UFHealth
INFORMATION TECHNOLOGY TRAINING

Office

Word 2016

What Every Word User Should Know!

training@health.ufl.edu

Word 2016: What Every Word User Should Know!

2.0 hours

In this workshop we will learn keyboard and mouse shortcuts to quickly move through documents; how to work with font and paragraph formats such as character, line, and paragraph spacing; how to use the find and replace tool to modify formats and special characters. This workshop assumes some experience with Microsoft Word.

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UF UNIVERSITY of FLORIDA

Pandora Rose Cowart
Education/Training Specialist
UF Health IT Training

C3-013 Communicore
PO Box 100152
Gainesville, FL 32610-0152

(352) 273-5051
prcowart@ufl.edu
http://training.health.ufl.edu

Navigating with the Keyboard

Horizontal Arrow Keys

The ← (left arrow) on the keyboard will move your cursor left one character and the → (right arrow) on the keyboard will move your cursor right one character.

- Hold down the SHIFT key while moving your horizontal arrow keys to select text as you move.
- Hold down the CTRL key while moving your horizontal arrow keys to move word by word.
- Hold down the SHIFT *and* CTRL key while moving your horizontal arrow keys to select words.

Vertical Arrow Keys

The ↑ (up arrow) on the keyboard will move your cursor up one line and the ↓ (down arrow) on the keyboard move your cursor down one line.

- Hold down the SHIFT key while moving your vertical arrow keys to select text as you move.
- Hold down the CTRL key while moving your vertical arrow keys to move by paragraphs.
- Hold down the SHIFT and CTRL key while moving your vertical arrow keys to select paragraphs.

Home Key

The HOME key takes to you the beginning of the current line.

- Hold down the SHIFT key and press the HOME key to select text from where the cursor is blinking to the beginning of the line.
- Hold down the CTRL key and press the HOME key to move to the beginning of the document.
- Hold down the SHIFT and CTRL key and press the HOME key to select from where the cursor is blinking to the beginning of the document.

End Key

The END key takes to you the end of the current line.

- Hold down the SHIFT key and press the END key to select text from where the cursor is blinking to the end of the line.
- Hold down the CTRL key and press the END key to move to the end of the document.
- Hold down the SHIFT and CTRL key and press the END key to select from where the cursor is blinking to the end of the document.

Backspace and Delete

The BACKSPACE key erases text backwards, from right to left, backing over the text.

The DELETE key erases text forwards from left to right erasing text after the cursor. Delete is more universally used throughout windows to remove objects such as images, table cell contents, and files. Backspace is used fundamentally for text only.

- Hold down the CTRL key when you press Backspace or Delete to will erase word by word.

Insert

The insert key used to put you into a "Type Over" mode, but that has been disabled. You'll find the setting in the Word Options, on the Advanced tab: **Use Overtype Mode**.

PageUp and PageDown Keys

The PageUp key will move your cursor up one screenful, toward the top of the document. The PageDown key will move you down one screenful, toward the bottom of the document.

- Hold down the SHIFT key when you press the PageUp/PageDown key to select text from the cursor to the screenful above or below (respectively).
- Hold down the CTRL key when you press the PageUp/PageDown key move to the top of the previous/next page.
    - However, if you have used the Find/Replace/Goto features in Word, Ctrl-PageUp/PageDown will find the next object for which you last searched.

Navigating with the Mouse

Scroll Wheel

When your mouse hovers over the ribbon at the top of the window and move the scroll wheel on your mouse, Word will scroll through the different tabs. When your mouse is hovering over the document, it will scroll through the pages. As with the Scroll Bar, this will only move the pages, not the cursor.

- Hold down the CTRL key while using the scroll wheel to zoom in and out.

Clicking Inside Text

- Click once (Single Click) - moves the cursor to where you clicked.
    - Hold the SHIFT key when you click to select text from the cursor to where you clicked.
    - With no selection, hold the CTRL key when you click to select the sentence. With a selection made, hold the CTRL key and drag the mouse to add to the selection.
- Click twice (Double-click) - selects word.
- Click three times (Triple Click) - selects the paragraph.
- Click and Drag - With no selection, Click and Drag to select text. With a selection, Click inside and Drag to move the selected text.

Clicking Outside Text

Move your mouse into the left margin so that the mouse cursor turns into a white arrow that points back at the text and:

- Click once (Single Click) - select the line
- Click twice (Double-click) - select the paragraph
- Click three times (Triple Click) - select the whole document (Same Ctrl-A)

Moving and Duplicating with the Mouse

Hover over selected text and you will get the Select Arrow. Drag and a shadow will follow your mouse. Let go and the select text will be *Moved* to the new location.

- Use the Ctrl button while dragging the mouse and you will see a small plus sign added to the shadow. When you let go, Word will *Duplicate* the selection instead of moving it.

Shortcut Keys

Editing

Select All	Ctrl-A	Find	Ctrl-F
Cut	Ctrl-X	Replace	Ctrl-H
Copy	Ctrl-C	Goto	Ctrl-G
Paste	Ctrl-V	Reset Paragraph	Ctrl-Q

File Management

Open Document	Ctrl-O	Close Document	Ctrl-W or Ctrl-F4
Save Document	Ctrl-S	Save As…	F12
New Document	Ctrl-N	Print Preview/Print	Ctrl-P

Resizing

Increase Font Size	Shift-Ctrl->	Decrease Font Size	Shift-Ctrl-<
Increase Font Point	Ctrl-[	Decrease Font Point	Ctrl-]
Single Space	Ctrl-1	Double Space	Ctrl-2
1.5 Spacing	Ctrl-5		

