



Microsoft®

# Word Quick Reference

## Basic Skills

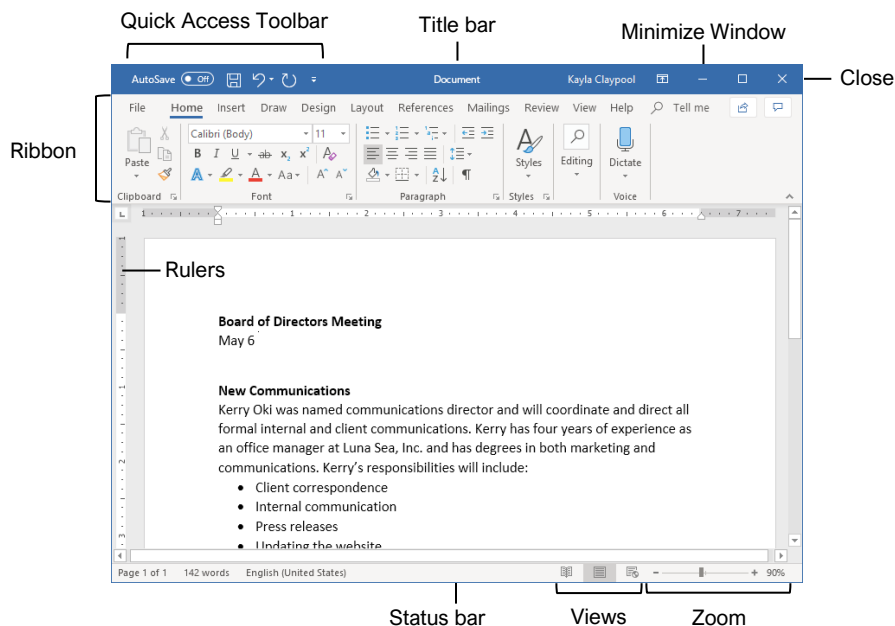
# CustomGuide

## Interactive Training

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### The Word Program Screen



### Keyboard Shortcuts

#### General

- Open a document..... **Ctrl + O**
- Create a new document..... **Ctrl + N**
- Save a document ..... **Ctrl + S**
- Print a document ..... **Ctrl + P**
- Close a document ..... **Ctrl + W**

#### Navigation

- Move the text cursor..... **↑, ↓, ←, →**
- Up one screen..... **Page Up**
- Down one screen ..... **Page Down**
- Beginning of a line ..... **Home**
- End of a line ..... **End**
- Beginning of a document .... **Ctrl + Home**
- End of a document ..... **Ctrl + End**
- Open Go To dialog box..... **Ctrl + G**

#### Editing

- Cut ..... **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste ..... **Ctrl + V**
- Undo..... **Ctrl + Z**
- Redo..... **Ctrl + Y**
- Find ..... **Ctrl + F**
- Replace..... **Ctrl + H**
- Select All..... **Ctrl + A**
- Check Spelling and Grammar ..... **F7**

#### Formatting

- Bold ..... **Ctrl + B**
- Italics ..... **Ctrl + I**
- Underline ..... **Ctrl + U**
- Align Left..... **Ctrl + L**
- Align Center ..... **Ctrl + E**
- Align Right..... **Ctrl + R**
- Justify ..... **Ctrl + J**
- Indent a paragraph ..... **Ctrl + M**
- Remove an indent..... **Ctrl + Shift + M**
- Increase font size..... **Ctrl + Shift + >**
- Decrease font size ..... **Ctrl + Shift + <**
- Increase font size 1pt..... **Ctrl + ]**
- Decrease font size 1pt..... **Ctrl + [**
- Copy formatting..... **Ctrl + Shift + C**
- Paste formatting ..... **Ctrl + Shift + V**
- Show/Hide Formatting
- Marks ..... **Ctrl + Shift + \***

### Word Fundamentals

**Create a Blank Document:** Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

**Open a Document:** Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Recover an Unsaved Document:** Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

**Change Document Views:** Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



**Reading View**



**Print Layout View**



**Web Layout View**

**Print:** Click the **File** tab, select **Print**, specify print settings, and click **Print**.

### Select and Edit Text

**Select a Block of Text:** Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Select a Sentence:** Press the **Ctrl** key and click in a sentence.

