

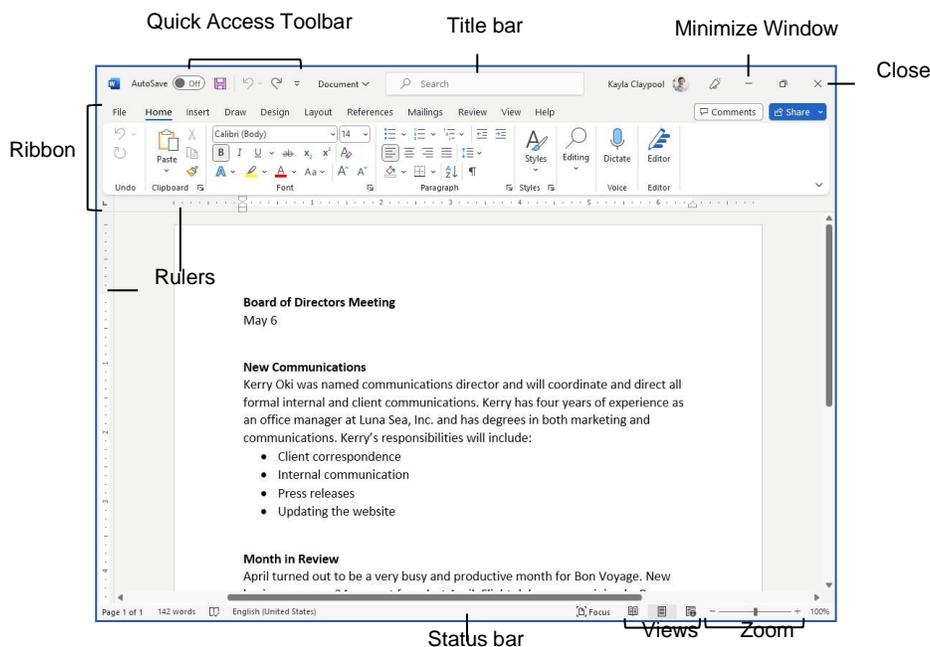


Microsoft®

Word Cheat Sheet

Basic Skills

The Word Program Screen



Keyboard Shortcuts

General

- Open a document **Ctrl + O**
- Create a new document..... **Ctrl + N**
- Save a document..... **Ctrl + S**
- Print a document..... **Ctrl + P**
- Close a document **Ctrl + W**

Navigation

- Move the text cursor ↑, ↓, ←, →
- Up one screen **Page Up**
- Down one screen **Page Down**
- Beginning of a line..... **Home**
- End of a line..... **End**
- Beginning of a document..... **Ctrl + Home**
- End of a document **Ctrl + End**
- Open Go To dialog box **Ctrl + G**

Editing

- Cut **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste **Ctrl + V**
- Undo **Ctrl + Z**
- Redo **Ctrl + Y**
- Find..... **Ctrl + F**
- Replace **Ctrl + H**
- Select All **Ctrl + A**
- Check Spelling and Grammar **F7**

Formatting

- Bold **Ctrl + B**
- Italics **Ctrl + I**
- Underline **Ctrl + U**
- Align Left **Ctrl + L**
- Align Center **Ctrl + E**
- Align Right **Ctrl + R**
- Justify..... **Ctrl + J**
- Indent a paragraph **Ctrl + M**
- Remove an indent **Ctrl + Shift + M**
- Increase font size **Ctrl + Shift + >**
- Decrease font size **Ctrl + Shift + <**
- Increase font size 1pt..... **Ctrl +]**
- Decrease font size 1pt..... **Ctrl + [**
- Copy formatting **Ctrl + Shift + C**
- Paste formatting..... **Ctrl + Shift + V**
- Show/Hide Formatting Marks **Ctrl + Shift + ***

Word Fundamentals

Create a Blank Document: Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

Open a Document: Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



Reading View



Print Layout View



Web Layout View

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

Select and Edit Text

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Sentence: Press the **Ctrl** key and click in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

Select and Edit Text

Spelling and Grammar Errors: Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

Correct a Spelling or Grammar Error: Manually make the correction, or right-click the error and select a suggestion you want to use.

Ignore a Spelling or Grammar Error: Right-click the error and select **Ignore All**.

Check Spelling and Grammar: Click the **Review** tab and click the **Spelling & Grammar** button.

