

Microsoft Word Help

*Strategies for students in special
and general education settings*

Accessibility Features

- Magnifier
- Narrator
- On-screen keyboard
- Sound sounds
- Display
 - High contrast
 - Cursor options
 - Mouse keys
- Sticky keys
- Filter keys
- Toggle keys

Zoom in on or out of a document

- You can "zoom in" to get a close-up view of your document or "zoom out" to see more of the page at a reduced size.
- Click the arrow next to the **Zoom** box on the **Standard** toolbar.
- **Note** If the **Standard** toolbar is on the same row as another toolbar, there might not be enough room to display all the buttons. Click **Toolbar Options**, and then click the arrow next to the **Zoom** box.
- Click the zoom setting you want.
- **Note** To change the default zoom setting or choose a custom zoom setting for your Word documents, click **Zoom** on the **View** menu, and then under **Zoom to**, choose a setting or enter a percent in the **Percent** box.

Add a background color

- On the **Format** menu, point to **Background**.
- Do one of the following:
 - Click the color you want.
 - Click **More Colors** to see additional color choices.
 - Click **Fill Effects** to change or add special effects, such as gradients, textures, or patterns.

Apply or remove highlighting

- Use the Highlight tool to mark and find important text in your document. Highlighting parts of a document works best when the document is viewed online.
- Apply highlighting
- On the **Formatting** toolbar click **Highlight** .
- Select the text or graphic you want to highlight.
- To turn off highlighting, click the button again, or press ESC.
- **Note** To change the highlighter color, click the arrow next to **Highlight**, and click the color you want. When you highlight parts of a document that you intend to print, use a light color if you're using a monochrome or dot-matrix printer.

Display or Hide Highlighting

- **Note** You can display or hide highlighting (but not the text itself) on the screen and in the printed document by clicking **Options** on the **Tools** menu and then selecting or clearing the **Highlight** check box on the **View** tab.

Remove highlighting from part or all of a document

- Select the text you want to remove highlighting from, or press CTRL+A to select all of the text in the document.
- On the **Formatting** toolbar click the arrow next to **Highlight** , and then click **None**.

Quickly find highlighted text

- On the **Edit** menu, click **Find**.
- If you don't see the **Format** button, click **More**.
- Click **Format**, and then click **Highlight**.
- Click **Find Next**.

Change the color of text

- Show All
- Select the text you want to change.
- Do one of the following:
 - To apply the color most recently used for text, click **Font Color** on the **Formatting** toolbar
 - To apply a different color, click the arrow next to **Font Color**, and then select the color you want.

Change line spacing

- Select the text you want to change.
- On the **Formatting** toolbar point to **Line Spacing**, and then do one of the following:
 - To apply a new setting, click the arrow, and then select the number that you want.
 - To apply the most recently used setting, click the button.
 - To set more precise measurements, click the arrow, click **More**, and then select the options you want under **Line Spacing**.

Change spacing before or after paragraphs

- Select the paragraphs in which you want to change spacing.
- On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
- Under **Spacing**, enter the spacing you want in the **Before** or **After** box.

Change the spacing between characters

- Select the text you want to change.
- On the **Format** menu, click **Font**, and then click the **Character Spacing** tab.
- Do one of the following:
 - Expand or condense space evenly between all the selected characters
- Click **Expanded** or **Condensed** in the **Spacing** box, and then specify how much space you want in the **By** box.

Change the spacing between words

- Edit
- Replace
- Find What: type one space
- Replace With: type 2 or more spaces
- Replace All

Insert a voice comment

- If your computer has a sound card and a microphone, you can record voice comments. Voice comments are added as sound objects inside comment balloons.
- On the **Reviewing** toolbar click **Insert Voice** .
- If the **Insert Voice** button is not visible on the **Reviewing** toolbar, click **Toolbar Options** on the **Reviewing** toolbar, point to **Add or Remove Buttons**, point to **Reviewing**, and then click **Insert Voice**.
- Record the voice comment.
- If Microsoft Word displays a message asking whether you want to update the sound object, click **Yes**.

Text-to-Speech Playback Voice

(Windows XP only)

- On the **Start** menu
- Select **Control Panel**
- Be sure you are in **Classic View** (all Control Panel icons are showing).
- Select **Speech**.
- In the **Speech Properties** dialog box, under **Voice Selection**
- Select a voice option from the list.
- Select **OK**.
- Select the **Close** button.
- You will now have a “speak text” icon on your taskbar.

Add captions automatically as you insert tables, figures, equations, or other items

- On the **Insert** menu, point to **Reference**, and then click **Caption**.
- Click **AutoCaption**.
- In the **Add caption when inserting** list, select the items for which you want Microsoft Word to insert captions.
- Select any other options you want.
- Click **OK**.
- In your document, insert the item you want to add a caption to. Word automatically adds the appropriate caption.
- If you want to add an optional description, click after the caption and type the text you want.

