

Word Wizardry



25 January 2020



10 Top Tips to make you a Word Wiz

1. Get to know the Word environment
2. See EVERYTHING in the text
3. Master basic shortcut keys
4. Create your own shortcuts/macros
5. Get into the habit of right-clicking



10 Top Tips to make you a Word Wiz

- 6. Customize the Quick Access Toolbar
- 7. Use AutoCorrect to speed up input
- 8. Use the Office clipboard
- 9. Master Find & Replace (wildcards)
- 9¾ Brush up on the Review ribbon
- 10. Get to grips with Styles



The Word environment

Familiarize yourself with Word's user interface:

- ✴ Ribbon (CTRL+F1) & Quick Access Toolbar
- ✴ Ruler & Reveal Formatting (SHIFT+F1)
- ✴ Status bar
- ✴ Office clipboard
- ✴ Different document views



Document views

Use appropriate document view for the task in hand
(varies in different Word versions)

- 🔱 Print Layout View
 - General working & reading
 - Positioning headers and footers
 - Inserting/manipulating graphics
- 🔱 Full Screen Reading
 - Checking overall layout
 - N.B. shows page as printed on *your* printer
What You See Is **NOT** What Your Client Sees!
- 🔱 Draft
 - Text only, no graphics or headers/footers



Document views

- 🪄 Horizontal split screen view (1 doc)
- 🪄 2 documents side-by-side
View ribbon \Rightarrow View Side-by-Side:
see source and target texts next to each other with synchronous scrolling
– useful for checking translation against original or for verifying that the layout is OK



Customizing the Word environment

"Backstage view" = global settings

- Spellchecker/grammar settings
- Select any automatic features you want
- Turn on "non-printing" characters
- Privacy options in Trust Center –
permanently turn off warnings about
"potentially dangerous files", or warn before
printing/saving/sending a file containing
tracked changes or comments

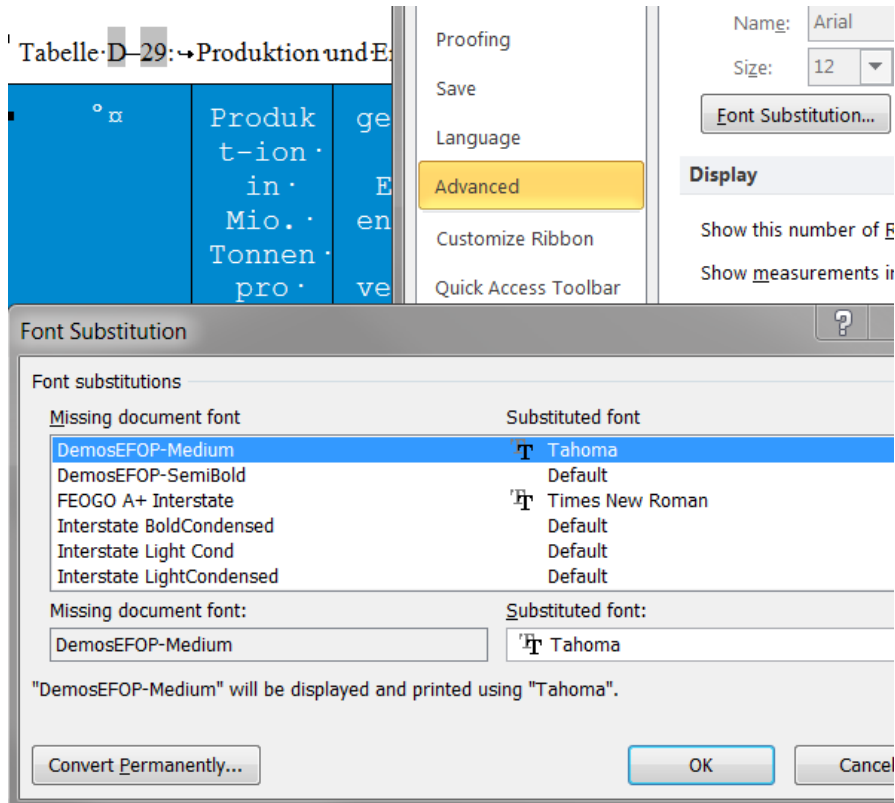


Quick Tip 1

Font substitution –

sometimes we receive documents containing proprietary fonts that are hard to read or look weird because they're not installed on our own computer. There's an easy way to sort that – simply tell Word to substitute a different basic font such as Arial.

*Just **don't** click the Convert Permanently button!*





Productivity-boosting shortcut keys

- 🪄 Much faster than using the mouse, especially for common formatting and frequently repeated operations
- 🪄 Function keys on keyboard – often quickest way of doing something rather than hunting for the command on a ribbon, e.g.