Find the Word Count: Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

Use the Thesaurus: Click the word you want to replace, click the **Thesaurus** button on the Review tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

Find Text: Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

Replace Text: Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

Insert a Symbol: Click where you want to insert the symbol. Click the **Insert** tab and click the **Symbol** button. Either select a symbol from the menu or select **More Symbols**, select a symbol, and click **Insert**.

Insert Text from Another File: Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

Format Text and Paragraphs

Change the Font: Select the text you want to change, click the **Font** list arrow, and select a new font.

Change the Font Size: Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

Change the Font Color: Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

Apply Bold, Italic, or an Underline: Click the **Bold**, **Italic**, or **Underline** button in the Font group on the Home tab.

Clear Formatting: Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

Format Text and Paragraphs

Create a Bulleted List: Select the text you want to make into a bulleted list, and click the **Bullets** button.

Change a Bulleted List Style: Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.

Create a Numbered List: Select the text you want to make into a numbered list, and click the **Numbering** button.

Change a Numbered List Style: Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

Align a Paragraph: Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

Left aligned

Center aligned

Right aligned

Add a Border: Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

Add Shading: Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

Change Line Spacing: Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

Change Paragraph Spacing: Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

Copy Formatting: Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

Indent Paragraphs: Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.

Set Custom Indents: Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher, adjust the values in the **Left** and **Right** fields, then click **OK**.

Enable the Ruler: Click the **View** tab, then check the **Ruler** check box.

Set a Tab Stop: Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

Format Text and Paragraphs

Types of Tab Stops: Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

Left aligned will align the left side of the text with the tab stop.

Center aligned will align the text so that it's centered under the tab stop.

Right aligned will align the right side of the text with the tab stop.

Decimal aligned will align text and numbers by a decimal point.

Remove a Tab Stop: Click and drag a tab stop off of the ruler.

Format the Page

Choose a Margin Size: Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

Change Paper Size: Click the **Layout** tab, click the **Size** button, and select the size you want to use.

Change Paper Orientation: Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

Use a Header or Footer: Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

Add Page Numbers: Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

Format Columns: Click the **Layout** tab, click the **Columns** button, and select a column option.

Insert Column Breaks: Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

Insert Page Breaks: Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

Add a Watermark: Click the **Design** tab, click the **Watermark** button, and select a watermark style.

Add Page Color: Click the **Design** tab, click the **Page Color** button, and select a page color.

Add Page Borders: Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click **OK**.



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Word Cheat Sheets

Intermediate Skills

Elements of a Table

| | Location | Excursion Length | Column Packages | Sales |
|---------------|-----------|------------------|-----------------|-----------|
| Header Row | Las Vegas | 3-day | 8 | \$8,000 |
| | Paris | 3-day | 2 | \$4,000 |
| | Beijing | 3-day | 0 | \$0 |
| | Las Vegas | 5-day | 6 | \$10,200 |
| Selected Cell | Paris | 5-day | 8 | \$27,200 |
| | Beijing | 5-day | 4 | \$20,000 |
| | Las Vegas | 7-day | 0 | \$0 |
| Row | Paris | 7-day | 4 | \$20,000 |
| | Beijing | 7-day | 6 | \$42,000 |
| Total Row | | | 38 | \$131,400 |

Navigating a Table

Navigating a Table

- Next cell **Tab**
- Previous cell **Shift + Tab**
- Next row **↓**
- Previous row **↑**
- First cell in a row **Alt + Home**
- Last cell in a row **Alt + End**
- First cell in a column **Alt + Page Up**
- Last cell in a column **Alt + Page Down**

Selecting Cells in a Table

Select a Single Cell: Click in the lower-left corner of a cell, when the cursor changes to an arrow ; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Cell**.

Select a Row: Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select** , and choose **Select Row**.

Select a Column: Click above a column, when the cursor changes to an arrow ; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Column**.

Select an Entire Table: Click the table selector  button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Table**.

Table Style Options

Configure Table Style Options: Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.

Tables

Insert a Table: Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns that you want.

Add a Row or Column: Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above** , **Insert Below** , **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.

Delete a Row or Column: Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete**  button, then select **Delete Row**  or **Delete Column** .

Convert a Table to Text: Select the table, click the Table Tools **Layout** tab, click the **Convert to Text**  button, choose how to separate the cells, and click **OK**.

Manually Resize a Table Row or Column: Click and drag the cell border.

