Microsoft Word

Desktop Publishing

Ctrl-A – Select All  Shift-Ctrl-A – All Caps
Ctrl-B – Bold  Shift-Ctrl-B – Bold
Ctrl-C – Copy  Shift-Ctrl-C – Copy Format
Ctrl-D – Font  Shift-Ctrl-D – Double Underline
Ctrl-E – Center  Shift-Ctrl-E – Track Changes
Ctrl-F – Find  Shift-Ctrl-F – Font - Format Toolbar
Ctrl-G – Goto
Ctrl-H – Replace  Shift-Ctrl-H – Hidden Text
Ctrl-I – Italicize  Shift- Ctrl-I – Italicize
Ctrl-J – Full Justify
Ctrl-K – Hyperlink  Shift-Ctrl-K – Small Caps
Ctrl-L – Left Align  Shift-Ctrl-L – Bullet
Ctrl-M – Increase Indent  Shift-Ctrl-M – Decrease Indent
Ctrl-N – New Document  Shift-Ctrl-N – Normal Style
Ctrl-O – Open Document
Ctrl-P – Print Dialog Box  Shift-Ctrl-P – Size - Format Toolbar
Ctrl-Q – Reset Paragraph
Ctrl-R – Right Align
Ctrl-S – Save  Shift-Ctrl-S – Style - Format Toolbar
Ctrl-T – Increase Hanging Indent  Shift-Ctrl-T – Decrease Hanging Indent
Ctrl-U – Underline  Shift-Ctrl-U – Underline
Ctrl-V – Paste  Shift-Ctrl-V – Paste Format
Ctrl-X – Cut  Ctrl-Home – Go to Beginning of Document
Ctrl-1 – Single Space  Ctrl-End – Go to End of Document
Ctrl-2 – Double Space  Shift-Ctrl-> - Increase Font Size
Ctrl-5 – 1.5 Spacing  Shift- Ctrl-Home – Select to the beginning
Ctrl-Y – Redo  Shift-Ctrl-End – Select to the End
Ctrl-Z – Undo  Shift-Ctrl<- - Decrease Font Size
Word the flow of text around graphics and drawing objects can change. To access this feature, you must first select the object. If you are working with a graphic, you will get the picture toolbar, from here you can choose the **Text Wrapping** button. You can also choose **Format Object/Picture** from the short-cut (right-click) menu, from the **Format** menu, or from the **Format** button on the picture toolbar.

**Wrapping Style**

- **Square** - wraps text around all sides of the square bounding box for the selected object.
- **Tight** - wraps text tightly around the edges of the actual image, or rather its wrap points.
- **Through** - is supposed to behave like **Tight**, but it wraps inside any parts of the object that are open. *I have never seen this work.*
- **None** - removes text wrapping from the selected object, and allows the text to flow over or under the image, depending on the Order.
- **Top and Bottom** - wraps text around the top and bottom of the selected object (excludes the text from the sides). Text stops at the above the object, and restarts below the object.
- **Edit Wrap Points** - Displays the vertexes so you can change the text-wrapping perimeter around the selected object. To reshape the perimeter, drag the vertex. To add a vertex, click once on the red line and a new vertex should form. Text will wrap to these points when using **Tight** or **Through**.
In Microsoft Word the flow of text around graphics and drawing objects can change. To access this feature, you must first select the object. If you are working with a graphic, you will get the picture toolbar, from here you can choose the Text Wrapping button ( ) or choose Text Wrapping from the Draw menu. You can also access this feature through the layout properties by choosing Format Object/Picture from the short-cut (right-click) menu, from the Format menu, or even from the Format button ( ) on the picture toolbar.

Wrapping Style
- **Square** - wraps text around all sides of the square bounding box for the selected object.
- **Tight** - wraps text tightly around the edges of the actual image, or rather its wrap points.
- **Behind Text** - removes text wrapping from the selected object, and allows the text to flow over the image.
- **In Front of Text** - removes text wrapping from the selected object, and allows the text to flow under the image.
- **Top and Bottom** - wraps text around the top and bottom of the selected object (excludes the text from the sides). Text stops at the above the object, and restarts below the object.
- **Through** - is supposed to behave like **Tight**, but it wraps inside any parts of the object that are open. I have never seen this work.
- **Edit Wrap Points** - Displays the vertexes so you can change the text-wrapping perimeter around the selected object. To reshape the perimeter, drag the vertex. To add a vertex, click once on the red line and a new vertex should form. Text will wrap to these points when using **Tight** or **Through**.
Below are samples of the Effects listed under **Format -> Font (Ctrl-D)**. When checked these effects will be applied to selected text.

