

Some notes on applicability to Word versions for Mac, with thanks to Kirsty Walter

Office clipboard:

Unfortunately this is a Windows thing! Mac does have a viewable clipboard (in Finder, go to Edit > Show Clipboard), but it can't contain more than one item at a time. It seems you could download clipboard management apps to do this (the examples I found included Alfred and Copied, but I haven't tried those out myself).

Side-by-side viewing:

At the top left of (any!) window, click and hold the green button. It will place the current window in the left half of the screen, allowing you to choose a window to place alongside it. Synchronised scrolling does not, however, seem to be an option.

Exclusion dictionaries:

I found them quite quickly when doing my research, but I wrote them down, so I'm assuming, then, they're different between Mac and Word. They're located under Preferences > Spelling and Grammar > Options... > Dictionaries... I haven't managed to get them to work myself yet, but I have read that "Editing a Custom Dictionary turns Off **Check as you type...**" and that the dictionary must be saved in **Users/YourUserName/Library/Group Containers/UBF8T346G9.Office**.

Find and Replace:

Cmd + Shift brings up a pane on the left. There is a settings icon beneath the text bar, click that and go to Advanced Find & Replace. You can then do pretty much everything Kay discussed in her workshop.

Style Sets:

Templates seem to be the solution to this. In other words, you need to create and store templates using the headings you have defined in one document so as to be able to apply the same overall look to a new document. Not as effective as Style Sets but I suppose the Windows/MS buffs don't want Mac users to be too comfortable.

Shortcuts:

F7 ⇒ spellcheck - the same

F4 ⇒ repeat last action (e.g. delete/paste a word, apply formatting) - the same

F12 ⇒ Save As - doesn't seem to work for me but Cmd+SHIFT+S does

SHIFT+F7 ⇒ Opens Thesaurus pane - the same

CTRL+C / X / V / A / Z – replace CTRL with Cmd

CTRL+B/I/U ⇒ Apply bold/italics/underline* – replace CTRL with Cmd

CTRL+L/R/J ⇒ Make text left/right/full-justified * – replace CTRL with Cmd

CTRL+HOME ⇒ Go to start of doc – replace CTRL with Cmd; I have a "Home" button on my external keyboard and this works; alternatively Fn+Cmd+Left

CTRL+END ⇒ Go to end of doc – replace CTRL with Cmd; I have a "Home" button on my external keyboard and this works; alternatively Fn+Cmd+Right

CTRL+H ⇒ Open Advanced Find/Replace dialog box - replace CTRL with Cmd

TRIPLE-CLICK ⇒ Select whole paragraph - the same

CTRL+SPACEBAR ⇒ Clear formatting - the same (note that Cmd+Space brings up the "Spotlight" function on a Mac)

SHIFT+F3 ⇒ Toggle between lower case, Title Case and ALL CAPS - the same

ALT+F9 ⇒ Toggle between field view on/off (e.g. TOCs) replace ALT with option key

F8 ⇒ Turn on 'Extend Selection' - the same – I think it's Fn+Cmd+. to turn it off