things you probably ought to know about

Microsoft Word

e nter text
undo mistakes with ctrl+z, redo with ctrl+y
select text (single click, double click, triple click, select line, select paragraph)
change font, size, style (bold, italic, underline)
color and highlight text
copy (or cut) and paste
enter special characters (foreign languages, en and em dash, true apostrophes)
turn on or off red lines, green lines, and automatic text, including initial capitals
check spelling and grammar (of entire document, of selected passage, of red-lined word)
get readability statistics
set language (and check spelling in a foreign language)
show and hide hidden characters (to solve formatting problems)
show, hide, and move toolbars
find and replace characters (one-at-a-time and replace all)
clean up text from emails
copy-and-paste into emails

m ake lists (numbered or bulleted)
sort (alphabetize) lists by first word, and/or by second word
format numbered lists so numbers line up over the decimal point even in double digits
format numbered lists so the font and size of the numbers looks right
indent lists with indent tool, with tab
adjust margins, tab settings, indent, and outdent
insert graphics
zoom in and out of document
format graphics (resize, wrap text, position automatically)
move graphics with arrow keys
create graphics with tools in draw toolbar
group and ungroup graphic elements
set and format tabs
alignment (left, right, center, decimal)
leader (like ....this)
use format painter to apply formatting

d rop caps
turn animation on and off
get help from built-in Word Help
make tables
in Word (harder)
in Excel and then paste into Word (easier)
format text in tables (align & wrap)
change column width
change row height
sort (alphabetize) by field
~~strikethrough~~, SMALL CAPS, change ALL CAPS to lowercase, etc. with format fonts
change default settings
change Page Setup
portrait vs. landscape
margins for entire page
Save As (.doc, .rtf, .htm, .pdf)

h eader and footer
number pages
different first page (don't put a number on the first page)
sections (make 'em, format 'em)
breaks (page and section)
mail merge with Excel fields
insert and edit hyperlinks

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