F7 ⇒ spellcheck

F4 ⇒ repeat last action (e.g. delete/paste)

F12 ⇒ Save As



Productivity-boosting shortcut keys

- 🪄 Standard Windows shortcuts,
especially copying & pasting, e.g.

CTRL+C (copy)

CTRL+X (cut)

CTRL+V (paste)

CTRL+A (select all)

CTRL+S (save)

CTRL+Z (*most* important key = undo!)



Handy Word shortcuts

CTRL+B/I/U	Apply bold/italics/underline*
CTRL+L/R/J	Make text left/right/full-justified*
CTRL+HOME	Go to start of doc
CTRL+END	Go to end of doc
CTRL+H	Open Advanced Find/Replace dialog box (GoTo tab)
TRIPLE-CLICK	Select whole paragraph
CTRL+SPACEBAR	Clear all formatting from selected text
SHIFT+F3	Toggle between lower case, Title Case and ALL CAPS
F9	Update field (e.g. TOC)
ALT+F9	Toggle between field view on/off
F8	Turn on 'Extend Selection' (from cursor to next keystroke)
SHIFT+F4	Repeat search

** NB – Not the same in all languages!*



Quick Tip 2

A really useful shortcut key combo is

SHIFT+F4 to repeat a search operation followed by
F4 to repeat the last action.

Say you want to delete extraneous paragraph marks in a document, i.e. in some places, but not everywhere.

First use **CTRL+H** to search for the paragraph mark (code = ^p). Once you find the first instance, hit **ESC** to dismiss the dialog box. The paragraph mark is still selected.

Press delete.

Now press **SHIFT+F4** to find the next instance and either press **F4** to delete this too or press **SHIFT+F4** again to move on to the next instance.

Continue to the end of the document alternating between **SHIFT+F4** and **F4** in this way.



Productivity-boosting techniques – Macros

- Create your own shortcuts with simple macros, e.g. one to delete everything from the cursor to the next full stop: Click the Macro button on status bar to turn on recording, specify a name (e.g. DelToPeriod) & assign a shortcut key, e.g. ALT+. *(or assign to button on Quick Access Toolbar)* The macro is now recording – press *F8* to turn on extend selection, type a full stop, move the cursor one space back and press Delete. Turn off recording by clicking the small Macro button on the taskbar again.
- ⇒ Hey presto, you have created a macro! Now every time you press ALT+. in any document, Word will delete everything from the cursor up to the full stop.



Customizing the Word environment

Quick Access Toolbar

- ✳ Put frequently used functions here
- ✳ Right-click and choose Customize the Ribbon to add your own buttons
- ✳ Once frequently accessed commands are on the QAT, you can minimize the ribbon to give you much more screen space
- ✳ You can use the Import/Export button at the bottom right of the dialog box to copy your customizations between PCs



Productivity-boosting techniques — AutoCorrect

- Enter your own contractions to speed up input of frequently used or long words, phrases, company names etc., e.g. *Please do not hesitate to contact me if you have any questions.* could be shortened to *pdh* or *Je suis désolé* could be shortened to *jsd*
- Great for quickly typing non-English words containing diacritics, umlauts etc., e.g. soupçon, mañana
- Entries are stored in language-flavour specific files, e.g. UK English = MSO2057.acf, Germany-German = MSO0407.acf
- Also works in other Office applications, such as Excel & Outlook



Quick Tip 3

You can't delete items from Word's built-in spellchecker, but you can tell it to treat certain words as if they were not included, for example foreign words that are spelt the same way as legitimate words in English, e.g. "die" is a definite article in German and could easily be overlooked when checking.

These are listed in "**exclusion dictionaries**" for each language, e.g. "ExcludeDictionaryEN0809.lex" is for UK English.

In a text editor such as NotePad, simply add any words you want Word to show you during a spellcheck, one entry per line.



Quick Tip 4

Most of the user-specific files for custom dictionaries, AutoCorrect entries, AutoText blocks etc. are stored under your user profile roaming path in Windows, e.g.

`C:\Users\<USERNAME>\AppData\Roaming\Microsoft\UProof`

`C:\Users\<USERNAME>\AppData\Roaming\Microsoft\Office`

`C:\Users\<USERNAME>\AppData\Roaming\Microsoft\Templates`

`C:\Users\<USERNAME>\AppData\Roaming\Microsoft\Document
Building Blocks`

If you upgrade Word, you can make copies of these files so you can copy them over to your new system.



Productivity-boosting techniques — Formatting



Ruler

- Click and drag tabs & indents
DON'T USE SPACES!