Automatically Resize a Table Row or Column: Click within the table, click the Table Tools **Layout** tab, click the **AutoFit**  button, and select an option.

Merge Cells: Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells**  button.

Split Cells: Select a cell, click the Table Tools **Layout** tab, click the **Split Cells**  button, enter the number of rows and columns, and then click **OK**.

Distribute Rows and Columns: Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows**  button to distribute the rows evenly, or click the **Distribute Columns**  button to distribute the columns evenly.

Apply a Table Style: Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

Apply Text Alignment: Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

Add a Border to a Table: Select a table, click the Table Tools **Design** tab, click the **Border Styles**  button list arrow, select a border style, click the **Borders**  button list arrow, and select a border option.

Add Cell Shading: Select the cell(s), click the **Shading**  button list arrow, and select a color.

Split a Table: Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table**  button.

Graphics

Insert a Picture: Place the text cursor where you want to insert a picture, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

Remove a Picture's Background: Select a picture, click the **Format** tab, and click the **Remove Background** button. Areas that will be removed are highlighted. Click the **Mark Areas to Keep** button to draw over any area accidentally highlighted, and click the **Mark Areas to Remove** button to draw over any area that needs to be removed. Click the **Keep Changes** button.

Insert a Text Box: Click the **Insert** tab, click the **Text Box** button, and select a style of text box.

Insert a Shape: Click the **Insert** tab, click the **Shapes** button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

Insert a Drawing: Click the **Draw** tab, click the **Draw with Touch** button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the **Draw with Touch** button again when you're done drawing.

Format a Shape: Select a shape, then click the **Format** tab and use the options in the Shape Styles group to customize the appearance of the shape.

- Click the **Shape Fill** button and select a color to change the shape's fill color.
- Click the **Shape Outline** button and select a color and weight for the shape's outline, as well as dash and arrow styles.
- Click the **Shape Effects** button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the Shape Styles gallery. Click the gallery's **More** button to see more presets.

Insert WordArt: Click the **Insert** tab, click the **Insert WordArt** button, and select a style of WordArt.

Insert a Chart: Click the **Insert** tab, click the **Add a Chart** button, select a chart category on the left, select a chart type, and click **OK**. Edit the chart data in the window that opens.

Resize an Object: Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.

Move an Object: Select an object, then click and drag it to a new location.

Rotate an Object: Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the **Format** tab, click the **Rotate Objects** button, and select a rotation option.

Graphics

Flip an Object: Select an object, click the **Format** tab, click the **Rotate Objects** button and select **Flip Vertical** or **Flip Horizontal**.

Position an Object on the Page: Select an object, click the **Format** tab, click the **Position** button, and select a position.

Wrap Text Around an Object: Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

Move an Object Up or Down One Layer: Select an object, click the **Format** tab, and click the **Bring Forward** button to move the object forward one layer, or click the **Send Backward** button to send the object backward one layer.

Group Objects: Select multiple objects, click the **Format** tab, click the **Group Objects** button, and select **Group**.

Ungroup Objects: Select a group, click the **Format** tab, click the **Group Objects** button, and select **Ungroup**.

Align Objects: Select multiple objects, click the **Format** tab, click the **Align** button, and select an alignment option.

Distribute Objects: Select multiple objects, click the **Format** tab, click the **Align** button, and select **Distribute Horizontally** or **Distribute Vertically**.

Styles, Themes, and Templates

Apply a Style: Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

Display the Styles Pane: Click the dialog box launcher in the **Styles** group on the Home tab.

Create a Style: Select some text that's formatted the way you want the style to appear, then click the Styles gallery's **More** button and select **Create a Style** (or, click the **New Style** button in the Styles pane). Give the new style a name and click **OK**.

Modify a Style: Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select **Update ___ to Match Selection**.

Apply a Theme: Click the **Design** tab, click the **Themes** button, and select a theme.

Use a Document Template: Click the **File** tab, click **New**, search for a template in the search field or select a recommended template, select a template, and click **Create**.

Create a Document Template: Click the **File** tab, click **Save As**, select a location, give the file a name, click the **Save As Type** list arrow, select **Word Template**, and click **Save**.

Long Documents

Use Outline View: Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

Demote Items: While in Outline view, click the item you want to demote and click the **Demote** button (or the **Demote to Body Text** button).

Promote Items: While in Outline view, click the item you want to promote and click the **Promote** button (or the **Promote to Heading 1** button).