Formatting Text

Bold	Ctrl-B	Italicize	Ctrl-I
Underline	Ctrl-U	Double Underline	Shift-Ctrl-D
Subscript	Ctrl-=	Superscript	Shift-Ctrl-=
Small Caps	Shift-Ctrl-K	All Caps	Shift-Ctrl-A

Alignments

Left Align	Ctrl-L	Justify Align	Ctrl-J
Center Align	Ctrl-E	Distribute letters evenly	Shift-Ctrl-J
Right Align	Ctrl-R		

Indents

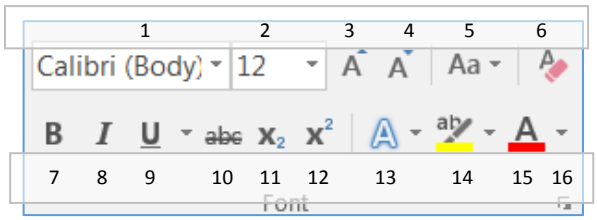
Increase Indent	Ctrl-M	Decrease Indent	Shift-Ctrl-M
Increase Hanging Indent	Ctrl-T	Decrease Hanging Indent	Shift-Ctrl-T

Spacing

Single Space	Ctrl-1	1.5 Spacing	Ctrl-5
Double Space	Ctrl-2		

Format Font

Most options to change the format of the text can be found on the **Home** tab, in the **Font** group.



1. List of Fonts - Changes the shape of the selected text.
2. List of Font Sizes - Changes the size of the selected text. You can type in your own custom size, the range is 1pt to 1638pt, including half sizes (e.g. 14.5pt) Use Ctrl-[or Ctrl-] to increase and decrease by one font point.
3. Grow Font - Increases the size of the selected text, based on the list of font sizes. Use Ctrl-> to increase the font based on the list of sizes.
4. Shrink Font - Decreases the size of the selected text, based on the list of font sizes. Use Ctrl-< to decrease the font based on the list of sizes.
5. Change Case - Changes the capitalization of your selected text. Choices include: Sentence case.; lowercase; UPPERCASE; Capitalize Each Word; and tOGGLE cASE.
6. Clear Formatting - Change the selected text to the default settings.
7. Bold - Changes selected text appear **darker**, like writing with a marker instead of a pen. Use Ctrl-B to bold.
8. Italic - Changes selected text to appear *slanted*, leaning the letters to the right. Use Ctrl-I to Italicize.
9. Underline - Changes selected text to have a single line under the text. The dropdown allows you to pick different underlines and underline colors. Use Ctrl-U for a basic underline.
10. Strikethrough - Changes the selected to have a ~~single line~~ through the middle of the letters.
11. Subscript - Changes the selected text to be $_{\text{small and lowered}}$. Example: H_2O ("**Sub**way goes down"). Use Ctrl-= to subscript.
12. Superscript - Changes the selected text to be $^{\text{small and raised}}$. Example: x^2 ("**Super**man goes up"). Use Ctrl-+ to superscript.
13. Text Effects - Changes the text to have more dramatic appearance. This option is only available in Office 2010.
14. Text Highlight Color - Changes the mouse to a highlighter. Turn on this tool and drag over text to highlight/un-highlight.
15. Font Color - Changes the selected text to the chosen color. When you choose a color it becomes the default. To see other color options, click **More Colors…** to see all the colors available.
16. **More Font** – Opens the Font dialog box with more Font settings

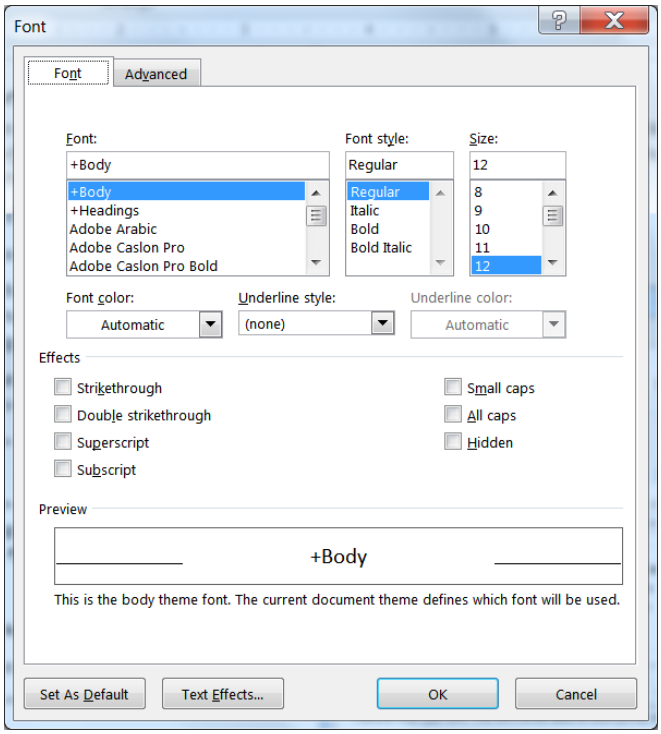
Font Dialog Box

This window can be opened by clicking on the "more" button in the Font Group, by right-clicking on text and choose **Font...,** or by pressing Ctrl-D on the keyboard.

Font - Changes the shape of the selected text.

Font Style - Choose between bold and italic options to change the selected text.

Size - Changes the size of the selected text, type in any number between 1 and 1638; the larger the number, the larger the text.



Font color - Changes the color of the selected text. The more colors option is also available here.

Underline style - Places a custom underline on selected text

Underline color - Available only when there is an underline, changes the color of the chosen underline style.