Add captions manually to an existing table, figure, equation, or other item

- Select the item you want to add a caption to.
- On the **Insert** menu, point to **Reference**, and then click **Caption**.
- In the **Label** list, select the item for which you want Microsoft Word to insert a caption.
- Select any other options you want

Dictionary

Research task pane is available from the Tools menu

Look up words or phrases in the Microsoft Encarta English dictionary easily while you work. No more referring to print or other online versions that take you from your workspace. The Encarta dictionary contains approximately 400,000 entries, and in addition to definitions, includes pronunciation keys, word histories, and word usage notes. You can also add other dictionaries, which are then compared against Encarta standards to ensure you receive the best results. Not all language-specific dictionaries, such as German, Korean, and Japanese, are provided by Encarta.

Thesaurus

Look up synonyms while you work and insert them into your document directly from the **Research** task pane. You can also click a result to look up additional words, and you can look up words in the thesaurus of another language.

Or

right click at the end of word for synonyms

Automatically summarize a document

- On the **Tools** menu, click **AutoSummarize**.
- Select the type of summary you want.
- In the **Percent of original** box, type or select the level of detail to include in the summary. Select a higher percentage of the original document to include more detail.
- If you don't want AutoSummarize to replace your existing keywords and comments on the **Summary** tab in the **Properties** dialog box (**File** menu), clear the **Update document statistics** check box.

Check spelling and grammar

- Right-click a word with a wavy red (spelling) or green underline (grammar), and then select the command or the spelling alternative you want.

Turn on or off AutoCorrect options

- On the **Tools** menu, click **AutoCorrect Options**.
- To select the options, do one or more of the following:
- To show or hide the **AutoCorrect Options** buttons, select or clear the **Show AutoCorrect Options buttons** check box.
- To set the capitalization options, select or clear the next five check boxes in the dialog box.
- To turn on or off the AutoCorrect entries, select or clear the **Replace text as you type** check box.
- To turn on or off the spelling checker corrections, select the **Replace text as you type** check box, and then select or clear the **Automatically use suggestions from the spelling checker** check box.

Change the size of text

- Select the text you want to change.
- On the **Formatting** toolbar, type or click a point size in the **Font Size** box . For example, type **10.5**.

OR

- Highlight text
- Alt/Shift and use the greater than (>) or lesser than (<) accordingly

Change the color of text

- Select the text you want to change.
- Do one of the following:
 - To apply the color most recently used for text, click **Font Color** on the **Formatting** toolbar.
 - To apply a different color, click the arrow next to **Font Color**, and then select the color you want.

Format Painter

You can use on the **Standard** toolbar to apply some basic graphic formatting, such as borders, fills, and text formatting. Select the content that has the formatting you want to reuse, click **Format Painter** , and then select the content you want to format.

Viewing a document as an outline

Outline symbols and indentations in outline view show you how a document is organized and make it easy to quickly restructure a document. To make it easier to view and reorganize a document's structure, you can collapse the document to show just the headings you want.

AutoShapes

A group of ready-made shapes that includes basic shapes, such as rectangles and circles, plus a variety of lines and connectors, block arrows, flowchart symbols, stars and banners, and callouts.

Use speech recognition

(must first install and train)

- Position your microphone.
- Click in the program in which you want to use speech recognition.
- On the **Language** bar, click **Microphone** if the microphone is not already turned on.
- Switch between Dictation and Voice Command modes as you work.
- Turn the microphone off when you are through speaking to the computer by clicking **Microphone** on the **Language** bar.

Use Dictation mode

- To turn the words you speak into text, on the **Language** bar, click **Dictation** .
- As you speak, you'll see a blue bar on the screen that means the computer is processing your voice. As your words are recognized, text is displayed on the screen.
- You can continue to speak while the computer processes your voice; you don't have to wait until the blue bar disappears to speak again.

Use Voice Command mode

- To select menu, toolbar, dialog box (U.S. English only), and task pane (U.S. English only) items, on the **Language** bar, click **Voice Command** .
- For example, to change font format, you can say "font" or "font face" to open the **Font** box on the **Formatting** toolbar, and then say a font name.
- Or to format selected text, say "bold" or "underline."

Auto Correct

- (Tools) Database of commonly misspelled and mistyped words that will be replaced with the correct word when typed.
- Or
- As abbreviated expansion to reduce keystrokes
 - Enter a brief abbreviation to spell out words, phrases, sentences or paragraphs
 - BCPSAT (Baltimore County Public School's Office of Assistive Technology)

Auto Text

Create a new entry

- Select the text or graphic you want to store as an AutoText entry. To store paragraph formatting with the entry, include the paragraph mark (¶) in the selection.
- On the **Insert** menu, point to **AutoText**, and then click **New**.
- When Microsoft Word proposes a name for the AutoText entry, accept the name or type a new one.
- If you plan to insert the entry by using AutoComplete, make sure the name contains at least four characters because Word inserts an entry only after four characters have been typed.