Navigate Long Documents: Click the **View** tab, check the **Navigation Pane** check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.

Add a Bookmark: Select the text you want to bookmark, click the **Insert** tab, click the **Bookmark** button in the Links group, give the bookmark a name, and click **Add**.

Insert a Section Break: Place the cursor where you want the section to start, click the **Layout** tab, click the **Breaks** button, and select a type of section break.

Insert a Link: Select the text you want to use as a link, click the **Insert** tab, click the **Link** button, choose what type of link to create, choose where to link to, and click **OK**.

Create Footnotes and Endnotes: Click the text that you want the footnote / endnote to refer to, click the **References** tab, click the **Insert Footnote** (or **Insert Endnote**) button, and type your footnote / endnote.

Insert a Table of Contents: Place the text cursor where you want to insert a table of contents, click the **References** tab, click the **Table of Contents** button, and select a table of contents style.

Insert an Index Entry: Select the text you want the index entry to refer to, click the **References** tab, and click the **Mark Entry** button. Set any index entry options you want, then click **Mark** (or, click **Mark All** to mark all instances of the text). Click **Close**.

Insert an Index: Place the text cursor where you want to insert an index, click the **References** tab, click the **Insert Index** button. Set up the index's options, then click **OK**.

Create a Citation: Click the **References** tab, click the **Insert Citation** button, and select **Add New Source**. Enter the source's information, then click **OK**.

Insert a Citation: Click the **References** tab, click the **Insert Citation** button, and select a citation from the menu.

Insert a Bibliography: Click the **References** tab, click the **Bibliography** button, then select a bibliography style.



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Word Cheat Sheet

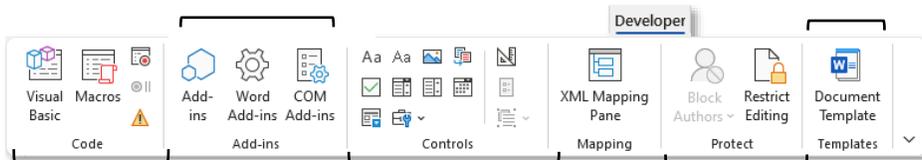
Advanced Skills

The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML

The **Templates** group lets you switch document templates and other add-ins.



The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

Forms

Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Yes, Start Enforcing Protections** button, enter a password (optional), and click **OK**.

Types of Form Controls

Form Controls: You can add different types of form controls that allow a user to enter different types of data into a form.

- **Rich Text** allows users to enter text that can be formatted with different fonts and font styles.
- **Plain Text** allows users to enter text, but not to format that text.
- **Picture** allows the user to add a picture from their computer or an online location to the form.
- **Check Box** places a form with a check box that the user can check or uncheck.
- **Combo Box** adds a list with a text box, where users can choose an option or enter their own.
- **Drop-Down List** adds a list with several options that a user can choose from.
- **Date Picker** lets the user choose a date from a calendar.
- **Repeating Section** contains other types of content controls and repeats as many times as you need it.
- **Legacy Types** of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the Invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it and click the **Reply** button in the comment. Type your response, then click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the Tracking group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Collaborate in Word

Customize Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select **Line Numbering Options**. Click the **Line Numbers** button. Customize where the line numbers start, how far they appear from the text, and how often they appear. Click **OK**, then click **OK** again.

Protect a Document: Click the **File** tab, click the **Protect Document** button, and select **Mark as Final**. Click **OK** in both the confirmation dialog boxes.

Password Protect a Document: Click the **File** tab, click the **Protect Document** button, and select **Encrypt with Password**. Enter a password, click **OK**, then enter that password again to confirm it, and click **OK** again.

Remove a Password: Click the **File** tab, click the **Protect Document** button, select **Encrypt with Password**, remove the password from the text field and click **OK**.

Inspect a Document: Click the **File** tab, click the **Check for Issues** button, and select **Inspect Document**. Select the types of content you want to check for, then click **Inspect**. After inspection, click **Remove All** for any content that you want to remove, then click **Close**.

Macros

Enable the Developer Tab: Before adding macros, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Record a Macro: Click the **Developer** tab, click the **Record Macro** button, and give the macro a name. Click either **Button** or **Keyboard** to assign a button or keyboard shortcut to the new macro (optional). Click **OK**. Perform the tasks you want to record, then click the **Stop Recording** button.