**Select a Line of Text:** Click in the left margin for the line you want to select.

**Select a Paragraph:** Double-click in the left margin for the paragraph you want to select.

**Select Everything:** Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

**Edit Text:** Select the text you want to replace and type new text.

**Cut, Copy and Paste:** Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.



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## Select and Edit Text

[Spelling and Grammar Errors](#): Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

[Correct a Spelling or Grammar Error](#): Manually make the correction, or right-click the error and select a suggestion you want to use.

[Ignore a Spelling or Grammar Error](#): Right-click the error and select **Ignore All**.

[Check Spelling and Grammar](#): Click the **Review** tab and click the **Spelling & Grammar** button.

[Find the Word Count](#): Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

[Use the Thesaurus](#): Click the word you want to replace, click the **Thesaurus** button on the Review tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

[Find Text](#): Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

[Replace Text](#): Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

[Insert a Symbol](#): Click where you want to insert the symbol. Click the **Insert** tab and click the **Symbol** button. Either select a symbol from the menu or select **More Symbols**, select a symbol, and click **Insert**.

[Insert Text from Another File](#): Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

## Format Text and Paragraphs

[Change the Font](#): Select the text you want to change, click the **Font** list arrow, and select a new font.

[Change the Font Size](#): Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

[Change the Font Color](#): Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

[Apply Bold, Italic, or an Underline](#): Click the **Bold B**, **Italic I** or **Underline U** button in the Font group on the Home tab.

[Clear Formatting](#): Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

## Format Text and Paragraphs


[Create a Bulleted List](#): Select the text you want to make into a bulleted list, and click the **Bullets** button.

[Change a Bulleted List Style](#): Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.


[Create a Numbered List](#): Select the text you want to make into a numbered list, and click the **Numbering** button.

[Change a Numbered List Style](#): Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

[Align a Paragraph](#): Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

 Left aligned

 Center aligned

 Right aligned

[Add a Border](#): Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

[Add Shading](#): Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

[Change Line Spacing](#): Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

[Change Paragraph Spacing](#): Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

[Copy Formatting](#): Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

[Indent Paragraphs](#): Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.


[Set Custom Indents](#): Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.

[Enable the Ruler](#): Click the **View** tab, then check the **Ruler** check box.


[Set a Tab Stop](#): Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

## Format Text and Paragraphs

[Types of Tab Stops](#): Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

 **Left aligned** will align the left side of the text with the tab stop.

 **Center aligned** will align the text so that it's centered under the tab stop.

 **Right aligned** will align the right side of the text with the tab stop.

 **Decimal aligned** will align text and numbers by a decimal point.

[Remove a Tab Stop](#): Click and drag a tab stop off of the ruler.

## Format the Page

[Choose a Margin Size](#): Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

[Change Paper Size](#): Click the **Layout** tab, click the **Size** button, and select the size you want to use.

[Change Paper Orientation](#): Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

[Use a Header or Footer](#): Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

[Add Page Numbers](#): Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

[Format Columns](#): Click the **Layout** tab, click the **Columns** button, and select a column option.

[Insert Column Breaks](#): Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

[Insert Page Breaks](#): Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

[Add a Watermark](#): Click the **Design** tab, click the **Watermark** button, and select a watermark style.

[Add Page Color](#): Click the **Design** tab, click the **Page Color** button, and select a page color.

[Add Page Borders](#): Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click **OK**.