Effects

Strikethrough: ~~How now brown cow.~~

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

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

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

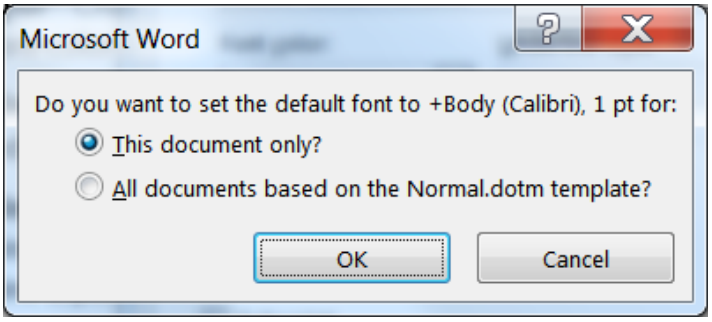
Small caps: HOW NOW BROWN COW.
*(Shortcut key **Shift-Ctrl-K**)*

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

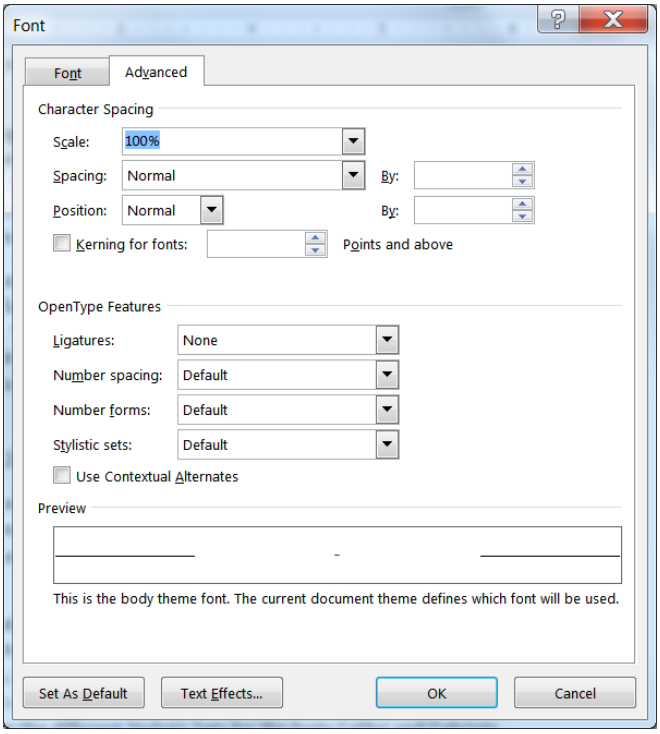
Hidden: This option will “hide” the selected text, as if it were a tab or space character. The text will not show on the screen until you turn on the Show/Hide button ¶ (on Home Tab).

Set as Default…

You’ll find this option at the bottom of the window. *Default* formats are how all new documents will be set. This button allows you to set the default text formatting to your current choices. Word will give you a choice, to change the fonts for this document, or for all new documents created.



Advanced



Scale: This option will compress or stretch text horizontally, while keeping it its current height. This can range from 1% to 600%.

200%	Sample Text
100%	Sample Text
50%	Sample Text

Spacing: This option will expand or condense the spacing **between** characters. This can range from 0 to 1584.

Expand by 1	Sample Text
Normal	Sample Text
Condensed by 1	Sample Text

Position: This option will raise or lower the text relative to the baseline. This can range from 0 to 1584.

Lowered by 3	*Normal*	*Raised by 3*
Sample Text	Sample Text	Sample Text

Kerning for fonts: This option automatically adjusts the amount of space between certain combinations of characters, so the entire selection looks more evenly spaced.

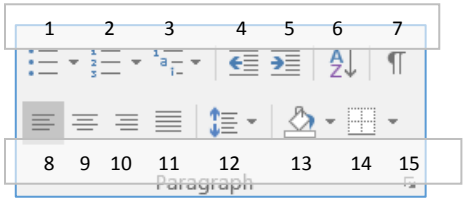
OpenType Features

Some fonts are created as OpenType fonts. The fonts in the Microsoft ClearType Collection - Calibri, Cambria, Candara, Consolas, Constantia, and Corbel are all considered OpenType fonts, that is their ligatures, number spacing options, number form options, and stylistic sets can be modified. Many of these changes are very subtle, but can be useful if you are trying to make your document look more professional for printing. Below are the different Stylistic Sets for the fonts Calibri and Gabriola.

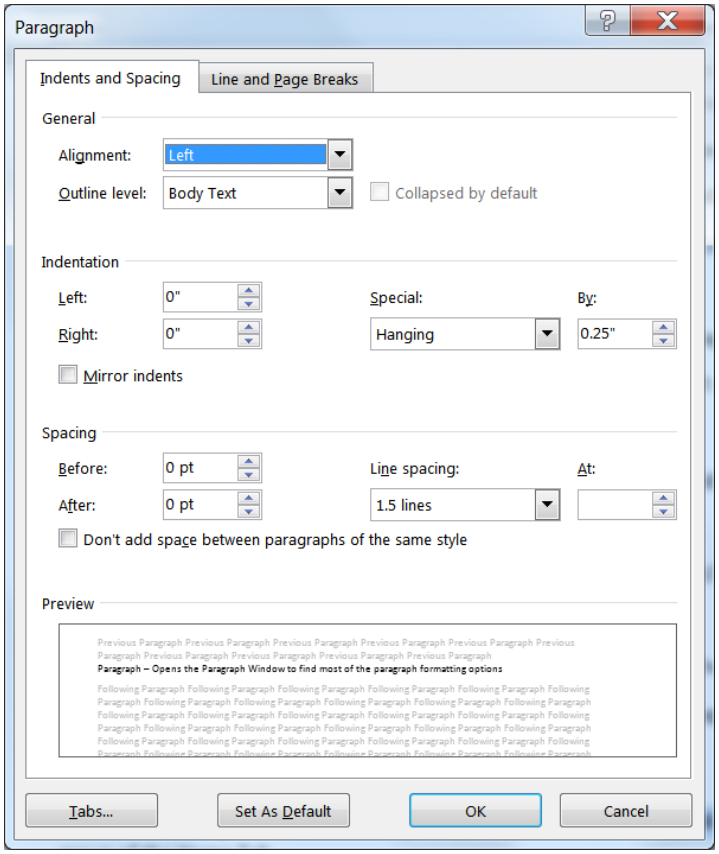
Font	Style 1	Style 2	Style 3	Style 4	Style 5
Calibri	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary
Gabriola	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary

