

Word 2010 tips and techniques

OPEN WORD REALLY FAST

- Press the Windows Key+R, type **winword**, and then press Enter.

USE A TEMPLATE FROM OFFICE.COM

- On the **File** tab, click **New**, and then under **Office.com Templates**, choose a template.

CONVERT TEXT INTO A TABLE

- Select several lines of text. On the **Insert** tab, click **Table**, and then click **Convert Text to Table**.

MAKE A BULLETED LIST MORE INTERESTING

- Select your bulleted list.
- Press CTRL+X.
- On the **Insert** tab, click **SmartArt**.
- Choose a layout, and then click **OK**.
- After the SmartArt is inserted, select all of the bullets in the text pane on the left.
- Press CTRL+V.

CROP A PICTURE TO A SHAPE

1. Select the picture or pictures that you want to crop to a specific shape.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the arrow under **Crop**.
3. Click **Crop to Shape** and then click the shape you want to crop to.

PUT DOCUMENTS ON SKYDRIVE

1. Go to <http://office.live.com> and obtain a Windows Live ID, if you don't have one already.
2. After you have a Windows Live ID, go to <http://office.live.com>.
3. Click **Add files** and then upload documents from your computer.

FIND AND REPLACE TEXT

1. On the **Home** tab, **Replace**.
2. Type what you want to find in the **Find what** box
3. Type what you want to replace it with in the **Replace with** box
4. Click **Replace All**.

TIPS FOR SELECTING THINGS

- To select a word, double click.
- To select a paragraph, triple click.
- Place your cursor in the left margin. Click once for a line, double click to select all lines in a paragraph.

SHOW OR HIDE THE RIBBON

- CTRL+F1
-

USE THE QUICK ACCESS TOOLBAR

- Right-click a button, and then click **Add to Quick Access Toolbar**.

ADD A LIST WITH CHECKBOXES

If you just need a checklist that you can print, you can make a list where each item has a check box that you can check off on paper. You can also create a list of check boxes and check off items electronically by opening the document in Word.

NOTE If you cannot check off an item electronically, it might be formatted for printing only or the document might be locked.

Make a checklist that you can check off in Word

To use check boxes that you can check off in Word, you insert the check box content control into your document. To check off the items, you add protection to the form.

The result looks like the following illustration.

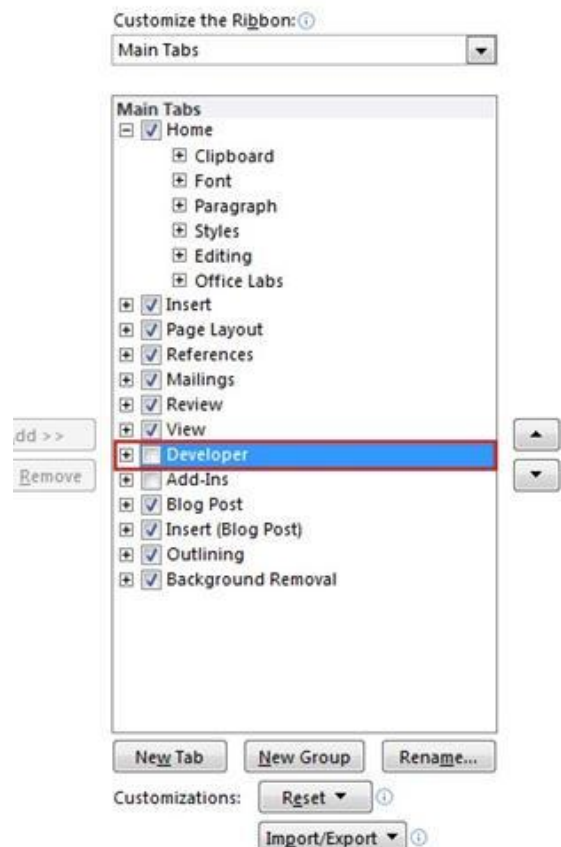
New Year's Resolutions

- ☒ Clean out the garage
- ☐ Walk the dog daily
- ☐ Eat 5 servings of fruit and vegetables
- ☐ Carpool, take the bus, or bicycle to work at least 3 times per week
- ☐ Watch no more than 2 hours of TV per day
- ☐ Read a novel

To add the check boxes, you need to use the **Developer** tab.

STEP 1: SHOW THE DEVELOPER TAB

1. Click the **File** tab.
2. Click **Options**.
3. Click **Customize Ribbon**.
4. Under **Customize the Ribbon**, click **Main Tabs**.
5. In the list, select the **Developer** check box, and then click **OK**.



STEP 2: MAKE YOUR LIST

1. On the **Developer** tab, in the **Controls** group, click **Check Box Content Control**, and then press **TAB**.
2. Type the first item in your list, and then click **ENTER**.
3. Repeat steps 1-2 for each item in your list.

TIP You can also type all the items in the list, insert the check box control and tab character for the first item, and then use copy and paste to add the check box and tab character to each item in the list.

NOTE If you want to use a check mark symbol instead of the X, select the check box content control, click **Properties** in the **Controls** group, and then click the **Change** button next to **Checked symbol**. You can then choose a new symbol. The new symbol will replace both the box and the X.

STEP 3: REFINE THE LAYOUT

If some of the items in your list are more than one line long, you might want to adjust the layout so that the items are aligned.

1. Select the list.
2. On the **Home** tab, click the **Paragraph** Dialog Box Launcher.
3. Under **Indentation**, type **0.25** in the **Left** box.
4. Under **Special**, click **Hanging**.

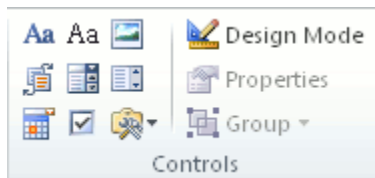
STEP 4: GROUP THE CONTROLS SO THAT YOU CAN CHECK THE ITEMS IN THE LIST

To check off the items by clicking in the check boxes, you need to group the controls. This will lock the text and layout.

1. On the **Home** tab, in the **Editing** group, click **Select**, and then click **Select All**.



2. On the **Developer** tab, in the **Controls** group, click **Group**, and then click **Group** again.



Make a checklist to print

If you just want to create a checklist with check boxes that you will check off on paper, you can create a list that uses a box symbol as a bullet. You can choose from a variety of box characters.

1. Type your list of items.
2. Select the list.
3. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Bullets**.



4. Click **Define New Bullet**.
5. Click **Symbol**.
6. In the **Font** box, click a symbol font that is installed on your computer, such as Wingdings.
7. Scroll through the list of available symbols, and then double-click the box symbol that you want to use, such as an open box (□) or a three-dimensional box (▣).