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# Word Quick Reference

## Intermediate Skills

### Elements of a Table


Header Row	Location	Excursion Length	Packages	Sales
	Las Vegas	3-day	8	\$8,000
	Paris	3-day	2	\$4,000
	Beijing	3-day	0	\$0
	Las Vegas	5-day	6	\$10,200
Selected Cell	Paris	5-day	8	\$27,200
	Beijing	5-day	4	\$20,000
	Las Vegas	7-day	0	\$0
Row	Paris	7-day	4	\$20,000
	Beijing	7-day	6	\$42,000
Total Row			38	\$131,400


### Navigating a Table


#### Navigating a Table



- Next cell ..... **Tab**
- Previous cell ..... **Shift + Tab**
- Next row ..... ↓
- Previous row ..... ↑
- First cell in a row ..... **Alt + Home**
- Last cell in a row ..... **Alt + End**
- First cell in a column ..... **Alt + Page Up**
- Last cell in a column ..... **Alt + Page Down**

#### Selecting Cells in a Table

**Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow ↖; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Cell**.

**Select a Row:** Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select** , and choose **Select Row**.

**Select a Column:** Click above a column, when the cursor changes to an arrow ↓; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Column**.

**Select an Entire Table:** Click the table selector  button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Table**.


#### Table Style Options





**Configure Table Style Options:** Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.


The appearance of these elements will vary, based on the current Table Style.


- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.

### Tables

**Insert a Table:** Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns that you want.


**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above** , **Insert Below** , **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.


**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete**  button, then select **Delete Row**  or **Delete Column** .



**Convert a Table to Text:** Select the table, click the Table Tools **Layout** tab, click the **Convert to Text**  button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the Table Tools **Layout** tab, click the **AutoFit**  button, and select an option.



**Merge Cells:** Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells**  button.


**Split Cells:** Select a cell, click the Table Tools **Layout** tab, click the **Split Cells**  button, enter the number of rows and columns, and then click **OK**.

**Distribute Rows and Columns:** Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows**  button to distribute the rows evenly, or click the **Distribute Columns**  button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

**Apply Text Alignment:** Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

**Add a Border to a Table:** Select a table, click the Table Tools **Design** tab, click the **Border Styles**  button list arrow, select a border style, click the **Borders**  button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Shading**  button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table**  button.

## Graphics

**Insert a Picture:** Place the text cursor where you want to insert a picture, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

**Remove a Picture's Background:** Select a picture, click the **Format** tab, and click the **Remove Background** button. Areas that will be removed are highlighted. Click the **Mark Areas to Keep** button to draw over any area accidentally highlighted, and click the **Mark Areas to Remove** button to draw over any area that needs to be removed. Click the **Keep Changes** button.

**Insert a Text Box:** Click the **Insert** tab, click the **Text Box** button, and select a text box style.

**Insert a Shape:** Click the **Insert** tab, click the **Shapes** button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

**Insert a Drawing:** Click the **Draw** tab, click the **Draw with Touch** button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the **Draw with Touch** button again when you're done drawing.

**Format a Shape:** Select a shape, then click the **Format** tab and use the options in the Shape Styles group to customize the appearance of the shape.

- Click the **Shape Fill** button and select a color to change the shape's fill color.
- Click the **Shape Outline** button and select a color and weight for the shape's outline, as well as dash and arrow styles.
- Click the **Shape Effects** button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the Shape Styles gallery. Click the gallery's **More** button to see more presets.

**Insert WordArt:** Click the **Insert** tab, click the **Insert WordArt** button, and select a style of WordArt.

**Insert a Chart:** Click the **Insert** tab, click the **Add a Chart** button, select a chart category on the left, select a chart type, and click **OK**. Edit the chart data in the window that opens.

**Resize an Object:** Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.

**Move an Object:** Select an object, then click and drag it to a new location.

**Rotate an Object:** Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the **Format** tab, click the **Rotate Objects** button, and select a rotation option.