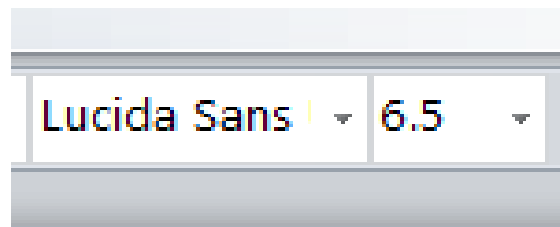
Format Painter

- Easy way to copy over paragraph formatting
- Double-click to copy multiple times
(then Esc to exit once finished)



Quick Tip 5

You can also specify font sizes that aren't specifically listed in the font size box, e.g. less than 8 points or a value in between the ones listed in the dropdown box, or even half sizes, e.g. 7.5 or 11.5, just by typing the number in the box





Productivity-boosting techniques — Formatting



Consider using tables to create columnar layouts

- Don't need to have borders
- Usually much easier than messing about with tabs and indents
- Easy to sort in alphabetical order



Productivity-boosting techniques — Power replace



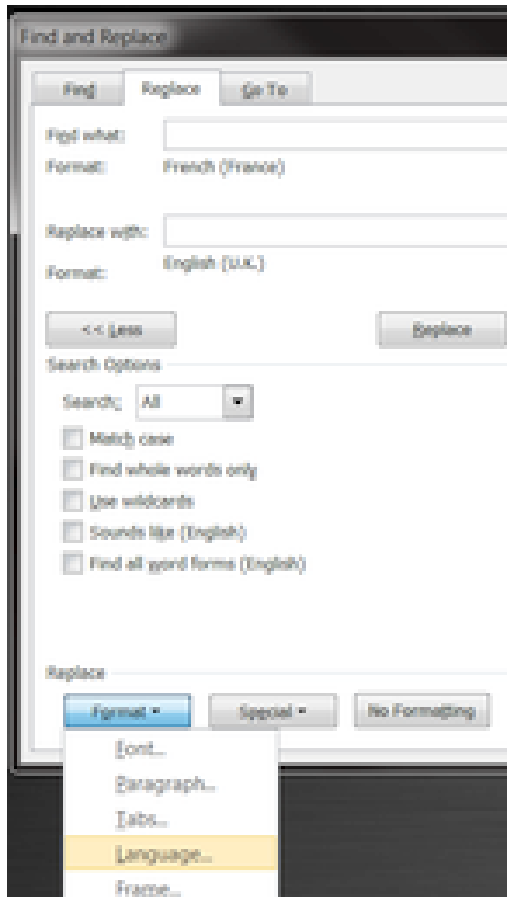
As well as words & phrases you can search for and replace:

- Punctuation (tabs, paragraph marks)
- Formatting (font, style, highlighting)
- Language

*N.B. Always save the file **before** performing any large-scale find & replace operations!*



Quick Tip 6



Use Find & Replace to change the language setting across a whole document – also works for headers/footers & text boxes

Works in PowerPoint too!



Productivity-boosting techniques — Power replace



Wildcard searches

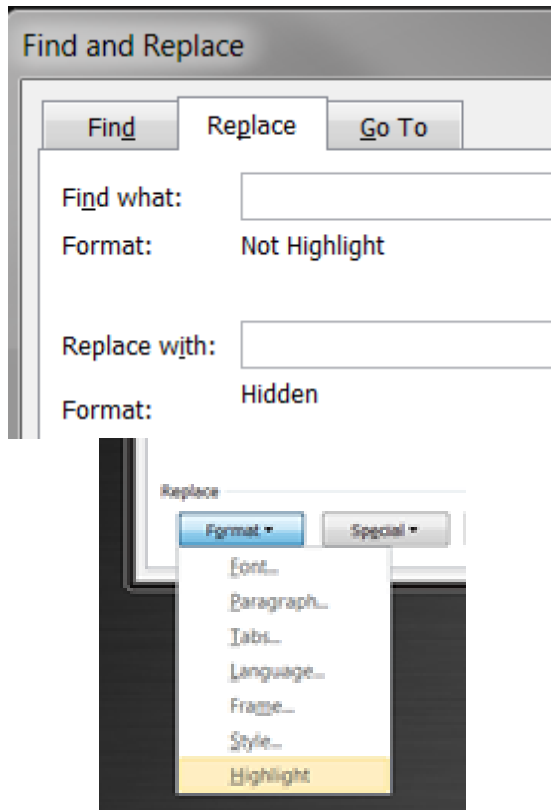
- Tick the Use wildcards box with *?* or *** as a placeholder in a word, e.g.
"organi?ation" will find both
"organisation" and *"organization"*
*"Ger*t"* will find both *"Geraet"* and *"Gerät"*
- Use *<* and *>* to find strings at the beginning and end of words respectively, e.g. *"art"* finds *"article"* but not *"part"*



Quick Tip 7

If you are using a Translation Memory system and have a source document where only the highlighted text is to be translated, you can set the non-highlighted text to Hidden, then remove the highlighting until you have translated it in your TM system. Then afterwards reverse the process in the Word document generated.

