to automatically take Headings you write and turn those into the chapters and subheadings with page numbers. In order to make use of this, you have to use the



Heading styles, which are located on the Home menu tab or under the Styles menu. You can change a style's font, size, and color, but be certain to apply that style to the titles that you type into your document. Once you have your ToC, you can click the Update Table button to have it update based on your changes.

Text Alignment: For formatting a line containing multiple columns of text, each indented or aligned differently, we recommend placing in a table, formatting each table cell individually, then hiding the table lines by using the Borders tool located in the Home menu tab. This is most apparent when making things such as a CV entry, as provided below:

University of New Mexico

Albuquerque, NM

Fall 2014 - Spring 2020

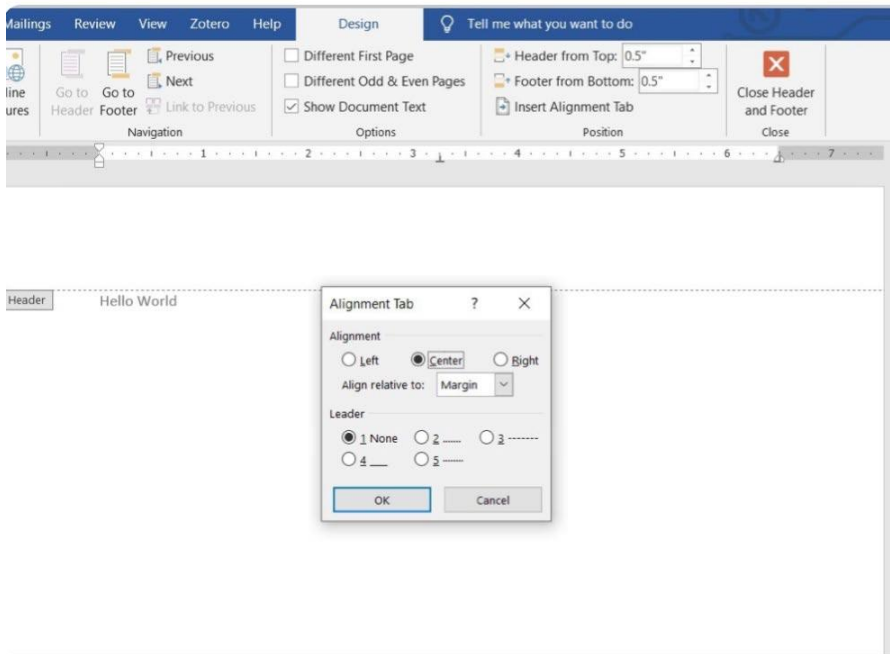
Another option is to set tabs with different alignments.

Hanging Indent: When developing a Works Cited list in some citation styles you will need to implement a hanging indent. This is accomplished by going to Home menu tab, then Paragraph settings and Indents and Spacing. You can also use CTRL + T with your cursor on the line you want to indent.

Tabs and the Ruler: Just like with indents, you can use the ruler to set indents across a highlighted section by dragging the bottom or top (or both) squares on the ruler to set the indents. Another function of the ruler is to manually set tabs; you can do so simply by clicking on the rule, which will set a Left-Aligned Tab at that location.

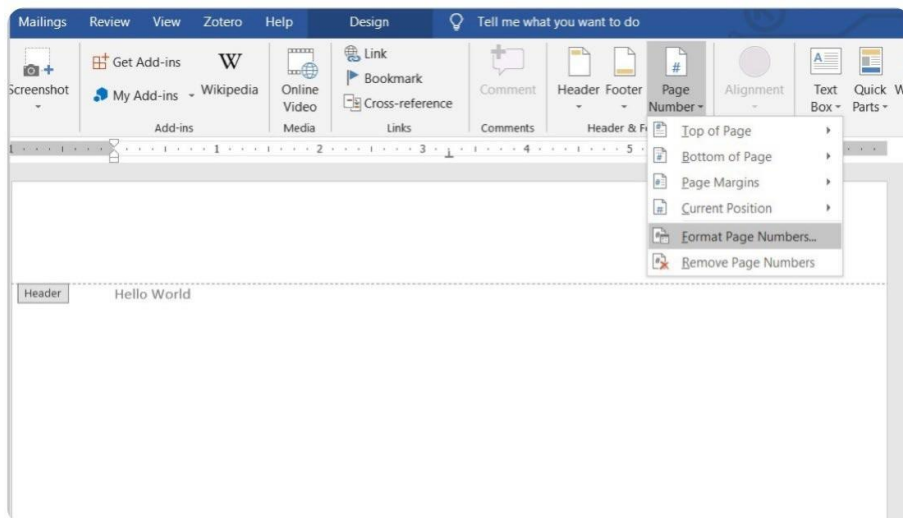


Search for “Insert Alignment Tab” then place it into the ruler at the location you specify. You can drag them around on the ruler as you see fit.