**Delete an Object:** Select an object, then press the **Delete** key.

## Graphics

**Flip an Object:** Select an object, click the **Format** tab, click the **Rotate Objects** button and select **Flip Vertical** or **Flip Horizontal**.

**Position an Object on the Page:** Select an object, click the **Format** tab, click the **Position** button, and select a position.

**Wrap Text Around an Object:** Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

**Move an Object Up or Down One Layer:** Select an object, click the **Format** tab, and click the **Bring Forward** button to move the object forward one layer, or click the **Send Backward** button to send the object backward one layer.

**Group Objects:** Select multiple objects, click the **Format** tab, click the **Group Objects** button, and select **Group**.

**Ungroup Objects:** Select a group, click the **Format** tab, click the **Group Objects** button, and select **Ungroup**.

**Align Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select an alignment option.

**Distribute Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select **Distribute Horizontally** or **Distribute Vertically**.

## Styles, Themes, and Templates

**Apply a Style:** Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

**Display the Styles Pane:** Click the dialog box launcher in the **Styles** group on the Home tab.

**Create a Style:** Select some text that's formatted the way you want the style to appear, then click the Styles gallery's **More** button and select **Create a Style** (or, click the **New Style** button in the Styles pane). Give the new style a name and click **OK**.

**Modify a Style:** Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select **Update \_\_\_ to Match Selection**.

**Apply a Theme:** Click the **Design** tab, click the **Themes** button, and select a theme.

**Use a Document Template:** Click the **File** tab, click **New**, search for a template in the search field or select a recommended template, select a template, and click **Create**.

**Create a Document Template:** Click the **File** tab, click **Save As**, select a location, give the file a name, click the **Save As Type** list arrow, select **Word Template**, and click **Save**.

## Long Documents

**Use Outline View:** Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

**Demote Items:** While in Outline view, click the item you want to demote and click the **Demote** button (or the **Demote to Body Text** button).

**Promote Items:** While in Outline view, click the item you want to promote and click the **Promote** button (or the **Promote to Heading 1** button).

**Navigate Long Documents:** Click the **View** tab, check the **Navigation Pane** check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.

**Add a Bookmark:** Select the text you want to bookmark, click the **Insert** tab, click the **Bookmark** button in the Links group, give the bookmark a name, and click **Add**.

**Insert a Section Break:** Place the cursor where you want the section to start, click the **Layout** tab, click the **Breaks** button, and select a type of section break.

**Insert a Link:** Select the text you want to use as a link, click the **Insert** tab, click the **Link** button, choose what type of link to create, choose where to link to, and click **OK**.

**Create Footnotes and Endnotes:** Click the text that you want the footnote / endnote to refer to, click the **References** tab, click the **Insert Footnote** (or **Insert Endnote**) button, and type your footnote / endnote.

**Insert a Table of Contents:** Place the text cursor where you want to insert a table of contents, click the **References** tab, click the **Table of Contents** button, and select a table of contents style.

**Insert an Index Entry:** Select the text you want the index entry to refer to, click the **References** tab, and click the **Mark Entry** button. Set any index entry options you want, then click **Mark** (or, click **Mark All** to mark all instances of the text). Click **Close**.

**Insert an Index:** Place the text cursor where you want to insert an index, click the **References** tab, click the **Insert Index** button. Set up the index's options, then click **OK**.

**Create a Citation:** Click the **References** tab, click the **Insert Citation** button, and select **Add New Source**. Enter the source's information, then click **OK**.

**Insert a Citation:** Click the **References** tab, click the **Insert Citation** button, and select a citation from the menu.

**Insert a Bibliography:** Click the **References** tab, click the **Bibliography** button, then select a bibliography style.



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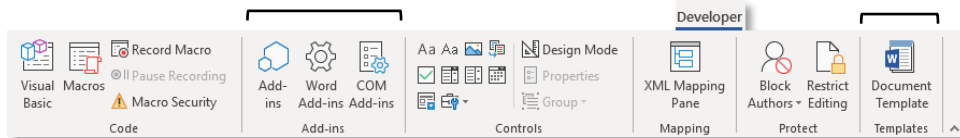
## Advanced Skills

## The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML

The **Templates** group lets you switch document templates and other add-ins.



