MICROSOFT WORD SKILLS

- Short Cuts (cntl+shift+<, >, +, -, sub/superscript, cntl+1, 2, i, u, b) cmd on Mac.
- 2. Select columns of characters (inset cursor, pressure alt, scroll to end of select), shift-select
- 3. Copy and paste formatting
- 4. Define and apply styles (Normal, Header levels, figure caption, reference, etc)
- 5. Page and section breaks, page numbering for sections.
- 6. See section titles in View/Navigation Pane
- 7. Print layout/Draft/Outline views
- 8. Reveal formatting symbols/marks
- Search and Replace. Special characters for search and replace (^p for paragraph break, ^t for tab, ^c for clip board content, etc.)
- Insert symbols/special character, create your own short cut for often used symbols (Insert/Advanced Symbol/Keyboard Shortcut after choosing Font)
- 11. Placement of figures, text box, text wrapping around figures/text boxes, figure cropping
- 12. Multiple columns/separated by section breaks
- 13. Tabs, Table, calculation of table cells
- 14. Split view
- 15. Header and Footer

- 16. Numbered Footnote
- 17. Automatic hyphenation, optional hyphen (Cntl+-)
- 18. Automatic generation of table of content
- 19. Insert automatically numbered figure or table captions and cross reference them
- 20. Generate figure or table list.
- 21. Automatic equation numbering and reference
- 22. Indexing of words/phrases (References/Mark Entry and Insert Index)
- 23. Track changes
- 24. Compare and merge different versions
- 25. Password protect Word document
- 26. Reveal field codes (of e.g., Zotero and Endnote)
- 27. Writing equations
- 28. Keep lines together/keep with next
- 29. First line indentation/hanging
- 30. Insert Powerpoint slide and Excell Spread Sheet as object (Insert Object)
- 31. Insert media (e.g., movie)
- 32. Template Styles defined are carried with template
- 33. Line numbering
- 34. Insert Endnote citations

Word Hot keys/Short Cuts



From Microsoft Word in 30 Minutes

Keyboard Shortcuts

Word 2019 Universal Shortcuts (Windows/Mac)

Control + N -- New document Control + S - Save file Control + B - Bold text Control + I -- Italicize text Control + U --- Underline text Control + A --- Select all Control + F -- Find text Control + H --- Find and replace Control + Z - Undo Control + Y - Redo Control + X --- Cut selected cells, text, numbers, and formatting Control + C --- Copy selected cells, text, numbers, and formatting Control + V - Paste Control + P -- Print Tab - Indent Esc - Cancel

Additional Windows Shortcuts

Control + O - Open file Control + W - Close document Control + E - Center text Control + L --- Left-align text Control + R --- Right-align text Control + K - Insert link Control + Shift + E - Activate/deactivate tracking Control + Left Arrow - Move cursor one word to the left Control + Right Arrow - Move cursor one word to the right Control + Up Arrow - Move cursor to the start of the previous paragraph Control + Down Arrow - Move cursor to the start of the next paragraph Control + Home - Beginning of document Control + End - End of document Control + Backspace --- Delete one word to the left Control + Delete - Delete one word to the right Control + Enter - Insert page break Page Up - Up one screen Page Down - Down one screen Shift + F3 - Toggle case of selected text Alt --- Select active tab. Arrow keys move to adjoining tab Tab or Shift + Tab - Move focus to commands on Ribbon

 $\begin{array}{l} \mathsf{Alt} + \mathsf{F} & - \mathsf{Backstage View} \\ \mathsf{Alt} + \mathsf{H} & - \mathsf{Home tab} \\ \mathsf{Alt} + \mathsf{N} & - \mathsf{Insert tab} \\ \mathsf{Alt} + \mathsf{G} & - \mathsf{Design tab} \\ \mathsf{Alt} + \mathsf{G} & - \mathsf{Design tab} \\ \mathsf{Alt} + \mathsf{S} & - \mathsf{References tab} \\ \mathsf{Alt} + \mathsf{N} & - \mathsf{Mailings tab} \\ \mathsf{Alt} + \mathsf{M} & - \mathsf{Mailings tab} \\ \mathsf{Alt} + \mathsf{R} & - \mathsf{Review tab} \\ \mathsf{Alt} + \mathsf{R} & - \mathsf{Review tab} \\ \mathsf{Alt} + \mathsf{Q} & - \mathsf{Go to ``Tell me ...``box} \\ \mathsf{Alt} + \mathsf{Q} & - \mathsf{Go to ``Tell me ...``box} \\ \mathsf{Alt} + \mathsf{R}, \mathsf{C} & - \mathsf{Insert comment} \\ \mathsf{Alt} + \mathsf{R}, \mathsf{S} & - \mathsf{Check spelling} \\ \mathsf{Alt} + \mathsf{Shift} + \mathsf{S} & - \mathsf{Mark index entry} \\ \mathsf{Alt} + \mathsf{Control} + \mathsf{F} & - \mathsf{Insert controte} \\ \mathsf{Alt} + \mathsf{Control} + \mathsf{F} & - \mathsf{Insert endnote} \\ \end{array}$