Formatting Paragraphs

In Microsoft Word a paragraph is any text which ends with a ¶ (paragraph mark). These are created when you press the Enter key on the keyboard. You can see the hidden charters such as the paragraph mark by using the show/hide button in the upper right hand corner of the Paragraph group (#7).



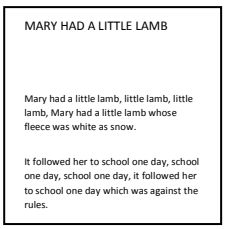
1. **Bullets** – Start a bulleted list or click the drop down arrow to choose a bullet style
2. **Numbering** – Start a numbered list or click the drop down arrow to choose a number style
3. **Multilevel List** – Start a multileveled list or click the drop down arrow to choose different styles
4. **Decrease Indent** – Decrease the indent level of the current/selected paragraph(s)
5. **Increase Indent** – Increase the indent level of the current/selected paragraph(s)
6. **Sort** – Alphabetize the selected text
7. **Show/Hide** – Show or hide the non-printing characters such as paragraph breaks, spaces and tabs
8. **Align Text Left** – Align the current/selected paragraph(s) on the left side
9. **Center** – Align the current/selected paragraph(s) in the center
10. **Align Text Right** – Align the current/selected paragraph (s)on the right side
11. **Justify** – Align the current/selected paragraph(s) on both sides
12. **Line Spacing** – Change the spacing between the lines of the current/selected paragraph(s)
13. **Shading** – Change the background color behind the text
14. **Borders** – Change the borders around the text, click the arrow to choose different styles
15. **More Paragraph** – Opens the Paragraph Window to find most of the paragraph formatting options



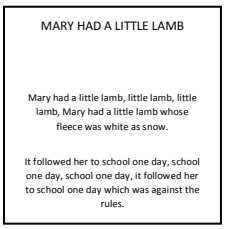
Alignment

The horizontal alignment can be changed by using these buttons: , in the Paragraph group of the Home Tab.

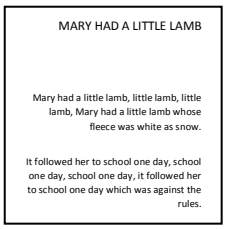
Left (Ctrl-L)



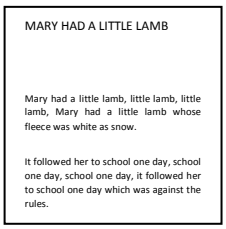
Center (Ctrl-E)



Right (Ctrl-R)



Justify (Ctrl-J)

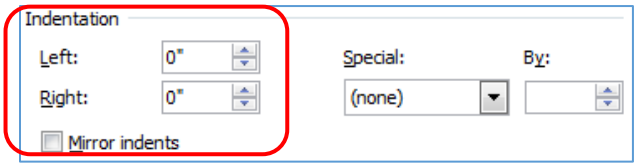


The horizontal alignments can also be changed through the **Paragraph** window. You can open the window by clicking the more button ( ) in the Paragraph group of the Home tab or by right clicking on your text and choose "Paragraph…".

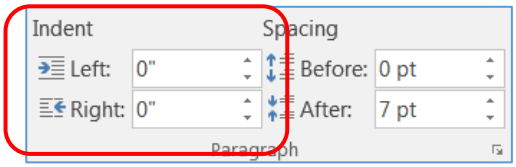
Indentation

The left side of the paragraph can be indented by using these buttons: . They will increase or decrease the left indentation of the paragraph by half an inch. You can also move the left indent with the keyboard by selecting the paragraph and pressing **Tab** to increase and **Shift**-**Tab** to decrease the indentation.

Indentations can also be changed by using the ruler (shown later in this handout); through the **Paragraph** window ( ); and on the **Page Layout** tab.



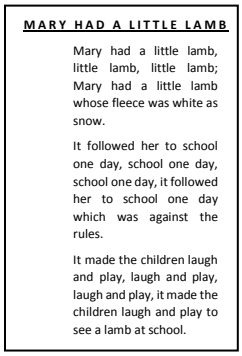
Paragraph Window



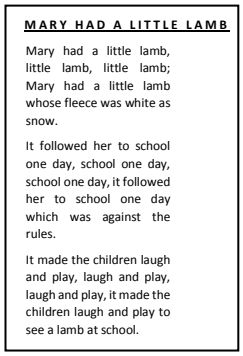
Layout Tab

These methods allow you to adjust the left and right indent. The rulers and Paragraph window can be used to create special indentations.

