TRINITY WORLDWIDE TECHNOLOGIES, LLC

5 GREAT MICROSOFT WORD TIPS & TRICKS

Increase your productivity - -Learning these useful tips and tricks can help you work faster and smarter!

1 In **Microsoft Word, the CTRL key** can be used to navigate through your document more efficiently.

- Hold **CTRL and press Right Arrow** to go right one word at a time.
- Hold **CTRL and press the Left Arrow** to go left one word at a time.
- Hold **CTRL and Backspace** to delete a whole word at a time.
- **CTRL + SHIFT + Right Arrow** will highlight one word at a time
- **CTRL + END** to move cursor to the end of the line.
- **CTRL + HOME** to move cursor to the beginning of the line.
- **CTRL + Page Up** to move up one page.
- **CTRL + Page Down** to move down one page.
- **CTRL + UP Arrow** to move cursor up one paragraph at a time.
- **CTRL + Down Arrow** to move cursor down one paragraph at a time.

2 You can **QUICKLY ZOOM** in and out of your Microsoft Word document with this easy keyboard and mouse combination.

- **Press and hold down the CTRL key** on your keyboard.
- Then scroll your mouse wheel forward and backward to zoom in and out, respectively.

3 **ADD A HORIZONTAL LINE -** Easily add a horizontal line across your page, extending from the left margin to the right margin, by typing **three hyphens (---)** and then pressing **Enter**.

4 **Add Random Text -** to quickly add filler text to fill gaps in the page before the actual words are put into the finished product.

(A)Type **=Rand()** at the beginning of a line and press **Enter**. This automatically add a few paragraphs of random text into your document.

=Rand()

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Microsoft Partner

(B)**Type =Rand(2,4)** at the beginning of a line to customize the random text generated by specifying the number of paragraphs and the number of sentences per paragraph to create. **Example (2,6) meaning 2 paragraphs containing 4 sentences each.**.

=Rand(2,4)| [ENTER]

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(C)Type **=Lorem()** or **=(Lorem(2,4)** at the beginning of a line and press **Enter**. (*FYI: Lorem ipsum resembles Latin but has no real meaning.*)

=Lorem(2,4) [ENTER]

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.
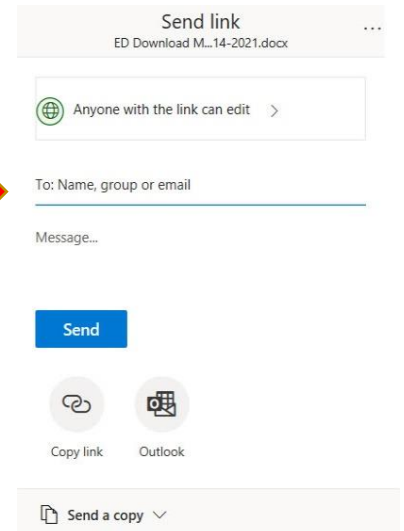
5 **SHARE MICROSOFT WORD DOCUMENTS** with your team or colleagues for peer review, edits, and feedback.

Follow these steps to use this feature:

- While in Microsoft Word**, click File > Share > Email**.
- Click **Send as Attachment**.

If you are using **Microsoft Office 365** follow these steps:

- While in Microsoft Word, click File>Share> (a few choices here)

Hope you enjoy these tips! There are so many great features within Microsoft Word,

and we look forward to sharing more with you in the future.

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