Additional Mac Shortcuts

Command + N -- New document Command + O - Open file Command + S - Save file Command + W --- Close document Command + E - Center text Command + L - Left-align text Command + R --- Right-align text Command + K -- Insert link Command + Shift + E - Activate/deactivate tracking Option + Left Arrow - Move cursor one word to the left Option + Right Arrow - Move cursor one word to the right Option + Up Arrow - Move cursor to the start of the previous paragraph Option + Down Arrow - Move cursor to the start of the next paragraph Command + Home or Command + Fn + Left Arrow Beginning of document Command + End or Command + Fn + Right Arrow - End of document Command + Delete --- Delete one word to the left Command + Fn + Delete - Delete one word to the right Command + Enter - Insert page break Page Up - Up one screen Page Down - Down one screen Shift + F3 or Fn + Shift + F3 - Toggle case of selected text Command + Option + A - Insert comment Fn + F7 - Check spelling Command + Option + Shift + X - Mark index entry Command + Option + F - Insert footnote Command + Option + E - Insert endnote

Using Word's ribbon interface

Access the following features by switching tabs:

Home. See list of features below.

Insert. See list on page 3.

Draw. Draw, erase, and select digital ink options including color, width, and pen type.

Design. Themes, colors, font families, paragraph spacing, watermarks, page borders.

Layout. Text direction, margins, portrait/landscape, page size, columns, breaks, line numbers, hyphenation, indentation, line spacing, layer options, alignment.

References. Table of contents, footnotes and endnotes, intelligent services, citations, bibliography, captions, table of figures, index entries.

Mailings. Envelopes, labels, mail merge, edit and filter recipients, rules.

Review. Spelling, thesaurus, word count, read aloud, accessibility, translate, language, comments, track changes, compare documents, security options, resume assistant.

View. Print and Web layout, outline, focus mode, ruler and gridlines, zoom, multiple page and split view, macros.

Contextual. Additional ribbons may appear, including Picture Format and Learning Tools.

The Home tab

File Home Insert Design Layout References Mailings Review	View Help D Tell me what you want to do d Share Comments								
X ····································	Image: Second Association Association Association Association Image: Second Association Imag								
Clipboard /s Fort /s Parage	aph rs Styles rs voice								
Paste. Use drop-down arrow to select Paste Special or other paste options. Cut Cuts calculated text	Font Color. The underlined A icon changes text color. Bullets. Use the drop-down arrow to choose different icon								
Cut. Cuts selected text.	Ordered Lists. Use numbers, letters, or roman numeral								
Copy. Copies selected text.	Indentation. Decrease and increase indentation.								
Copy Formatting. Select one area of text and press Format to copy formatting. Select different text to apply	Sort. Use the AZ↓ button to alphabetically arrange lists.								
formatting.	Show Nonprinting Characters. The paragraph symbol								
(century Gotte: -) Fonts. Choose from serif, sans-serif, and special fonts.	nonprinting characters								
12 - Font Size and Increase/Decrease Font Size.	F The International Alignment. Align cell contents to the left								
(A* A*) Change Case. Use drop-down arrow to change	right, or center.								
lowercase text to uppercase, or vice versa.	E Line and Paragraph Spacing. Double-space or single-								
(A) Clear All Formatting. The A/eraser icon removes	space text.								
formatting from selected text.	Fill Color. Apply a background color to text.								
Phonetic Guide. Places phonetic script alongside words or characters.	Borders. Use the drop-down arrow to place lines around selected text or draw a table.								
(A) Character Border. Creates a box around selected text.									
Font Decoration. Use buttons for bold/italics/ underline, strikethrough text, subscript, and superscript.	Style buttons and Styles Pane.								
Text Effects Apply shadows outlines shading and	launch the find & replace feature.								
other preset effects.	Distate Liss the misraphane icen to distate tout and								
Text Highlight Color. Change background color.	punctuation instead of typing.								