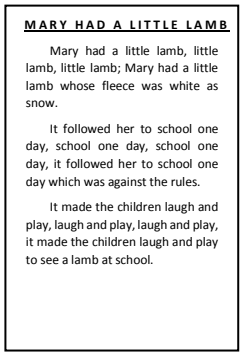
Left Indent



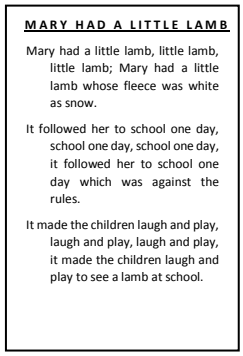
Right Indent



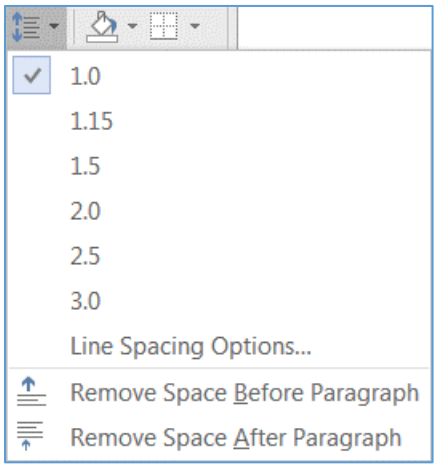
Special
First Line Indent



Special
Hanging Indent



Spacing

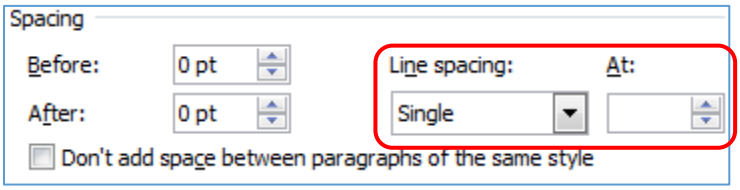


Line Spacing

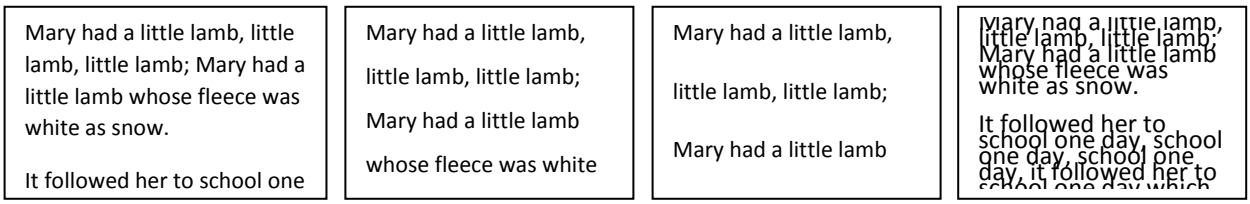
The space between each line in a paragraph can be changed using the Line Spacing button on the Home tab in the Paragraph group. This list shows the most common line spacing values. The **Line Spacing Options…** will open the format Paragraph window.

To customize the Line Spacing open the **Paragraph** window by using the More button ( ) in the Paragraph group, or by choosing **Line Spacing Options…** from the line spacing list, or by right-clicking on the text and choosing **Paragraph…**

There are three-line spacing options:



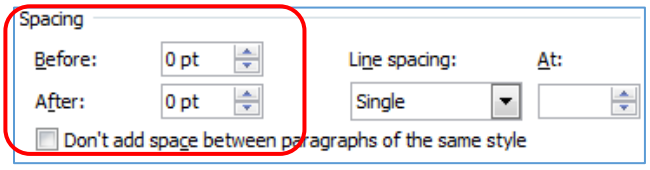
- **At Least** – set minimum line spacing.
- **Exactly** – set the line spacing to an exact value, if the line spacing is too small for the text, part of the words will disappear.
- **Multiple** – set the line spacing to the multiple of the **At:** value. Multiple of 1.0 is single spacing, 2.0 is double spacing and so on. The range is from 0.5 through 132.



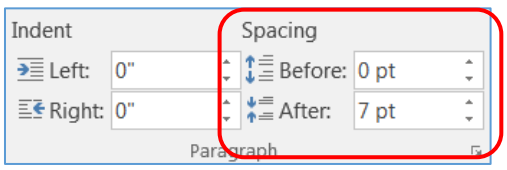
Single Spacing ***1.5 Spacing*** ***Double Spacing*** ***Exact Spacing***

Paragraph Spacing

The line spacing options adjust the space between every line of the selected paragraph(s). We can also adjust the spacing before and after each paragraph as a whole. The Line Spacing button ( ) includes two Paragraph Spacing options, **Add Space Before Paragraph** and **Add Space After Paragraph**. Each option will insert 12 pts above or below the current paragraph. If the paragraph already has a before or after setting, the options on the list change to **Remove Space before Paragraph** and **Remove Space After Paragraph**.



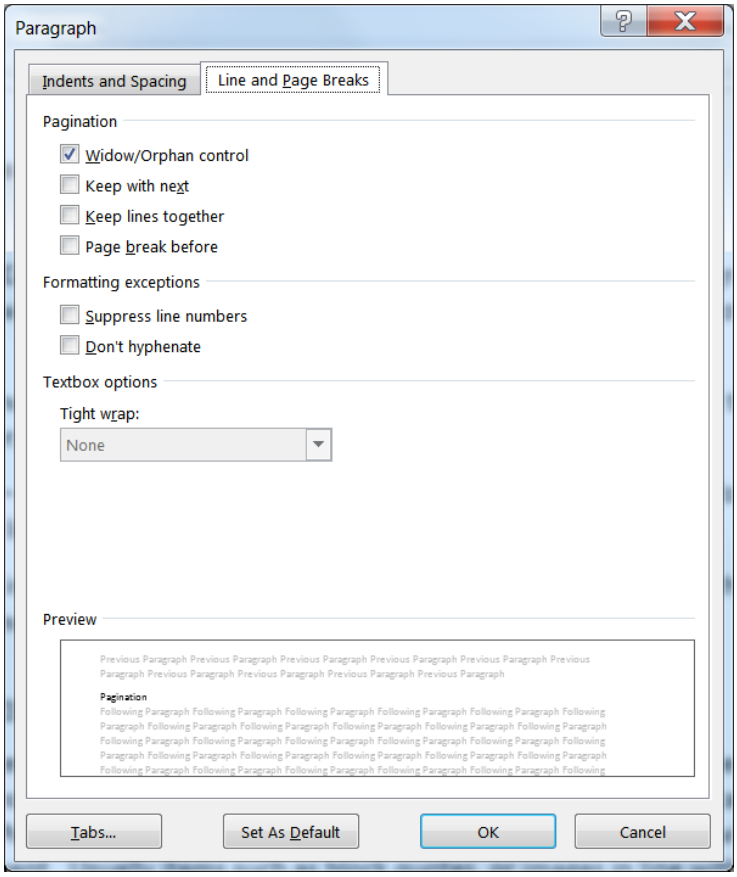
Paragraph Window



Layout Tab

To customize the Paragraph Spacing open the **Paragraph** window by using the *More* button ( ) in the Paragraph group.