Run a Macro: Place the text cursor where you want the macro to run. Click the **Developer** tab, click the **Macros** button, select a macro, and click **Run**.

Edit a Macro: Click the **Developer** tab, click the **Macros** button, select a macro, and click **Edit**. Modify the macro using the Visual Basic editor, then close Visual Basic.

Advanced Documents

Customize Word's Options: Click the **File** tab and click **Options**. Select a category on the left, and then customize options on the right. Click **OK** when you're finished.

Customize the Ribbon: Click the **File** tab, click **Options**, then click the **Customize Ribbon** tab. Select and expand a ribbon tab, then select and expand a group. Select a command from the left column, then click **Add** to add it, or select a command from the right column and click **Remove** to remove it from the ribbon.

Advanced Documents

Change Word's Default Font: Start in a new, blank document. Click the **Font** group's dialog box launcher. Choose the new default font or font style, then click the **Set as Default** button. Select **All documents based on the Normal template**, then click **OK**.

Create a Building Block: Select the text or objects you want to use as a building block. Then, click the **Insert** tab, click the **Explore Quick Parts** button, and select **Save Selection to Quick Part Gallery**.

Insert a Building Block: Place the text cursor where you want a building block placed. Click the **Insert** tab, click the **Explore Quick Parts** button, and either select a building block from the menu, or select **Building Blocks Organizer**. Select a building block, and then click **Insert**.

Find and Replace Using Wildcards: Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. Check the **Use Wildcards** check box, then while entering a search phrase in the **Find What** field, click the **Special** button and select a wildcard.

Wildcard Examples

- ? any single character
- * any number of characters
- [] one of these characters
- [-] one of these characters in a range
- [!] none of the specified characters
- < beginning of a word
- > end of a word
- @ one or more instances of a character
- {n} exactly *n* instances of a character
- {n, } at least *n* instances of a character
- {n, m} between *n* and *m* instances of a character

Find and Replace Special Characters: Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. While entering a search phrase in the **Find What** field, click the **Special** button and select a special character.

Edit a Document in Multiple Languages: Select the text in another language, click the **Review** tab, click the **Language** button, and select **Set Proofing Language**. Select a language and click **OK**.

Add Additional Editing Languages: Click the **Review** tab, click the **Language** button, and select **Language Preferences**. Click the **Add additional editing languages** list arrow and select a language. Click **Add**, then click **OK**.

Insert a Date and Time Field: Click the **Insert** tab, click the **Date and Time** button, select a date format, check the **Update Automatically** check box, and click **OK**.

Advanced Documents

Insert a Field: Click the **Insert** tab, click the **Explore Quick Parts** button, and select **Field**. Select a field category, then a field. Click **OK**.

View Field Codes: Right-click a field and select **Toggle Field Codes**.

Mail Merge

1 – Start the Mail Merge Wizard: Click the **Mailings** tab, click the **Start Mail Merge** button, and select **Step-by-Step Mail Merge Wizard**.

2 – Choose a Document Type: In the Mail Merge pane, select a document type, then click **Next**.

3 – Select a Document: In the Mail Merge pane, select whether to use the current document, start a new document from a template, or use another existing file, then click **Next**.

4 – Select Recipients: In the Mail Merge pane, select whether to use an existing list, select contacts from Outlook, or type a new list.

If using an existing list, click the **Browse** button, select a file with a list of recipients, and click **Open**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If selecting contacts from Outlook, click the **Choose Contacts Folder** button, select a contacts folder to import, and click **OK**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If typing a new list, click the **Create** button, then fill out the fields for each address. Click **OK** when finished.

Click **Next**.

5 – Write Your Letter: Place the text cursor where you want an element, then click the button for the element you want to add (such as an **Address Block** or a **Greeting Line**), choose an element's options, then click **OK**. Or, click the **More Items** button, select a specific field to insert, click **Insert**, and then click **Close**. When you've added all the fields you need, click **Next**.

6 – Preview Your Letter: In the Mail Merge pane, click the << and >> buttons to preview the placeholders filled in with a recipient's data. When you're finished previewing, click **Next**.

7 – Complete the Merge: In the Mail Merge pane, click **Print** to print the finished mail merged documents, or click **Edit individual letters** to create a new document for all or some of the records.

Close the Mail Merge pane when you're finished with the merge.