Note that the Highlight option is a toggle, so to get Not Highlight, you need to click on Highlight, then click on it again.





Speeding up reviewing

- 🪄 Familiarize yourself with the Review ribbon, esp. the different views:
 - All Markup is probably safest
- 🪄 Easiest way to step through changes is on the Reviewing pane, or create your own shortcut for the Jump to Next Tracked Change command



Productivity-boosting techniques — Styles

- Collections of format specifications to ensure consistent formatting throughout a document
- Making a change to a style automatically changes everything else formatted with that style accordingly, e.g. font or line spacing, so it's a very powerful feature
- Character styles (bold, superscripted etc.) vs paragraph styles

N.B. When you apply para styles, Word acts differently depending on whether any text is selected in the para or not:

 - No characters/text selected \Rightarrow style changes for entire paragraph and any explicit character formatting (bold, italic etc.) is retained
 - Whole paragraph selected including paragraph mark \Rightarrow everything is overwritten with new style



Productivity-boosting techniques — Styles

- Avoid using Word's built-in 'Normal' style (e.g. use BodyText instead)
- First track it down in list (often set as 'Hide until used')
Based on "No Style" (not Normal)
- Add to Quick Style Gallery for easy access
- Modify - edit text to get it how you want it to look, then right-click and select Update Style
Set the language in this base style so it will be inherited by all other styles based on this one
- You could also create a second style based on Body Text which specifies another language, e.g. Body-EN or BODY-FR, to use for documents in different languages to make sure the correct spellchecker/grammar rules are applied



Productivity-boosting techniques — Styles

- 🔮 Use the built-in Heading 1, Heading 2 & Heading 3 styles if you need to create a table of contents (you can still tweak them as necessary)
[References>Table of Contents and choose a table]
Otherwise build from scratch
- 🔮 Style Sets are groups of matched styles, preset combinations of character, heading and paragraph styles – may be helpful to format all styles at once, rather than individually
(better in later versions of Word)



PDF converters

- 🔮 If you have a text that's been scanned, rather than saved in proper pdf format, you will need a tool that supports OCR
- 🔮 Theoretically you can open & convert pdfs directly in Word from Word 2013 onwards, but this only seems to work with mainly text files (or possibly PDFs created by Word or Windows Print to PDF)
- 🔮 If you have a Microsoft OneDrive account (the entry-level account is free), you can also open pdfs in Word Online and open them for editing. However the results are very variable ...



Some tips for dealing with pdf conversions

- 🧙 If the layout is not too complicated, save as text-only to get rid of junk formatting
- 🧙 Otherwise press CTRL+A (Select All), then CTRL+SPACEBAR to clear character formatting followed by CTRL+Q to clear para formatting
- 🧙 If the document uses styles, but they are rather jumbled, select all the text and apply a single style to it, e.g. Body style
- 🧙 Then format from scratch, preferably using Styles (or one of Word's built-in Style Sets)



Finite Incantatem

If you succeed in mastering all these things you too will be a Word Pro —

Pro -ficient

Pro -ductive

Pro -fessional



Resources I

Finally, there's really no magic to any of this — there are plenty of How-To books like *Word 2016 for Professional Dummies* around and lots of information online — including YouTube videos — just open your favourite search engine and search for your version of Word plus whatever function you want to know more about, e.g. "Word 2013" "exclusion dictionary".

Word for Dummies publishes a selection of short How-To pieces at **www.dummies.com/software/microsoft-office/word**.

Although Word's built-in Help function is not very helpful for troubleshooting, it is good for general step-by-step instructions for functions such as Track Changes. This information is also available online, so to get it from the horse's mouth you can add **site:support.office.com** or **site:answers.microsoft.com** to your search.



Resources II

Goodwill Community Foundation International has some easy-to-follow Word 2016 tutorials, see

www.gcflearnfree.org/word2016

(especially one on Styles)

wordribbon.tips.net has a lot of useful info in nugget-sized chunks, ranging from easy through to advanced user levels (you can also subscribe to a newsletter to get tips in your inbox every week)

The SFEP runs an online course on using Word for editing which covers things like styles, templates, find & replace with wildcards, and macros in detail:

www.sfep.org.uk/training/choose-a-course/editing-with-word