![Effects Table]

<table>
<thead>
<tr>
<th>Effects</th>
<th></th>
<th>Effects</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Strikethrough</td>
<td></td>
<td>Shadow</td>
<td></td>
</tr>
<tr>
<td>Double strikethrough</td>
<td></td>
<td>Outline</td>
<td></td>
</tr>
<tr>
<td>Superscript</td>
<td></td>
<td>Emboss</td>
<td></td>
</tr>
<tr>
<td>Subscript</td>
<td></td>
<td>Engrave</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Strikethrough:** How now brown cow.

**Double Strikethrough:** How now brown cow.

**Superscript:** How now brown cow. *(short-cut key Shift-Ctrl-=)*

**Subscript:** How now brown cow. *(short-cut key Ctrl-=)*

**Shadow:** How now brown cow.

**Outline:** How now brown cow.

**Emboss:** How now brown cow.

**Engrave:** How now brown cow.

**Small caps:** HOW NOW BROWN COW. *(short-cut key Shift-Ctrl-K)*

**All Caps:** HOW NOW BROWN COW. *(short-cut key Shift-Ctrl-A)*

**Hidden:** This option will “hide” the selected text from viewing on the screen and from printing. Hidden Text can be viewed by turning on your show/hide option, or by choosing **Options** from the **Tools** menu, and checking the **Hidden text** check box on the **View** tab. Hidden text can be printed by choosing the option from **Print** tab in **Options** from the **Tools** menu (or by pressing the **Options** button on the print dialog box).
If your graphic is not letting you wrap text or place a border around it, first make sure the object is not in a text box, these features will not work inside a text box. Next try to edit the wrap points (last option under wrap text on the picture toolbar). If it allows you to do this then, it should now allow you to put a border and wrap text.

If you find yourself going through the menus to access the same features of the drawing toolbar again and again, see if you can pull that menu loose, such that it’s floating. Look for the thin gray bar across the top of the menu, when you hover over it, it will turn dark blue and allow you to drag it free. I often place these little menus along the left side of the screen, or if they are short enough after one of the existing tool bars.

Don’t like the way the WordArt came out, try playing with the 3-D and shadow features. (The last two buttons on the drawing toolbar).

Need a picture to fit into a specified space? Draw a text box a little larger than that space and insert the graphic into the text box. Word should resize the picture to fit within that box. Remember to change the colors of the text box line to No Line and the fill to No Fill.

If you have a picture inside a text box, sometimes it gets confusing how to move the object. The trick is to click on the picture (so the graphic had it’s sizing handles), and then press an arrow key on the keyboard, this will trick MS Word into thinking you are trying to put in text, and you should see the sizing handles and borders of the text box.

To keep a drawing tool from turning off after each use, double clicking on the tool, when you are finished, press escape to return to your arrow, or click on another tool.

To turn an AutoShape into a text box, draw/select the AutoShape, click on the text box button, and click on the AutoShape, you will then be able to write inside that shape. Depending on the shape, the space you have to write in may be very limited. If this is the case, you may want to put a text box with no line and no fill, floating over your AutoShape.

To move an item with the keyboard, select the item, then use the arrow keys. To nudge an item, just a little, use Ctrl-arrow keys.

Don’t forget you can align objects to make things line up. If you set the alignment “relative to page” then it considers the whole page, for example if you align something via the center and the middle, with relative to page turned on, that object will then appear in the very center of the page.

If your printer is cutting off the bottom of the page border, try changing the size of your paper under page setup, or creating your own border with the drawing tools.
When you create newspaper columns in Word it actually changes the page layout. Notice the change in the ruler, it’s as if the page has been split into separate skinny pages.

To set columns, the easiest way is to use the column button on the standard tool bar. This button opens a drop down box that lets you choose a number of columns. Just like with tables, if you want more than is displayed in this option, click and drag along the columns, the further right you go, the more columns it will allow. The size of your paper and page setup settings will determine how many columns will fit across the page.

Using this button automatically gives your chosen number of columns, all equal width. If nothing was selected, it will change the whole document (or that current section). If you had a certain area selected, then just that selection will be set into columns. Word will put these columns in a separate section from the rest of the document. This is because of the ruler difference. Unless you apply the columns to the whole document, Word will create separate continuous sections.

If you want more control in setting up the columns, go to Format, Columns and you will see this dialog box. There are several preset columns listed at the top of the screen. You can chose any one of these, or customize your own. Here you can set the Number of columns:, and decide if you want a Line between each of the columns. By default the columns are set to Equal column width. If this box is checked and you adjust the width or spacing, Word will automatically adjust all the columns to be equal.

However if you uncheck this box, you may make each column a different width, with different spacing. Word will adjust the other columns as you change these numbers; remember you only have so much space to work with.

The Apply to: drop down is very important, depending on where you are in your document your choices will be:

REMEMBER: To turn off columns, you just need to set your document to “one column”, in a new section or from this point forward.