Line and Page Breaks



Pagination

Widow and Orphan Control – prevents Word from printing the last line of a paragraph by itself at the top of a page (a widow) or the first line of a paragraph by itself at the bottom of the page (an orphan)

Keep with next – prevents a soft page break between the selected paragraph and the paragraph immediately after, this is ideal for paragraph headings.

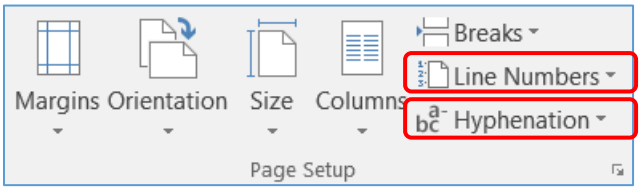
Keep lines together – prevents a soft page break within a paragraph, this is ideal for bulleted/numbered lists, to keep the list item from being put on two pages

Page break before – inserts a manual page break before the selected paragraph, this is ideal for the beginning of a new section or chapter.

Formatting Exceptions

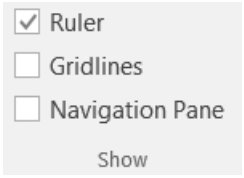
Suppress line numbers – prevents line numbers from appearing in front of the selected paragraphs. This setting has no effect in documents without line numbers. Line numbers can be added to a document from **Page Setup** group of the **Page Layout** tab. The line numbers will show throughout the entire document. Usually items such as block quotes, or images in line with the text are not numbered, so for those items we would *Suppress* the line numbering.

Don't hyphenate– prevents the automatic hyphenation from appearing in the selected paragraphs. This setting has no effect in documents without the hyphenation. Hyphenation can be added to a document from **Page Setup** group of the **Page Layout** tab. The hyphenation option will change the entire document based on Word's dictionary. If you don't like where the hyphens are placed, you will need to tell Word not to hyphenate that paragraph. Hyphenations are often used when you are dealing with narrow columns of text (such as the UF Course Catalog).



Rulers

To turn the rulers on or off, you can click the **Ruler** check box on the Show/Hide group of the View tab, or you can click on the ruler button ( ) found at the top of your vertical scroll bar.



If you hold down the **Alt** key while moving anything on the ruler, you will get an exact measurement.

Indentations

We can indent using the ruler by utilizing the special markers – and . These are called the **Left Indent** and **Right Indent** respectively. If you click and drag indent markers the selected paragraphs will follow will change the flow of text.

The Right Indent has only one part:

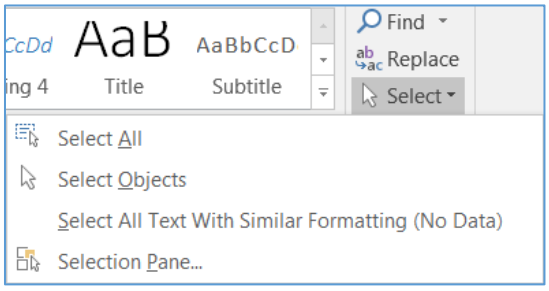
- The triangle is the **Right Indent**, which controls the right side of the paragraph.

The Left Indent has three parts:

- The top upside down triangle is the **First Line Indent**, which controls where only the first line begins.
- The bottom triangle is the **Hanging Indent**, which controls where the rest of the paragraph begins.
- The bottom rectangle controls the **Left Indent**, which indents the whole paragraph, and moves both the top and bottom triangle.

Select

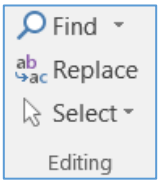
There is a select option in the editing group at the end of the Home Tab. There are many ways to select the whole document: Ctrl-A, Triple-Click in the left margin, Ctrl-Click in the left margin, and for those mousers out there that hate using the keyboard, we have our Select All option under the Select menu.



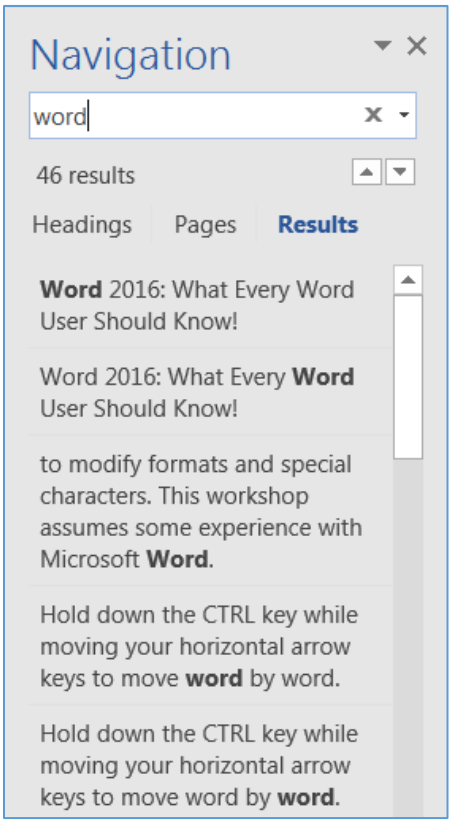
But this menu goes way beyond selecting our document, we can use it to help us work with pictures and illustrations. If you cannot click on an inserted object like a line, it may be because it's behind text. The **Select Objects** button will change the function of the mouse to ONLY click on the objects, not the text. Press escape (ESC) on the keyboard to return the mouse to its usual behavior. You can also use the Selection Pane to choose some inserted pictures.