The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

## Forms

### Add Forms to a Document

**Enable the Developer Tab:** Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

**Add a Form Control:** Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

**Finalize a Form:** Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Yes, Start Enforcing Protections** button, enter a password (optional), and click **OK**.

### Types of Form Controls

**Form Controls:** You can add different types of form controls that allow a user to enter different types of data into a form.

- **Rich Text** **Aa** allows users to enter text that can be formatted with different fonts and font styles.
- **Plain Text** **Aa** allows users to enter text, but not to format that text.
- **Picture** allows the user to add a picture from their computer or an online location to the form.
- **Check Box**  places a form with a check box that the user can check or uncheck.
- **Combo Box** adds a list with a text box, where users can choose an option or enter their own.
- **Drop-Down List** adds a list with several options that a user can choose from.
- **Date Picker** lets the user choose a date from a calendar.
- **Repeating Section** contains other types of content controls and repeats as many times as you need it.
- **Legacy Types** of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

## Collaborate in Word

**Share a Document:** Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the Invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

**Highlight Text:** Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

**Insert a Comment:** Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

**Delete a Comment:** Click a comment to select it, click the **Review** tab, and click the **Delete** button.

**Reply to a Comment:** Click a comment to select it, and click the **Reply** button in the comment. Type your response, then click outside the comment field when you're finished.

**Show / Hide Comments:** Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

**Toggle Track Changes:** Click the **Review** tab and click the **Track Changes** button in the Tracking group.

**View Markup:** Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

**Review Revisions:** Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

**Compare Two Documents:** Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

**Add Line Numbers:** Click the **Layout** tab, click the **Line Numbers** button, and select an option.

## Collaborate in Word

**Customize Line Numbers:** Click the **Layout** tab, click the **Line Numbers** button, and select **Line Numbering Options**. Click the **Line Numbers** button. Customize where the line numbers start, how far they appear from the text, and how often they appear. Click **OK**, then click **OK** again.

**Protect a Document:** Click the **File** tab, click the **Protect Document** button, and select **Mark as Final**. Click **OK** in both the confirmation dialog boxes.

**Password Protect a Document:** Click the **File** tab, click the **Protect Document** button, and select **Encrypt with Password**. Enter a password, click **OK**, then enter that password again to confirm it, and click **OK** again.

**Remove a Password:** Click the **File** tab, click the **Protect Document** button, select **Encrypt with Password**, remove the password from the text field and click **OK**.

**Inspect a Document:** Click the **File** tab, click the **Check for Issues** button, and select **Inspect Document**. Select the types of content you want to check for, then click **Inspect**. After inspection, click **Remove All** for any content that you want to remove, then click **Close**.

## Macros

**Enable the Developer Tab:** Before adding macros, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

**Record a Macro:** Click the **Developer** tab, click the **Record Macro** button, and give the macro a name. Click either **Button** or **Keyboard** to assign a button or keyboard shortcut to the new macro (optional). Click **OK**. Perform the tasks you want to record, then click the **Stop Recording** button.

**Run a Macro:** Place the text cursor where you want the macro to run. Click the **Developer** tab, click the **Macros** button, select a macro, and click **Run**.

**Edit a Macro:** Click the **Developer** tab, click the **Macros** button, select a macro, and click **Edit**. Modify the macro using the Visual Basic editor, then close Visual Basic.

## Advanced Documents

**Customize Word's Options:** Click the **File** tab and click **Options**. Select a category on the left, and then customize options on the right. Click **OK** when you're finished.

**Customize the Ribbon:** Click the **File** tab, click **Options**, then click the **Customize Ribbon** tab. Select and expand a ribbon tab, then select and expand a group. Select a command from the left column, then click **Add** to add it, or select a command from the right column and click **Remove** to remove it from the ribbon.

