

Word 2002/2003 Tricks and Tips

Add Watermarks to Your Word Documents

Watermarks are text or pictures that appear behind the text. They can add interest or identify the document's status, marking a document as a draft, for example. You can use graphics or text as watermarks and, with Word 2002/2003, adding a watermark to a document is easier than ever.

To add a watermark to a printed document:

1. On the **Format** menu, point to **Background**, and then click **Printed Watermark**.
2. Do one of the following:
 - To insert a picture as a watermark, click **Picture watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**.
 - To insert a text watermark, click **Text watermark**, and then select or enter the text you want.
- Select any additional options you want, and then click **Apply**.
- To view a watermark as it will appear on the printed page, click **Print Layout** on the **View** menu.

To see your watermark onscreen, click the **View** menu and select **Print Layout**. Or, alternatively, click the **File** menu, and select **Print Preview**.

Translate Your Word Documents

In Word 2002/2003, you can translate a word, phrase, or whole document to another language by using the **Translate** task pane. To open this task pane, on the **Tools** menu point to **Language** and click **Translate**.

With this tool, you can:

- Look up words or phrases in the dictionary of a different language, provided that the language dictionary is installed on your computer.
- Insert translated text into your document directly from the **Translate** task pane.
- Use translation services on the World Wide Web directly from the **Translate** task pane. If you need translations of longer sections of text, click the **Go** button under **Translate via the Web** from the **Translate** task pane.

Most languages (other than English and Western European) are not part of the standard installation of Word. If you want to use this feature, have your installation CDs ready.

Modify Your Custom Dictionary in Word

You are probably already aware of the fact that you can add your own commonly used terms to the Word custom dictionary (for example, names and acronyms). But once you add a word to the dictionary, do you know how to remove or edit it?

To add, delete, or edit words in a custom dictionary:

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. Select the check box next to the dictionary you want to edit.
4. Click **Modify**.
5. Then, do one of the following:
 - o To add a word, type it in the **Word** box, and then click **Add**.
 - o To delete a word, select it in the **Dictionary** box, and then click **Delete**.
 - o To edit a word, select it in the **Dictionary** box, modify it, and then click **Add**. Delete the misspelled version.

Select Nonconsecutive Items in Word 2002/2003

Now Word 2002/2003 users can do something Microsoft Excel users have been doing for a long time—select multiple items that aren't next to each other.

For example, you can select a word in the first paragraph, and a word in the fifth paragraph, but not all the words in between. This is helpful if you want to perform the same task on multiple items, such as delete them or change their formatting.

Here's how you can select items that aren't next to each other:

1. Select the first item you want, such as a table cell or paragraph.
2. Hold down **CTRL**.
3. Select any additional items you want.

Resume Numbering Easily Using Smart Tags

Sometimes you need to interrupt a numbered list to insert a paragraph of regular text. To quickly resume numbering on the next paragraph, click the **Numbering** button on the **Formatting** toolbar. Then, when the **AutoCorrect Options** smart tag appears, select the option to **Continue Numbering**. The numbering will pick up right where you left off.

If the **AutoCorrect Options** button doesn't automatically appear, click **AutoCorrect Options** on the **Tools** menu, and then select the **Show AutoCorrect Options buttons** check box. Next, click the **AutoFormat As You Type** tab, and then select the **Automatic numbered lists** check box.

Use the Mail Merge Wizard to Make Mass Mailings Easy

The Mail Merge feature in Word, which you can use to create many personalized letters from one standard letter, has always been a timesaver. But it was also tricky to learn and use, especially for new users. Not anymore! The new Mail Merge Wizard in Word version 2002/2003 walks you through every step of the process. It helps you:

1. Select the type of document: letter, label, envelope, or even e-mail message.

2. Open or create a list of recipients, or choose individuals from your Outlook Contacts.
3. Insert merge fields, such as name and address, into the document.
4. Preview the document and remove any recipients before merging.
5. Print the finished documents.

To access this new feature:

1. On the **Tools** menu, point to **Letters and Mailings**, and click **Mail Merge Wizard**.
2. When the Mail Merge task pane appears, simply follow the instructions.

Format Copied Text the Way You Wish

I receive electronic documents in various formats. When I use text from one of these source documents, I have to reformat the text to conform to the specifications of the document I am working on. Here's how I make sure that text copied from other documents conforms to my document style:

1. In the source document, select and copy the text you want to use.
2. In the destination document, create a blank paragraph and apply any formatting, such as font size, columns, or bullets that you want to apply to the pasted text.
3. On the **Edit** menu, click **Paste Special**, click **Unformatted Text**, and then click **OK**.

The pasted text generally follows the formatting you specified for the blank paragraph.

When copying or moving text in Microsoft Word version 2002/2003, a **Paste Options** smart tag will appear just below your pasted selection. If you want to copy or move text without transferring its formatting, click the smart tag button and choose **Match Destination Formatting** or **Keep Text Only** from the drop-down menu. Alternatively, if you want the text to retain its original format, select the **Keep Source Formatting** option. You can also use the **Apply Style or Formatting** option to apply a style or create a new style for the pasted text.

Don't Lose Sight Of Your Column Headings In Word

When you create a table in Microsoft Word, you can use column headings to describe what information is in each column. But if you have a table that spans multiple pages, you lose the headings after the first page therefore it is hard to tell what each column topic is. Here's how to keep those headings visible:

- Open a Microsoft Word Document.
- Select the first row of your table that is your column headings. On the 'Table' menu, click 'Heading Rows Repeat'.

Now Word automatically repeats the table headings at the top of subsequent pages.

Please Note:

- Word automatically repeats table headings on pages that result from automatic page breaks but not if you manually insert a page break.