The **Select All Text with Similar Formatting** option will select all the text with a style similar to the font currently selected.

Find and Replace



One of the most powerful tools in the Microsoft Suite is the Find and Replace Tool in Microsoft Word. The tools are listed in the **Editing** group on the **Home** tab. You can also use the keyboard shortcut Ctrl-F to Find and Ctrl-H to Replace.



When you click on the Find button, or press Ctrl-F, Word will open the Navigation pane on the side of the window. When you type a word or phrase into the search box, Microsoft Word will tell you how many matches it found, and give you a small preview of each match.

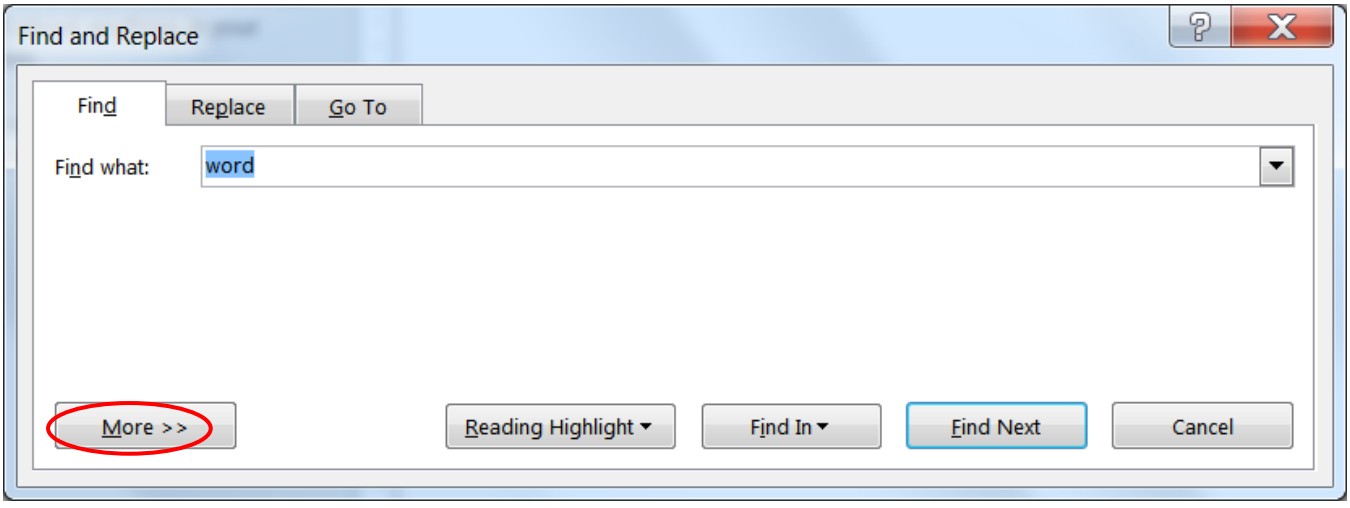
Within the document itself, Word will highlight the search values so you can see the match at a glance.

If you click on a match within the Navigation pane, Word will move the focus of the screen and keyboard to the chosen selection.

If you would like more search options, you can click the drop down arrow in the search box and choose **Advanced Find**. This option is also available from the **Find** button drop down list on the Ribbon.

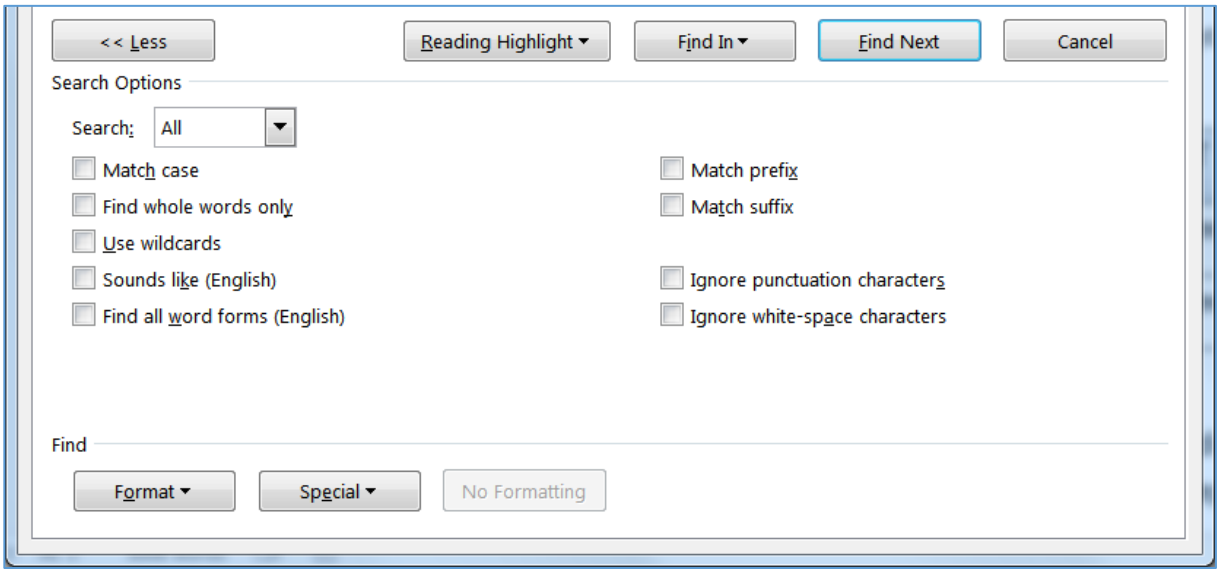
The Advanced Find window also contains the **Replace** and **GoTo** options.