Endnotes and Footnotes: Most scholars use these, and they can be inserted via shortcut by pressing ALT + CTRL + D. Clicking the Footnote and Endnote menu brings up more options, including the options to have them be numbered continuously or restart for each section, to put in on-or-two-column notes, and to convert endnotes to footnotes, or vice versa.

Page Numbers by Section: Page Numbers can be modified to number differently by section. Once you have included Section breaks, you can click in the Header in a section and Format the Page Number to use Roman or



Arabic numerals (as you would with the front matter), to have numbering restart for each chapter, or to not have page numbers in a given section.

Change Heading Styles: If you are using heading styles (such as for the Table of Contents) there is a way to edit or change them as you need. First, select the Home menu tab, then select the text you want to alter, then click



The appropriate heading within the Styles section. There are up to nine heading levels, but they will not appear until you start using more of the levels (for example, after selecting header 3, header 4 will appear. You can also customize those heading styles through the Styles menu, clicking the arrow to the right of the heading you want to modify, making the changes, then saving it either as a global change or “Only in This Document.” You should also ensure that “Automatically Update” is not checked.

Modify your Dictionary and AutoCorrect: Many of us are in a discipline with specific jargon that Word marks as incorrect. You can add those words to your dictionary by typing the word out, then right-clicking it and selecting Add to Dictionary from the context menu. In order to modify other editing and proofreading choices, such as with AutoCorrect’s modifications to punctuation, you go to the Review menu tab, then click Editor, at the bottom of the sidebar click Settings, go to Proofing, and finally select Autocorrect Options to see the extensive list of possible options.

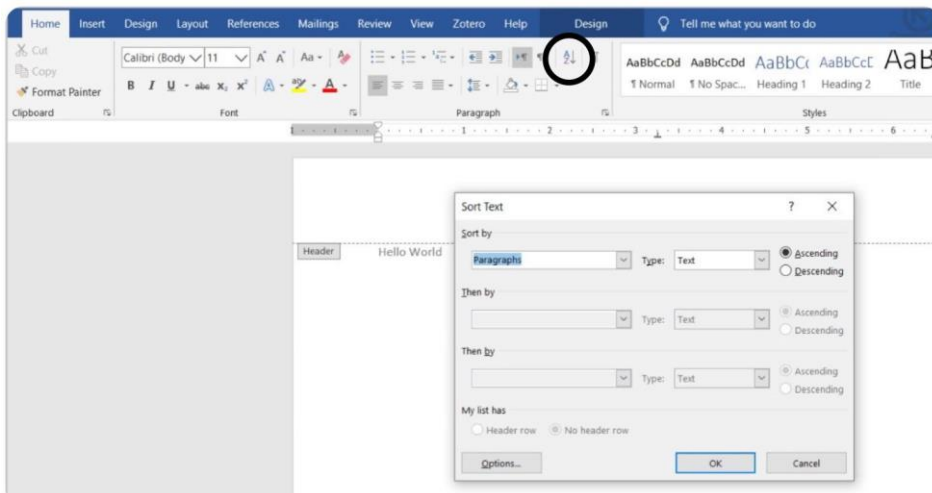
Incorporating Equations: If you have to include equations in your document, there is an Equation submenu on the Insert menu tab—from there you can include common equations or make your own. At the bottom of that drop-down menu is another option, Ink Equation, which allows you to quickly draw an equation using your mouse or touchscreen, then it will convert that equation.

Review Two Documents at Once: If you are working on two versions of a document, such as first and second draft of an article, and would like to look through them together to examine your changes, you can do that. First, open both documents you want to review, then go to the View menu tab and look at the Window section—you can click Side-by-Side as an option, which will show both documents at one time.

Translating a Document: If you have a document in another language, you can go to Review -> Translate, then select the text and it will attempt to translate from one language to another.

Types of Dashes: There are a number of dashes used in academic writing, including the -, or hyphen, which we use to hyphenate words and is inserted by pressing the Minus key (on the Numpad). There is also the en-dash, or –, which we use to indicate time or page spans and can be inserted via CTRL + Minus key. Finally, there is the em-dash, —, which we use to show breaks between sentences and statements, and we include through ALT + CTRL + Minus key.

Sort a List: Just like in Excel, Word has a sort function. If you have a list of emails or student names, for example, you can highlight the list, then select the text that needs to be sorted. Go to the Home menu tab and click the Sort button under the paragraph group. From there you can choose how to sort.





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Convert to another File Type: If you need to turn your document into a PDF or other file type, it is easy to do in Word. Select the File menu tab, then click Save As and use the drop-down menu below the filename to select PDF, HTML, or one of the other file options. And note that Adobe Acrobat Pro (which we all have access to at UNM) can do the reverse, converting a PDF into a Word document.

More Shortcuts: We don't have the space on this document to tell you every available shortcut, but this page will give you many of the most useful ones: <https://support.office.com/en-us/article/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Mac Note: If you use Apple computers, most shortcuts still work, though you will use the Option or CMD key instead of CTRL. See this list for the shortcuts: <https://www.makeuseof.com/tag/best-keyboard-shortcuts-microsoft-office-mac/>