The Insert tab

Cover Page *			128.	20.	the:	Đ.	Phyperfink	+2	B .	0.		[6]]-	A.	Α.		π	Ω
- Page Break	Table	Pictures	Shapes	SmartArt	Chart	Media		Comment	Header	Feater	Page	Text Dox	Norske	Ores Cas	6.	Equation	Advanced Sumbol

Cover Page, Blank Page, and Page Break.

Table. Create a simple grid of cells.

Pictures. Use Photo Browser or Picture from File to browse hard drive, Online Pictures to browse Internet images.

Shapes include arrows, circles, and other shapes that can contain text.

Icons include people, technology, and emojis.

3D Models can be from your hard drive or online.

Smart Art includes graphics-oriented lists, processes, and flowcharts.

Chart options include bar, column, and pie. Selecting one will open Excel to enter data.

Screenshot inserts full-screen pictures of other windows. Use Screen Clipping to select a portion of the screen.

Store displays Office Add-ins with special features. Wikipedia is an optional Add-in.

Media includes video and audio clips.

Link includes Web, email, and internal links.

Bookmarks and Cross-reference are optional navigational aids.

Comment. Comments appear in the right margin, and are color-coded for collaborators.

Headers, Footers, and Page Numbers.

Text Box lets users draw a box containing text. Select the box to reveal Shape Format tab for more options.

Word Art lets users type stylized text based on preset font and color combinations.

Drop Cap inserts a large letter to start out the first paragraph in a new chapter.

Insert Date & Time creates a timestamp to add to headers, footers, etc.

Object lets users insert spreadsheets or text.

Equation options include common formats (quadratic, binomial) or select Insert New Equation to display the Equation tab.

Advanced Symbol includes punctuation, math symbols, arrows, and non-Roman scripts.

Add a footnote, endnote, index, and table of contents

Use the References tab to add the following elements:

TOC. Apply heading styles to chapter and section headings, then press the *Table of Contents* button to create a TOC.

Footnotes, Endnotes, and Citations.

Captions adds a text caption below a selected image.

Tables of Figures creates a list of images with captions.

Mark Entry adds selected text to the index.

Insert Index creates the index of marked entries where the cursor is placed.

How to add a blank page, page break, or cover page

- Navigate to desired location of blank page or page break.
- > On Insert tab, select Blank Page or Page Break.
- > Select Cover Page to add cover page to start of document.

How to export .rtf, .txt, .doc or other formats

- Select File > Save As to convert a Word document to another format such as .rtf, .txt, PDF, or HTML.
- To convert a .docx file to .doc, open it, select File > Save As and choose Word 97-2004 (.doc).

How to track changes

- > On the Review tab, activate the Track Changes toggle.
- Under Tracking (Windows) or Markup (macOS), choose which changes to display.
- Use the Accept and Reject buttons to review and accept/ reject changes.

How to invite collaborators

- Press the Share button to the right of the Ribbon or File > Share.
- Log in to your Microsoft Account if prompted (shared files must be saved to OneDrive).

How to adjust margins or orientation

- Select Margins on the Layout tab. Use default styles or Custom Margins.
- Use Orientation or Size to change page orientation or its dimensions.

How to print

- 1. Select File > Print or use the keyboard shortcut Ctrl-P.
- 2. Select options (multiple copies, paper size, orientation, etc.)
- 3. Select Print.
- If there is no default printer, select Add Printer to configure one.

How to create a new document

- ➤ File > New > Blank Document
- Keyboard shortcut: Ctrl-N

How to open or close a document

- Go to Backstage View (click File or the File icon in the Quick Access Toolbar).
- Select Recent to view recently edited documents, or Open to view documents on OneDrive or your hard drive.
- > Double-click a file name to open the document.
- To close a file, close the window that contains the open document.

How to save a document

- > File > Save.
- > Keyboard shortcut: Ctrl-S.
- > AutoSave: Toggle using the slider above the Ribbon.

How to undo and redo typing

- Use Ctrl-Z to undo something you have just typed or moved.
- > Use Ctrl-Y to redo typing.

How to correct spelling mistakes

- Right-click underlined words and select alternatives, or choose Add to Dictionary or Ignore.
- Use Spelling & Grammar button on the Review ribbon to launch the spell-checker. Click the Change button to change to the suggested spellings.

