

TRINITY WORLDWIDE TECHNOLOGIES, LLC

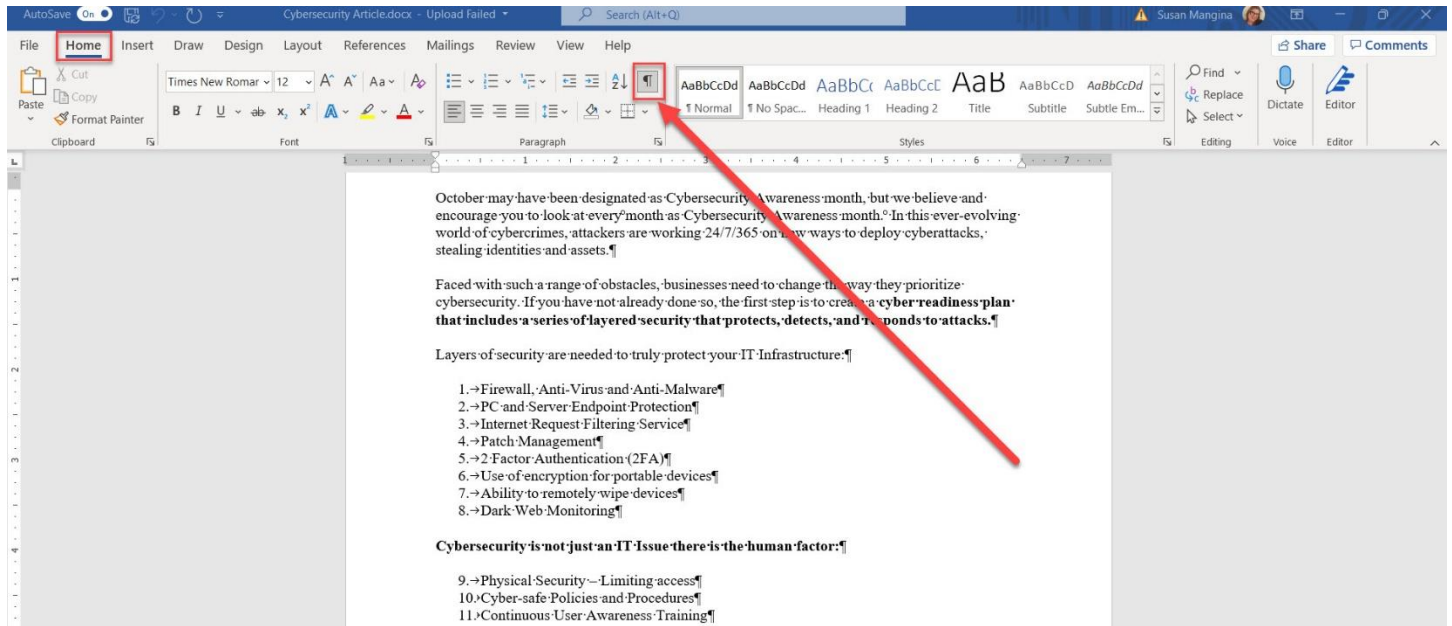
5 GREAT MICROSOFT WORD TIPS & TRICKS – THESE TIPS WILL HELP YOU WORK MORE EFFICIENTLY

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

1 Use "Show/Hide ¶" button to show all your line breaks

If you're formatting something trickier than basic paragraphs, the "¶" symbol is your friend. This shows you every line break in your document, which is fantastic way to make sure all your spacing is correct.

