

Thought you knew all there is to know about Microsoft Word? Think again. Here are a few Microsoft Word features that are slightly “hidden” but can make your work easier.

### 1. Use Word as a Quick Brainstorming Tool

Double-click anywhere and begin typing...

Goals

First Draft

Mindmap & Brainstorm

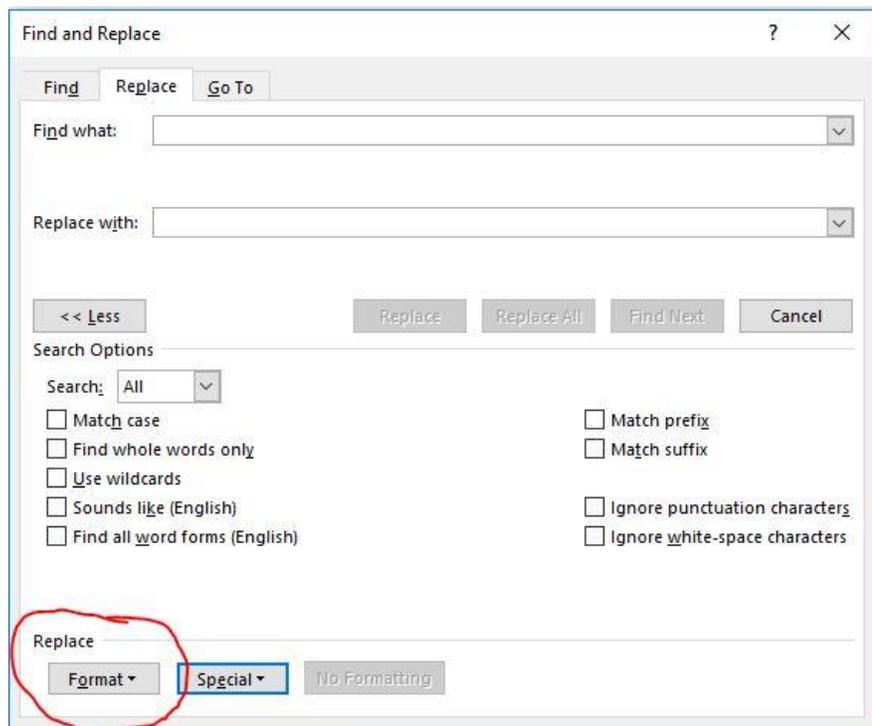
Plan

Good Titles

Call to Action

### 2. Replace Invisible Characters and Formatting

The Find and Replace tool (F5) – Click on Format to search for formatting in your document. (example: you could change font, styles, line spacing).



You can also insert commands (*not only text*) into the text field to search formatting and characters directly. Example: **Find What: ^P^P** to search for double spaces and **Replace with: ^P** for single space.

### 3. Hop Around to Editing Hotspots

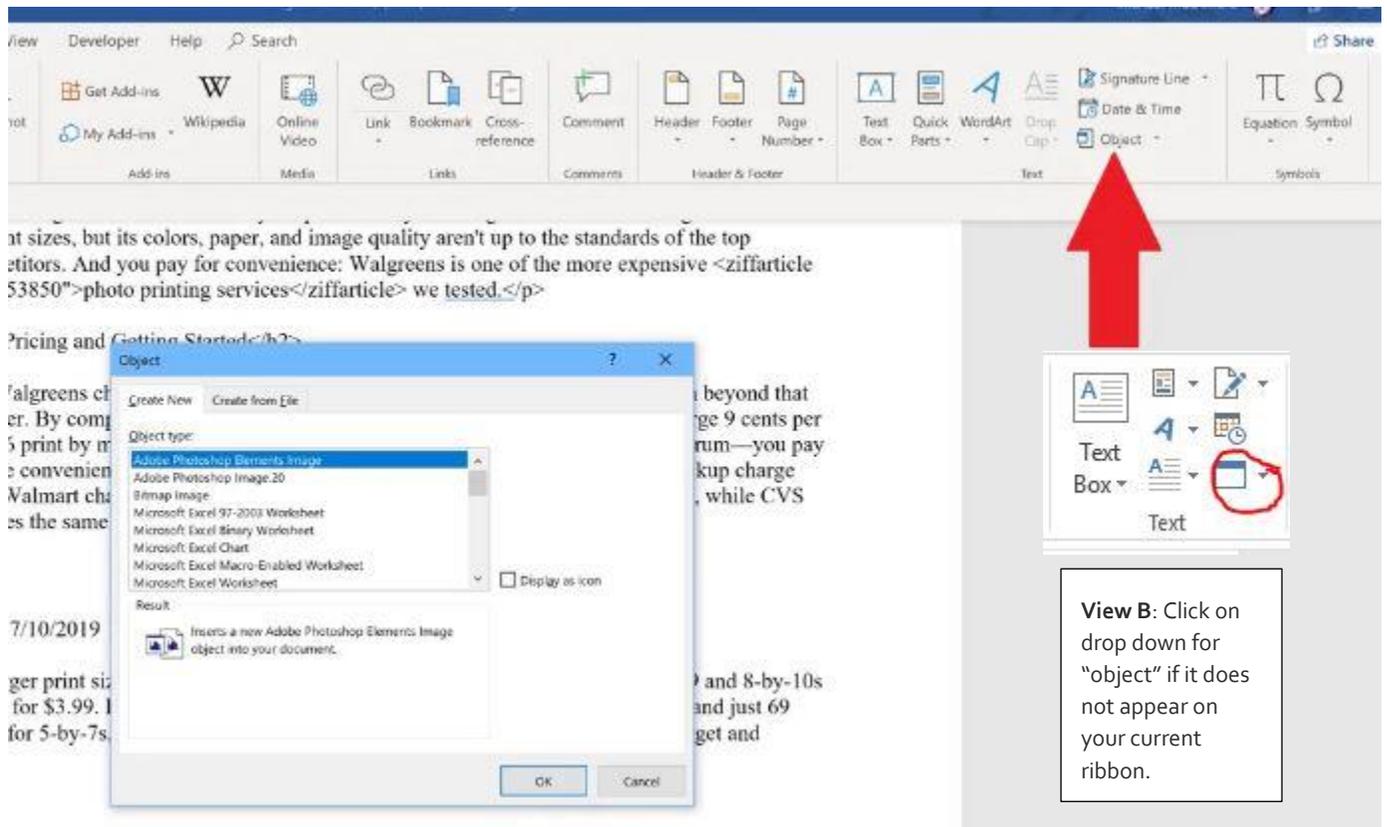
Hitting **Shift+F-5** will allow you to cycle through the parts of your document you've recently edited. This will even remember where you were editing last after you re-open a document.

### 4. Highlight a Sentence With a Click

To quickly highlight an entire sentence, hold down the **Ctrl** Key in Windows or **Command** Key on a Mac, and click the beginning of the sentence. Word will take care of the rest.

### 5. Insert Objects into Word

Word allows you to insert objects directly into your document. Click **Insert > Object**. This is how you would add a chart, pdf, Excel spreadsheet, PowerPoint slide etc. to your document.



The screenshot shows the Microsoft Word ribbon with the **Object** button highlighted by a red arrow. The **Object** button is located in the **Text** group. An inset window shows the **Object** dialog box with the **Object type** list containing various options, with **Adobe Photoshop Elements Image** selected. A callout box with a red circle around the **Object** button in the inset states: **View B:** Click on drop down for "object" if it does not appear on your current ribbon.

 Remember! The search box is your friend. Not sure where something is? In more recent versions of MS Word, you can type what you are looking for in the search box for quick access.