## Advanced Documents

**Change Word's Default Font:** Start in a new, blank document. Open the Font dialog box by clicking the **Font** group's dialog box launcher. Choose the new default font or font style, then click the **Set as Default** button. Select **All documents based on the Normal template**, then click **OK**.

**Create a Building Block:** Select the text or objects you want to use as a building block. Then, click the **Insert** tab, click the **Explore Quick Parts** button, and select **Save Selection to Quick Part Gallery**.

**Insert a Building Block:** Place the text cursor where you want a building block placed. Click the **Insert** tab, click the **Explore Quick Parts** button, and either select a building block from the menu, or select **Building Blocks Organizer**. Select a building block, and then click **Insert**.

**Find and Replace Using Wildcards:** Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. Check the **Use Wildcards** check box, then while entering a search phrase in the **Find What** field, click the **Special** button and select a wildcard.

### Wildcard Examples

?	any single character
*	any number of characters
[ ]	one of these characters
[ - ]	one of these characters in a range
[! ]	none of the specified characters
<	beginning of a word
>	end of a word
@	one or more instances of a character
{n}	exactly <i>n</i> instances of a character
{n, }	at least <i>n</i> instances of a character
{n, m}	between <i>n</i> and <i>m</i> instances of a character

**Find and Replace Special Characters:** Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. While entering a search phrase in the **Find What** field, click the **Special** button and select a special character.

**Edit a Document in Multiple Languages:** Select the text in another language, click the **Review** tab, click the **Language** button, and select **Set Proofing Language**. Select a language and click **OK**.

**Add Additional Editing Languages:** Click the **Review** tab, click the **Language** button, and select **Language Preferences**. Click the **Add additional editing languages** list arrow and select a language. Click **Add**, then click **OK**.

**Insert a Date and Time Field:** Click the **Insert** tab, click the **Date and Time** button, select a date format, check the **Update Automatically** check box, and click **OK**.

## Advanced Documents

**Insert a Field:** Click the **Insert** tab, click the **Explore Quick Parts** button, and select **Field**. Select a field category, then a field. Click **OK**.

**View Field Codes:** Right-click a field and select **Toggle Field Codes**.

## Mail Merge

**1 – Start the Mail Merge Wizard:** Click the **Mailings** tab, click the **Start Mail Merge** button, and select **Step-by-Step Mail Merge Wizard**.

**2 – Choose a Document Type:** In the Mail Merge pane, select a document type, then click **Next**.

**3 – Select a Document:** In the Mail Merge pane, select whether to use the current document, start a new document from a template, or use another existing file, then click **Next**.

**4 – Select Recipients:** In the Mail Merge pane, select whether to use an existing list, select contacts from Outlook, or type a new list.

If using an existing list, click the **Browse** button, select a file with a list of recipients, and click **Open**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If selecting contacts from Outlook, click the **Choose Contacts Folder** button, select a contacts folder to import, and click **OK**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If typing a new list, click the **Create** button, then fill out the fields for each address. Click **OK** when finished.

Click **Next**.

**5 – Write Your Letter:** Place the text cursor where you want an element, then click the button for the element you want to add (such as an **Address Block** or a **Greeting Line**), choose an element's options, then click **OK**. Or, click the **More Items** button, select a specific field to insert, click **Insert**, and then click **Close**. When you've added all the fields you need, click **Next**.

**6 – Preview Your Letter:** In the Mail Merge pane, click the << and >> buttons to preview the placeholders filled in with a recipient's data. When you're finished previewing, click **Next**.

**7 – Complete the Merge:** In the Mail Merge pane, click **Print** to print the finished mail merged documents, or click **Edit individual letters** to create a new document for all or some of the records.

Close the Mail Merge pane when you're finished with the merge.

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