(simulates basic word prediction)

Insert a text box

- On the **Drawing** toolbar, click **Text Box** .
- Click or drag in your document where you want to insert the text box.

Create forms

- Create a template.
- Design the form by sketching a layout first, or use an existing form as a guide.
- On the **View** menu, point to **Toolbars**, and then click **Forms** to open the **Forms** toolbar.
- Add form fields for text boxes, check boxes, and drop-down lists.
- Add protection to the form. Users cannot fill out a form until you add protection to it.
- Save the form, and then distribute it as you would any other document that you send for review.

Add form fields

text boxes

- Insert a fill-in field where users can enter text
- On the **Forms** toolbar, click **Text Form Field** .
- Double-click the field to specify a default entry so that the user does not have to type an entry except to change the response.

Add form fields

check box

- Insert a check box next to an independent option that users select or clear
- On the **Forms** toolbar, click **Check Box Form Field** .
- You can also use this button to insert a check box next to each item in a group of choices that are not mutually exclusive — that is, users can select more than one.

Add form fields

drop down list

- Insert a drop-down list box that restricts available choices to those you specify
- On the **Forms** toolbar, click **Drop-Down Form Field** .
- Double-click the drop-down form field.
- To add an item, type the name of the item in the **Drop-down item** box, and then click **Add**.

Add Help text to a form control

- Double-click the form field to which you want to add Help text.
- Click **Add Help Text**.
- To display Help text in the status bar, click the **Status Bar** tab, click **Type your own**, and then type your Help text in the box.
- To display Help text in a message box when a user presses F1, click the **Help Key (F1)** tab, click **Type your own**, and then type your Help text in the box.

Create a custom toolbar

- On the **Tools** menu, click **Customize**.
- Click the **Toolbars** tab.
- Click **New**.
- In the **Toolbar name** box, type the name you want.
- In the **Make toolbar available to** box, select which template or document to make the toolbar available in, and then click **OK**.
- Click the **Commands** tab.
- Do one of the following:
 1. Add a button to the toolbar
 - Click a category in the **Categories** box.
 - Drag the command you want from the **Commands** box to the displayed toolbar
 2. Add a built-in menu to the toolbar
 - In the **Categories** box, click **Built-in Menus**.
 - Drag the menu you want from the **Commands** box to the displayed toolbar.
- When you have added all the buttons and menus you want, click **Close**.

Copy custom toolbars to another document or template

- On the **Tools** menu, click **Templates and Add-Ins**.
- Click **Organizer**, and then click the **Toolbars** tab.
- To copy items to or from a different template or file, click **Close File** to close the active document and its attached template or to close the Normal template. Then click **Open File**, and open the template or file you want.
- Click the items you want to copy in either list, and then click **Copy**.

Delete a button or menu command

- You can rearrange and modify toolbar buttons, menus, and menu commands by using the mouse
- On the **Tools** menu, click **Customize**.
- Make sure the toolbar you want to change is visible.
- Drag the button you want to delete off the toolbar.
- In the **Customize** dialog box, click **Close**.

Delete a command from a menu

- On the **Tools** menu, click **Customize**.
- Click the menu that contains the command you want to delete.
- Drag the command you want to delete off the menu.
- In the **Customize** dialog box, click **Close**.

Increase the size of toolbar buttons

- On the **Tools** menu, click **Customize**.
- Click the **Options** tab.
- Select the **Large icons** check box.

Change the width of a drop-down list box on a toolbar

- On the **Tools** menu, click **Customize**.
- Make sure the toolbar you want to change is visible.
 - In the **Customize** dialog box, click the **Toolbars** tab.
 - Select the check box for the toolbar you want to display.
- With the **Customize** dialog box open, click the list box you want to change—for example, the **Font** or **Font Size** box on the **Formatting** toolbar.
- Point to the left or right edge of the box. When the pointer changes to a double-headed arrow, drag the edge of the box to change its width.

AutoText Toolbar

(create the auto text first)

- View menu
- Toolbars
- AutoText
- Type the desired text in the font and spacing needed
- Select text
- Click on new on the AutoText toolbar
- Give an abbreviated title for the selection
- Click ok

AutoText Toolbar

(Place AutoText Entry on Toolbar)

- Tools menu
- Customize
- Toolbars tab, New
- Name the toolbar
- Click on the commands tab
- Scroll through to AutoText
- Click once
- Find the desired AutoText titles
- Click on the title and drag it to the toolbar.
- When your cursor is inside the toolbar and you see a vertical line, let go of your mouse.
- There will be a button with the title of that auto text.
- Click OK to close the box.