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Microsoft Word to the Rescue!

Are you stressed out from trying to write that paper that has to be PERFECT? You are not sure on how to place things, what kind of extra effects you want to add, or if you are even writing correctly. All you want is to have that perfect writing. I get it, Microsoft Office gets it also, and we are here to help you. First you need to understand what Microsoft Office is.

Microsoft Word is an application that allows you to write on paper – it processes your words.

How can Microsoft office benefit you? Microsoft Office is made up of tools to help you perfect your paper. Not only is it perfecting your paper, but it will educate you on how to become a more scholarly writer.

Microsoft is always providing tips on how to work better, faster and smarter.

Quick Tips

1. To select an entire paragraph make three rapid clicks anywhere in the paragraph
2. Ctrl + click selects sentence. Click anywhere in a sentence while holding Ctrl key down will select the sentence
3. To create a horizontal line type 3 hyphens and then press Enter
4. Ctrl+ makes a word subscript and Ctrl Shift + makes a word superscript
5. Pressing backspace while holding Ctrl key down deletes the preceding word.
6. Use Format Painter feature to quickly apply a particular format to a new area.
7. Typing =rand(8,10) and then pressing Enter will automatically generate random text you can use for testing the page formatting, fonts, etc.
8. To move cursor to the location where it was when you last save the document press Shift + F5.
9. Select some text -now if you will press Ctrl + Shift + > the font size of the selected text will increase. To decrease the font size use Ctrl + < combination.

So go ahead and write that paper – Microsoft's got you.

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