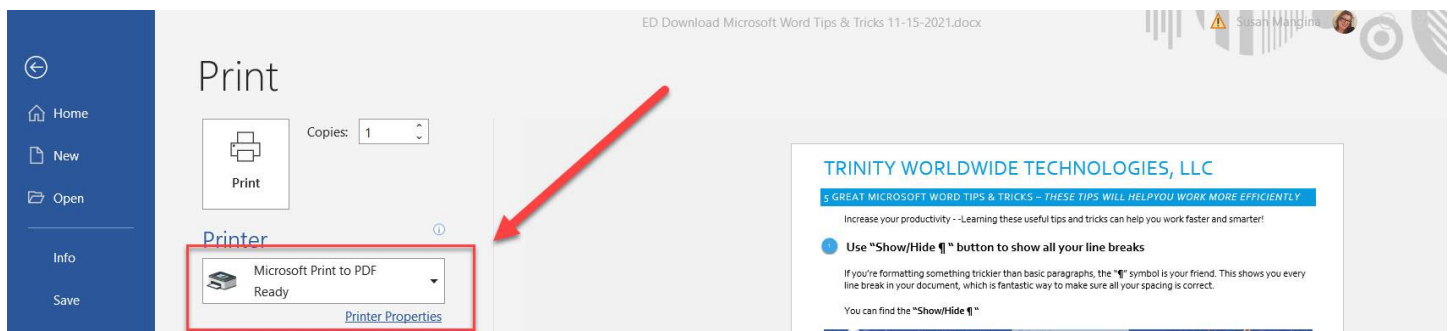
You can find the "Show/Hide ¶" button



2 Convert PDFs to editable Word documents – especially helpful for filling in forms.

Opening a PDF in Word converts the form to a .docx format which allows you to enter text into the document.

After filling in the form (eg. W-4, registration, etc.) convert it back to a .pdf to share the document.

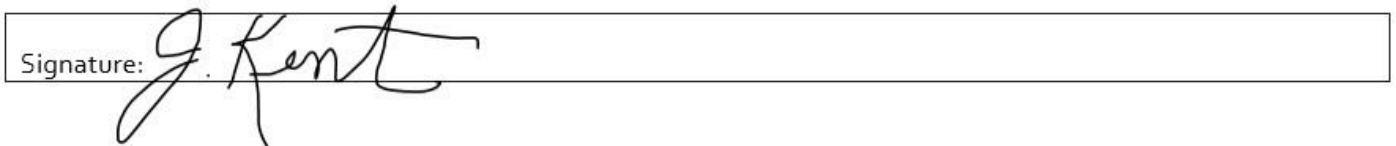
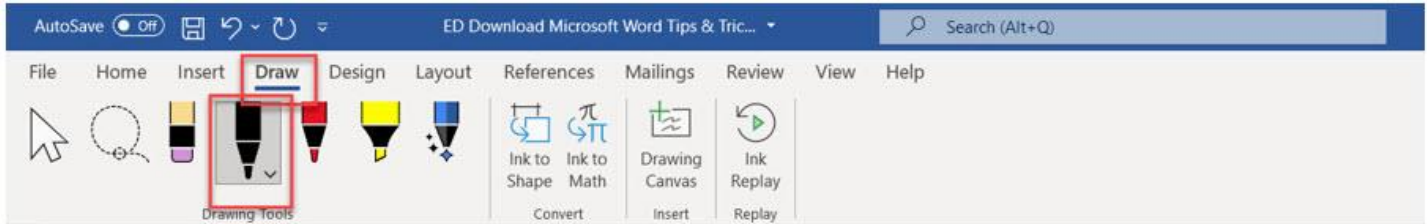


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3 Sign your name on any document

Some forms may require a signature. Here is how you can draw a signature using Word and add it to any document. In addition, once your signature is created you can also “right click” > select “save as picture” to save it as an image for future use.



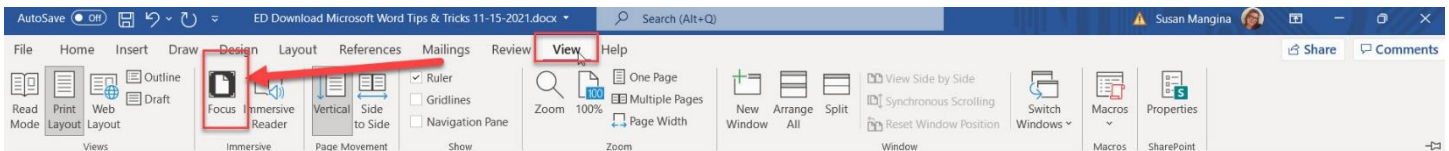
Writing a signature with your mouse isn't always the neatest penmanship but is acceptable and if you have a touchscreen or drawing tablet a stylus is much neater.

4 Use Ctrl to select entire sentences at once

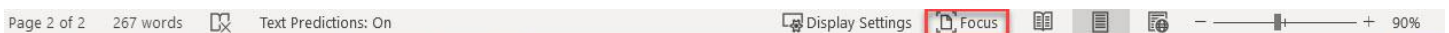
- Hold down the **Ctrl** key and **click a word**. This will highlight the entire sentence.
- Hold down the **Ctrl** key and **double-click** any word or line to save time on editing more than one word at a time.
 - *Format all words at the same time (bold, italicize etc.). Try it!*

5 “Focus” mode can save you from distractions while working

Option 1: Click on “View” and then choose “Focus”.



Option 2: Click on “Focus” on the bottom status bar.



“Focus” mode puts your document into full-screen mode and removes all the buttons, leaving just the page.