How to indent a paragraph

- Place the cursor at the beginning of a paragraph, and tap the Tab button once.
- Use the Increase Indent button on the Home tab.
- Place the cursor anywhere in a paragraph (or highlight many paragraphs) and slide the Hanging Indent slider on the ruler (if you don't see the ruler, select View > Ruler).

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OR Use the Copy Formatting button (Home ribbon) on indented text, and apply it to a new text selection.

> OR Apply a style that uses indentation.

View options

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Options can be activated from the View tab or status bar.

- Print Layout. Displays the document as a single, scrollable page.
- Draft. View document without headers, footers, or marginalia such as comments and tracked changes.
- > Outline. Displays the document's structure.
- > Focus (macOS). Blocks out everything except for the text.
- Read (Windows only). Displays document as an open book, but editing is not possible.

How to cut, copy, and paste text

Use the Home ribbon icons, or the following keyboard shortcuts:

- > Cut. Ctrl-X
- ► Copy. Ctrl -C
- > Paste. Ctrl -V

How to find and replace text

- Use the Find button on the Home ribbon or the keyboard shortcut Ctrl-F.
- To replace a term throughout the document, click the magnifying glass icon on the Home tab and select *Replace* or use the keyboard shortcut Ctrl-Shift-H (Windows) or Command-Shift-H (Mac).

Styles and Themes

- > To view styles, select Styles Pane on the Home tab.
- Select text and click the style (Normal, Heading 1, etc.) to choose.
- To modify formatting in all instances of a style, right-click over it and select *Modify*. Use formatting buttons in the Modify Style window to make changes.
- > A theme is a family of complementary styles.
- To select a theme, use the Themes or Colors buttons on the Design tab.

AaBbCcDd	AaBbCcDd	AaBbC	AaBbCc
1 Normal	1 No Spac	Heading 1	Heading 2
AaBbCcE Heading 3	AaB Title	AaBbCcD Subtitle	AaBbCcDd Subtle Em
AaBbCcDd Emphasis	AaBbCcDd Intense E	AaBbCcDc Strong	AaBbCcDd Quote
AaBbCcDd	AAB8CcDD	AABBCCDD	AaBbCcDc
Intense Q	Subtle Ref	Intense Re	Book Title

Templates

A template is a collection of preset styles and document elements to create resumes, newsletters, flyers, and more.

- Click File > New to select/search for templates.
- Select the template to create a new document based on the template.
- Use File > Save As and select Word Template to save your own template.

How to customize the Quick Access Toolbar

- The Quick Access Toolbar above the Ribbon has icons to access frequently used commands.
- Use the small drop-down menu to the right of the toolbar to add/remove commands.

OUTLINE OF A 3-PART ONLINE COURSE ON WORD

1 - GETTING STARTED WITH WORD

- Topic A: Navigate in Microsoft Word
- Topic B: Create and Save Word Documents
- Topic C: Manage Your Workspace
- Topic D: Edit Documents
- Topic E: Preview and Print Documents
- Topic F: Customize the Word Environment

2 - FORMATTING TEXT AND PARAGRAPHS

- Topic A: Apply Character Formatting
- Topic B: Control Paragraph Layout
- Topic C: Align Text Using Tabs
- Topic D: Display Text in Bulleted or Numbered Lists

• Topic E: Apply Borders and Shading

3 - WORKING MORE EFFICIENTLY

- Topic A: Make Repetitive Edits
- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks

4 - MANAGING LISTS

- Topic A: Sort a List
- Topic B: Format a List

5 - ADDING TABLES

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

6 - INSERTING GRAPHIC OBJECTS

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

7 - CONTROLLING PAGE APPEARANCE

- Topic A: Apply a Page Border and Color
- Topic B: Add Headers and Footers
- Topic C: Control Page Layout
- Topic D: Add a Watermark

8 - PREPARING TO PUBLISH A DOCUMENT

- Topic A: Check Spelling, Grammar, and Readability
- Topic B: Use Research Tools
- Topic C: Check Accessibility
- Topic D: Save a Document to Other Formats

1 - ORGANIZING CONTENT USING TABLES AND CHARTS

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart

• Topic E: Add an Excel Table to a Word Document (Optional)

2 - CUSTOMIZING FORMATS USING STYLES AND THEMES

- Topic A: Create and Modify Text Styles
- Topic B: Create Custom List or Table Styles
- Topic C: Apply Document Themes

