

Stupid Microsoft Word Tricks

Microsoft Word is by far the most popular word processing program in the world today. I suspect all of us use Word for all of our letter and report writing. I've found a few tricks that I think will make your work a little bit easier.

How do I change the default document font?

1. Choose FONT from the Format menu, then set all of the attributes you want for your default font.
2. Click the DEFAULT button. Word will inform you that this change will affect all documents based on the Normal template.

How do I change the default folder for Open and Save?

1. Choose OPTIONS from the TOOLS menu.
2. Click on the FILE LOCATIONS tab.
3. Click on DOCUMENTS under FILE TYPES.
4. Click on the MODIFY button.
5. Use the "Look in List" to locate the folder you want to use from now on.
6. Click on the folder name, then click OK to select that location.
7. Click on OK and you're done!

How do I clear the formatting in a paragraph or block of text?

To make a "clean start" with a block of text:

1. Select (highlights) the block of text.
2. Choose NORMAL from the Style box.

How do I keep a paragraph from separating at the page break?

1. Select the paragraph, then choose PARAGRAPH from the FORMAT menu.
2. Click on the LINES AND PAGE BREAKS tab.
3. Check the "Keep Lines Together" check box.

How do I share a document with someone who doesn't have my version of Word?

1. Choose SAVE AS from the FILE menu.
2. In the SAVE AS type box, select the file type you want to use.

If you're not sure what file type will work (such as when you are sending a document to someone else) choose Rich Text Format (*.rtf) or WordPerfect 5.1 for DOS (*.doc). All recent word processing programs for Windows or Macintosh can read either of these formats. However, the conversion is sometimes not perfect and any formatting Word cannot convert will be discarded.