

MS Word Quick Reference – 11/20/14

To create and design effective documents, you need to know how to **format text**. In addition to making your document more appealing, **formatted text** can draw the reader's attention to specific parts of the document and help communicate your message.

Basic Text Editing/Formatting – a) Home Tab > Font Style, Font Size, Font Color, Highlight Text, Superscript, Subscript, Text Effects, Text Alignments (Left, Center, Right, Justified) **b)** Select text to be formatted > right click on it > Font > Make formatting changes using window options >



Paragraph Formatting – Select Text > right click on it > Paragraph >

- Change Paragraph Spacing (Before and After)
- Indentation (Right and Left)
- Line Spacing (Single, Double, Multiple, etc.)

Changing Page Margins -

Find and Replace – Go to Home Tab > at right is Find, Replace > Click on icon > Type word to be replaced. > Replace with “New Word” > click Replace or Replace All. Words will be replaced as necessary.

Insert Symbol – Go to Insert Tab > Click on Symbol > Choose a Symbol or More Symbols > [Change](#) font to Wingdings, Wingdings 2, Wingdings 3, or Webdings to view a list of multiple Symbols. Select your Symbol. > Click Insert. Select to change size as desired.

Hyperlink – Highlight text that you want to hyperlink. > Right Click on it. > From Menu choose “Hyperlink”. In address bar at bottom of window type the Web Address you want to access. be sure to begin with “http://” . Click OK. Verify the link works by hovering over it in the document then press Ctrl + Click to follow link.

Thesaurus - Select Word > Review Tab > Thesaurus > Click on word Synonym in list. MS word replaces the original word.

Indents – Select block of text > Right Click > Paragraph > Indents (Right and Left)

Line Spacing – Select block of text > Right Click > Paragraph > Choose appropriate spacing (Multiple, Single, Double, etc.) and/or Before or After Paragraph.

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Tab Stops

1. Select block of text > Double click on Ruler > Clear all > Type in Tab Stop (.5, 1.0, 3.5, etc.) > Click Alignment > Leader Choice > Set > Repeat for all Tab Stops > Click OK.
2. Select block of text > Click Tab Selector until Alignment choice is selected > Move cursor to proper measurement on ruler > Click once to set the Tab > Repeat for all desired Tab Stops.

*To remove a Tab Stop, click on Tab Stop, hold, drag down and release button.

Bulleted and Numbered Lists – Select block of text > Click on Bullet or Number Icon on Paragraph Ribbon or Right Click selected text > Choose Bullets or Numbers from Menu

To Save as Templates and PDF format - When completed with editing and proofreading: Click File > Save As > Type File Name in entry box > choose appropriate format from Dropdown menu (File Type)
Note: make sure to specify location to save the document.

Documents that are saved in pdf format are created in another application, like Word, Excel, PPT, Photoshop, etc. If documents created in one of those applications are save in pdf format, they become accessible by Adobe Reader which is a general purpose free application, downloadable online, and allows documents to be shared and opened without the original application that created it.