3 - INSERTING CONTENT USING QUICK PARTS

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

4 - USING TEMPLATES TO AUTOMATE DOCUMENT FORMATTING

- Topic A: Create a Document Using a Template
- Topic B: Create a Template
- Topic C: Manage Templates with the Template Organizer

5 - CONTROLLING THE FLOW OF A DOCUMENT

- Topic A: Control Paragraph Flow
- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow

6 - SIMPLIFYING AND MANAGING LONG DOCUMENTS

- Topic A: Insert Blank and Cover Pages
- Topic B: Insert an Index
- Topic C: Insert a Table of Contents
- Topic D: Insert an Ancillary Table
- Topic E: Manage Outlines
- Topic F: Create a Master Document

7 - USING MAIL MERGE TO CREATE LETTERS, ENVELOPES, AND LABELS

- Topic A: The Mail Merge Feature
- Topic B: Merge Envelopes and Labels

1 - MANIPULATING IMAGES

- Topic A: Integrate Pictures and Text
- Topic B: Adjust Image Appearance
- Topic C: Insert Other Media Elements

2 - USING CUSTOM GRAPHIC ELEMENTS

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Add WordArt and Other Text Effects
- Topic C: Draw Shapes
- Topic D: Create Complex Illustrations with SmartArt

3 - COLLABORATING ON DOCUMENTS

- Topic A: Prepare a Document for Collaboration
- Topic B: Mark Up a Document
- Topic C: Review Markups
- Topic D: Merge Changes from Other Documents

4 - ADDING DOCUMENT REFERENCES & LINKS

- Topic A: Add Captions
- Topic B: Add Cross-References
- Topic C: Add Bookmarks
- Topic D: Add Hyperlinks
- Topic E: Insert Footnotes and Endnotes
- Topic F: Add Citations and a Bibliography

5 - SECURING A DOCUMENT

- Topic A: Suppress Information
- Topic B: Set Formatting and Editing Restrictions
- Topic C: Restrict Document Access
- Topic D: Add a Digital Signature to a Document

6 - USING FORMS TO MANAGE CONTENT

- Topic A: Create Forms
- Topic B: Modify Forms

7 - AUTOMATING REPETITIVE TASKS WITH MACROS

- Topic A: Automate Tasks by Using Macros
- Topic B: Create a Macro

Writing Greek symbols (this did not work for me – because of Mathtype interference?)

1. Change the selection to the **Symbol** font with **Ctrl+Shift+Q** (Cmd+Shift+Q on Mac).

2. Use symbols like normal font (E.g. in **Symbol** font keyboard button "**a**" equals Greek letter " α ", keyboard button "**b**" equals Greece letter " β ", "**c**" -> " γ ", "**d**" -> " δ ", "**e**" -> " ϵ ", ..., "**l**" -> " λ ", "**m**" -> " μ ", ..., "**w**" -> " ω " etc.)

Note: This method works for inserting only one letter. Thus, if you want to insert several symbols, you need to repeat these steps for each insertion.

After entering one letter using the **Symbol** font, the next character is entered using the previous font.

If you click **Ctrl+Shift+Q** twice, Word does not switch to the previous font, and the **Symbol** font doesn't stop to work after the first entered symbol. Thus, you will need to change the current font and style later

Demonstration of formatting a manuscript in Word

Assignment: Format a draft manuscript into required AMS Manuscript format, including importing cited references into Zotero or Endnote library and cite them and generate reference list in the paper using the software. Submit the formatted Word manuscript on Canvas. See Canvas for actual assignment.

Endnote exercises:

- Download references from AMS journal site and import into Endnote. Or use Zotero browser plugin, then export/import Edit individual entries
- 2. Edit style
- 3. Edit terms for journal names for automatic name substitution
- 4. Insert, edit, format citations/references
- 5. Etc.

Endnote features not available in Zotero and differences from Zotero (as I know)

- 6. Open and work with multiple libraries
- 7. Select multiple references in the library and insert together
- 8. Editing unformatted version of citations
- 9. Automatic replacement of 'terms' such as journal names/abbreviations
- 10. Option to place names outside (year) at time of insertion or when editing citation
- 11. Export traveling library
- 12. Endnote doesn't support Google Doc as I know
- 13. Endnote doesn't have the convenient browser plugin as Zotero. Needs to download and import.
- 14. Endnote uses record number of referencing record in the library making library sharing inconvenient
- 15. Endnote has iPad and iPhone versions and also has online version for collaboration, but speed appears slow with large libraries.