Starting Where You Left Off

When you open a Word document you have previously been working on the cursor always appears at the top of the document. Quite often you may have finished working somewhere other than the end of the document and you may waste time trying to find where you finished. To get back to where you left off, open your Microsoft Word document and then press Shift + F5. Microsoft Word will place the cursor just where it was when you last closed the program.

Using Microsoft Word Letter Wizard

You can almost get Microsoft Word to write a letter for you!

Try this: Run Microsoft Word and open a blank document. Choose 'Tools|Letter Wizard'. When the Letter Wizard opens, click the arrow at the right hand side of the list box labelled 'Choose a page design' and make your selection from the list. Select the type of letter you want to create.

Next, click the 'Recipient Info' tab and enter that information.

Next, click the 'Other Elements' tab and make your selections there.

Finally, click the 'Sender Info' tab and fill in the necessary information there. After you make all your selections, click OK to generate your letter.

Add Horizontal Lines In Word

It's easy to add a variety of horizontal divider lines to Word documents. Before you can use this tip you first have to check to see if your settings are correct:

1. Open a new Word document.
2. From the 'Tools' menu select 'AutoCorrect', a multi tab dialog box opens.
3. Click the 'AutoFormat As You Type' tab.
4. You will see in this tab a heading 'Apply as you type'. Make sure there is a tick in the check box next to 'Borders'. If there is no tick, single left click this check box with your mouse to place a tick in it.
5. Click 'OK' to save changes and close this dialog box.

You are now ready to create your lines.

- To create a solid black line type three 'Hyphens (-)' at the beginning of a new paragraph or line and then press your 'Enter key'.
- To create a thick solid black line type three 'Underscores (_)' at the beginning of a new paragraph or line and then press your 'Enter key'.
- To create a solid double black line type three 'Equal Signs (=)' at the beginning of a new paragraph or line and then press your 'Enter key'.
- To create black dotted line type three 'Asterisks (*)' at the beginning of a new paragraph or line and then press your 'Enter key'.
- To create a wave black line type three 'Tildes (~)' at the beginning of a new paragraph or line and then press your 'Enter key'.
- To create a thick black line, type three 'Hashes (#)' at the beginning of a new paragraph or line and then press your 'Enter key'.

Use Your Keyboard to Quickly Change the Case of Text

Here's how you can use your keyboard to quickly change the case of text in Microsoft Word:

Select the text you want to change and press SHIFT+F3. Each time you press the F3 key, the text case switches between Title Case, UPPERCASE, and lowercase.

Save All Your Word Documents at Once

If you know the "secret" key, you can save or close all of your open documents in one step.

1. Hold down SHIFT and click the **File** menu. When you hold down SHIFT, two new options appear on the **File** menu: **Close All** and **Save All**.
2. To save all your open documents at once, click **Save All**. Or, to close all your open documents, click **Close All**; Word will prompt you to save your changes before closing any documents.

Select Columns of Text in Word

To select a vertical block of text in Word, such as a column of numbers, press and hold down ALT, and then drag your mouse over the text.

Then, you can delete it or copy it into another file. So easy!

Insert Current Date and Time in Word

You can insert the current date or time in a Word document using keyboard shortcuts. Here's how:

1. Position the cursor where you want to insert the date or time.
2. Do one of the following:
 - To insert the date, press ALT+SHIFT+D.
 - To insert the time, press ALT+SHIFT+T.

Keep Words Together with a Nonbreaking Space

Have you ever been typing a paragraph in Microsoft Word and had a multiword phrase, such as a person's name, get separated onto two lines? You can keep that phrase or name together by inserting a nonbreaking space.

To create a nonbreaking space, select the space after each word in the phrase (except the last word), and press CTRL+SHIFT+SPACEBAR.

Add Fake Text to a Word Document

Here's a handy function you can use whenever you need to fill a page with fake text—for example, to demonstrate a feature in Word or to work with page layout and design.

In a Word document, type `=rand(4,5)` and then press ENTER.

The numbers in parentheses correspond to the number of paragraphs (4) and the number of sentences per paragraph (5). You can change the numbers in parentheses to put more or less text on the page. Or if you want one long paragraph, just place one number in the parentheses, which will designate the number of sentences that should appear in the paragraph.

Copy the screen to a Word Document

When you have a screen that you want to capture as a picture:

1. To capture the entire screen image, press the Print Scrn Button on the keyboard (top row on the right). To just capture the Window in focus rather than the entire screen, hold down the Alt key while pressing the Print Scrn button.
2. Paste (Edit, Paste Or use the Ctrl+V shortcut) into a blank Word Document

Add a Fancy Page Border

1. Click on Format, Borders and Shading, Page Border tab
2. Click on the Art drop-down box and choose a design, then click OK to apply.

Save a document as a Template

Compose a document with all the text, graphics and formatting you would like for each new document that is created which is based on this template. Do not add any information that will change between documents. You can use field codes to add dates and other variable information if required.

1. Click on File, Save As, enter a name for the template
2. In the Save As box, choose Document Template (*.dot)

To create a new document based on this template, click on File, New and select your template from the list. As this is a new document based on the template, anything you add will not affect the original template – it is a separate document in its own right.

To edit a template, click on File Open and browse for the location of your template folder and open your `templatename.dot` file (ensure the .dot extension can be seen in the blue title bar at the top of the page)

Add Symbols to your document

Click on Insert, Symbol and in the drop-down box select Wingdings:

The box third down and third in from the right is a shadow box and there are various arrows and smiley faces etc.☺

The Special Characters tab adds things like copyright symbols and trademark symbols etc.

Add some Word Art

In 2002/2003, Word Art is found under the drawing toolbar. If this toolbar is not visible, use Tools, Customise to add it. Here you can also find useful things like charts, organisation charts, diagrams and fancy lettering.

