Top Tips: Using Word

Note on versions of *Word*: These answers are based on using *Word 2003*. With other versions, there are some differences in menu routes and dialogs, notably the absence of Task Panes and some more advanced features.

Q: Can I convert this text that was typed in CAPITALS, into lower case?

A: Select the text that has been entered in the wrong case, then choose **Format|Change Case**. In the dialog, you can choose between capitals, lower case and other case options. The keystroke equivalent is Shift + F3.

Q: Can I get the spell-checker to skip certain passages in my text?

A: You can format a phrase to be skipped. Select the text, and choose **Tools|Language|Set Language**. Check the **Do not check** checkbox.
    You could include this format in a character style - then you apply the new style to every phrase that is to be skipped during a spellcheck.

Q: How big can my document be?

A: There is no theoretical limit on the number of pages in a *Word* document. A very large document may become slow to edit, and eventually you may run out of storage space on your memory stick or hard drive. But a modern computer will usually manage documents of several hundred pages. Graphics (diagrams, charts or photos) can easily make a document large.
    You could create each chapter in a separate document: make sure they are all based on the same template, and allow plenty of time for assembling them into the final document before printing.

Q: How do I deal with a lot of pictures in a document?

A: Pictures will make your document large, so allow plenty of editing time and storage space.
    Editing may be faster if you work in Draft View: choose **View|Draft**.
    If graphics are slowing you down, show them as empty white boxes while you are editing your text: **Tools|Options|View** and check **Picture Placeholders**.

Q: Can I find out what formatting has been applied to my text?

A: Use the Reveal Formatting task pane. **View|Task Pane** if necessary to display a task pane at the right edge of the screen. Use the menu at the top of the task pane to switch to the Reveal Formatting. This diagnoses the formats and styles applied to the selected text, or it can compare it with another selected text.

Q: Can I clear away a muddle of formats from text?

A: A mixture of formats may have been applied directly to text, obscuring the style. Re-assert the paragraph's style: select the text and press Ctrl+Q to re-assert paragraph formats, or press Ctrl+space to re-assert font formats.

Q: If my document includes a few pages with landscape orientation, how can I place the page numbers along the short side of the landscape paper?

A: *Word 2007* has a useful command for this. In the section that has landscape orientation, delete any footer contents. In the **Insert** tab, choose **Page Number** and **Page Margin**. Choose **Vertical Right**, to insert a page number in the margin on the short side. You may want to format the number and the "page" text, and move the text box.
    Note: Before making any changes to header or footer contents, ensure that the section you are working in is not linked to either of its neighbouring sections.

Q: I have created each of my chapters in a separate document. How do I now integrate them into one?

A: Ensure that all the chapter documents are based on the same template. Create a new document based on the same template, to be the container. In the container, type any initial content such as a title page, preface etc. Insert the first chapter using **Insert|File**, then insert the second chapter and so on. Finally, enter any finishing content such as an Index.

Q: How can I insert more text before a table which is at the top of my document?

A: If a table is at the very top of a document, it is difficult to insert more text above it. Place the insertion point in the top left cell and choose **Table|Split Table**. An empty paragraph is inserted above the table.

Q: How can I type characters with accents?

A: One trick is to hold down the right-hand Alt key (sometimes marked AltGr) while typing a vowel. In many *Windows* applications this gives the vowel with acute accent: á é í ó ú