

Killer Tips for Using Microsoft Word 2003



Since I'm teaching Word and Powerpoint for UBC Continuing Studies this spring, at the Robson Street campus, I thought I'd pass on some of my favourite quick tips for working with both programs. Enjoy!

1. Line spacing made easy:

You can change the line spacing on a paragraph of typed text by selecting it and then, while holding down the CTRL key, tapping the number 2 for double spacing or 5 to insert a space and a half between each line.

2. Sending a Word file via email

Click on File> Send To

>Mail Recipient (as attachment) to quickly attach a Word document to an email. Your email program will open with the file already attached. Type the recipient's address and click on Send

3. Quickly sort a list into alphabetical order

Type your list, last name first, then select the list and click on Table>Sort and choose Sort by Paragraph Ascending or by Field 1. This process will sort your text by the first letter of each line or paragraph.

4. Shrink your document

Have you typed your document and just need to squeeze in one more line but you'd still like it to fit on one page? Type the extra line, then press CTRL+ALT+I (the letter I) to see the print preview menu. Now click on

the Shrink to Fit button on the Print Preview toolbar. It looks like two sheets of paper, then an arrow pointing to a single sheet. The program will adjust the font size so your text fits on one page.

5. Pasting unformatted text

Sometimes you want to copy text from a web page or other document but use the formatting already in place in your current document. Select your text to be copied by your favourite method. One way uses the following keys - CTRL+SHIFT+ -> (right arrow) to select, then CTRL+C to copy. Go to the spot where you wish to paste the text and click on Edit> Paste Special. Choose unformatted text and the new text will take on the formatting of the spot where it's being inserted.

6. Create lines in Word

Type three hyphens then press Enter on the keyboard to create a solid line. Type three asterisks for a dotted line, three tilde (~) symbols to create a wavy line, three underscores to create a bold line, three pound (#) symbols to create a triple line and three equal (=) symbols to create a double line. Don't forget to hit Enter after any of these.

7. Find out the names of toolbar buttons

Hover the mouse over any button and its name will appear in a box near the mouse pointer.



Come take my class and learn lots more tips and tricks. Call 604-822-1420 to register.

MICROSOFT POWERPOINT 2003 (most of these also work on earlier versions)



Whether you're creating a Digital Photo Album to share your pictures with family and friends, a professional who needs to create a killer slide show to illustrate your message, sharing information in a teleconference or with co-workers or preparing a presentation for your boss, Powerpoint can make it simple. You can even use it to develop a sales presentation for clients.

Part of the Microsoft Office Suite, if you already have Word on your system, chances are you have Powerpoint too, even if you've never used it. And if you already know Word, you can easily master Powerpoint.

My course at UBC on March 25 and April 1st will cover the basics and include lots of short-cuts like these:

1. Put it on the Slide Master

Put the company logo and other repeating elements in the exact same place on each slide by using the Slide Master. To do this, click **View > Master > Slide Master**. Next click **Insert>Picture>From File (or from Clipart)**. Use the logo or clip art. Now click **Close Master View** button and you can see that the logo is in the same spot on every slide.

2. Make it a picture perfect background

Right click on a blank spot on any slide and click **Background**. Next, click the drop-down menu under the Background Fill and click **Fill Effects**. Then click the **Picture** tab in the dialog box and click the **Select Picture** button.

Browse your hard drive to find the picture you want, click **Insert** and then click **OK** in the **Fill Effects** dialog. Now, in the Background dialogue, click **Apply to All** to put the picture on every slide, or just **Apply** to affect only the slide you're working on.

3. Jump to a specific slide in your slide show

While showing your presentation, if you want to jump to a specific slide, simply click on the slide number on your keypad and then hit the Enter key.

4. Blank out the screen while you lead a discussion

Sometimes in the middle of a show you need to stop and go over a related point. To keep the screen from being a distraction, simply hit the letter **B** on the keyboard and your **screen will turn black** without losing your position in the slide show. And yes, if you hit the letter **W**, you get a **white screen**. Just tap the letter key again to turn the show back on.

5. Check your spelling

Press F7 on the keyboard (it's one of those funny keys on the top row, called Function keys) and Powerpoint will check every slide, and offer suggestions if it finds errors.

6. Package for CD

You need to have a CD burner in your computer, but this fea-

ture is perfect both for corporate clients and for sending messages to family and friends. Great for backups too. Click **File>Package for CD** and follow the prompts to give your file a name, add files to the CD and even add the Viewer. That way someone who doesn't have Powerpoint can still see your presentation. You can password protect your file and add media files which might be incorporated in your presentation.

7. Learn the top three mistakes that most annoy your audience

1. Reading the slides
2. Text too small
3. Full sentences, not bullets

Learn to add watermarks to slides and handout pages, make notes to yourself in the Speakers' Notes view and rearrange your slide presentation or even combine slides from several different presentations.

Powerpoint is user-friendly enough that you can create a slide show with no previous experience, but powerful enough that your slides can look like they were created by a graphic artist.



We'll also talk about some public speaking tips and tricks to help you get past that panicky feeling. Plan now to join us on March 25 and April 1st. **Call 604-822-1420 to register or for more information.**

All Materials © 2006 Geraldine Sombke and Brightwebs.com