The **More** button will expand the window to show you all the possible find/replace options available:



"More" Search Options

When you are finding or replacing there are several search options found under the More>> button.



You can tell Word to be sensitive to the capitalization of your text with **Match case**, and to search for words instead of fragments with the **Find whole words only**.

FIND	SEARCH OPTION	RESULT
Car	Match Case	**Car**efree **Car**ly drives a car.
Car	Find whole words only	Carefree Carly drives a **car**.

Wildcards can be used when you want to be able to find different variations of a word. When the Use wildcards option is checked, you can use the question mark (?) to represent one character and the asterisk (*) to represent multiple characters.

FIND (Use wildcards)	RESULTS
s?t	sat, set, sit
s*d	sad, stood, stand, sod

The **Sounds like** option will try to find words within your document that sound similar, but are not spelled the same as the word in your Find what: box.

FIND (Sounds like)	RESULTS
Soul	Soul, Sole, Cell

The **Find all word forms** will attempt to find a word in all of its tenses and pluralities.

FIND (Find all word forms)	RESULTS
shop	shop, shops, shopping, shopped
sit	sit, sat, sits, sitting
goose	goose, geese

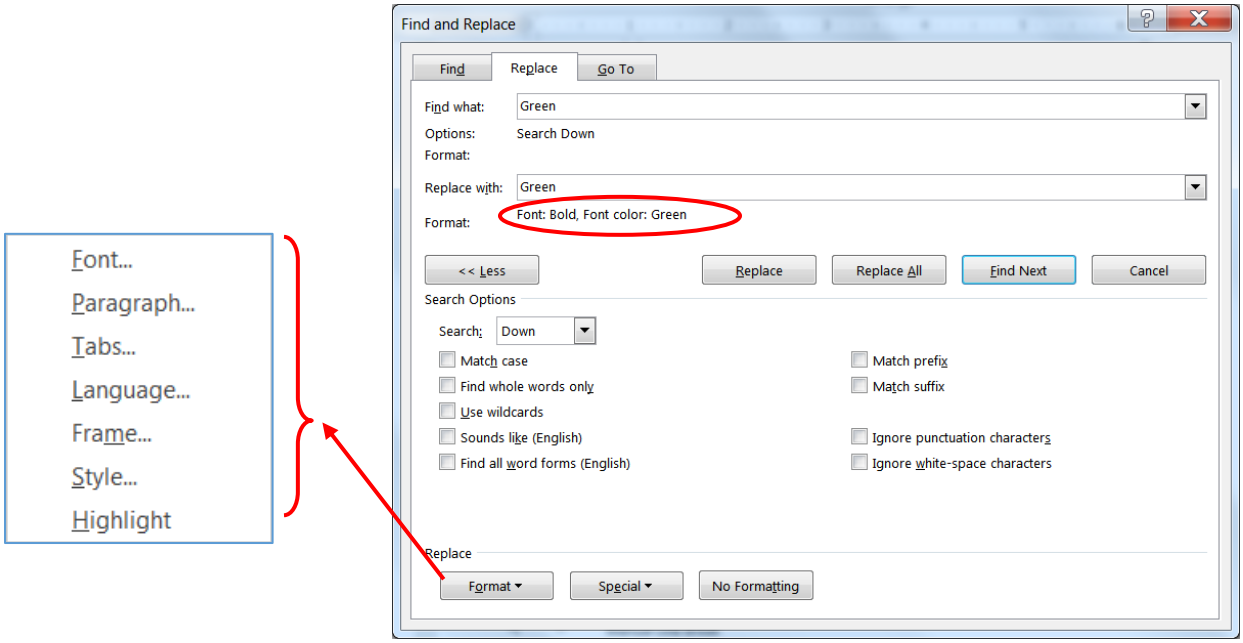
The **Match prefix** will attempt to find words that begin with your find option. The **Match suffix** will attempt to find words that end with your find option.

FIND	SEARCH OPTION	RESULT
Ter	Match prefix	Terrace, Terrific, Terrier
Ter	Match suffix	Computer, laughter, halter

The last two options allow Word to Ignore punctuation characters such as periods and commas, and Ignore white space characters such as line breaks, tabs and spaces.

Replacing Formats

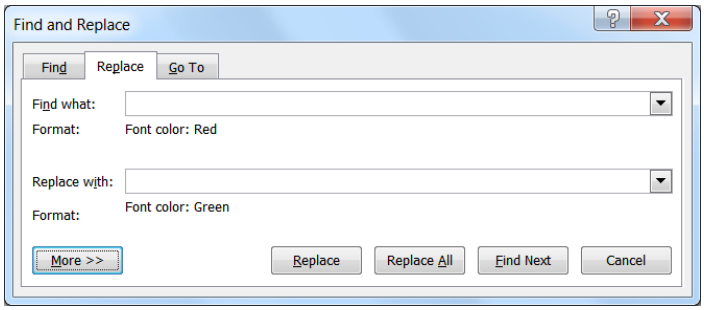
Microsoft Word allows you to find and replace different formats throughout your document. For example, I can find all the instances of the word "green" and replace them with a green colored font.



You can use the Format button at the bottom of the Find and Replace window to be able to find and/or replace Font, Paragraph, Tab, language, Frame, Styles and Highlighting formats.

One option you can do is simply find a particular format and replace with another format (in this example changing all the red fonts to green fonts):

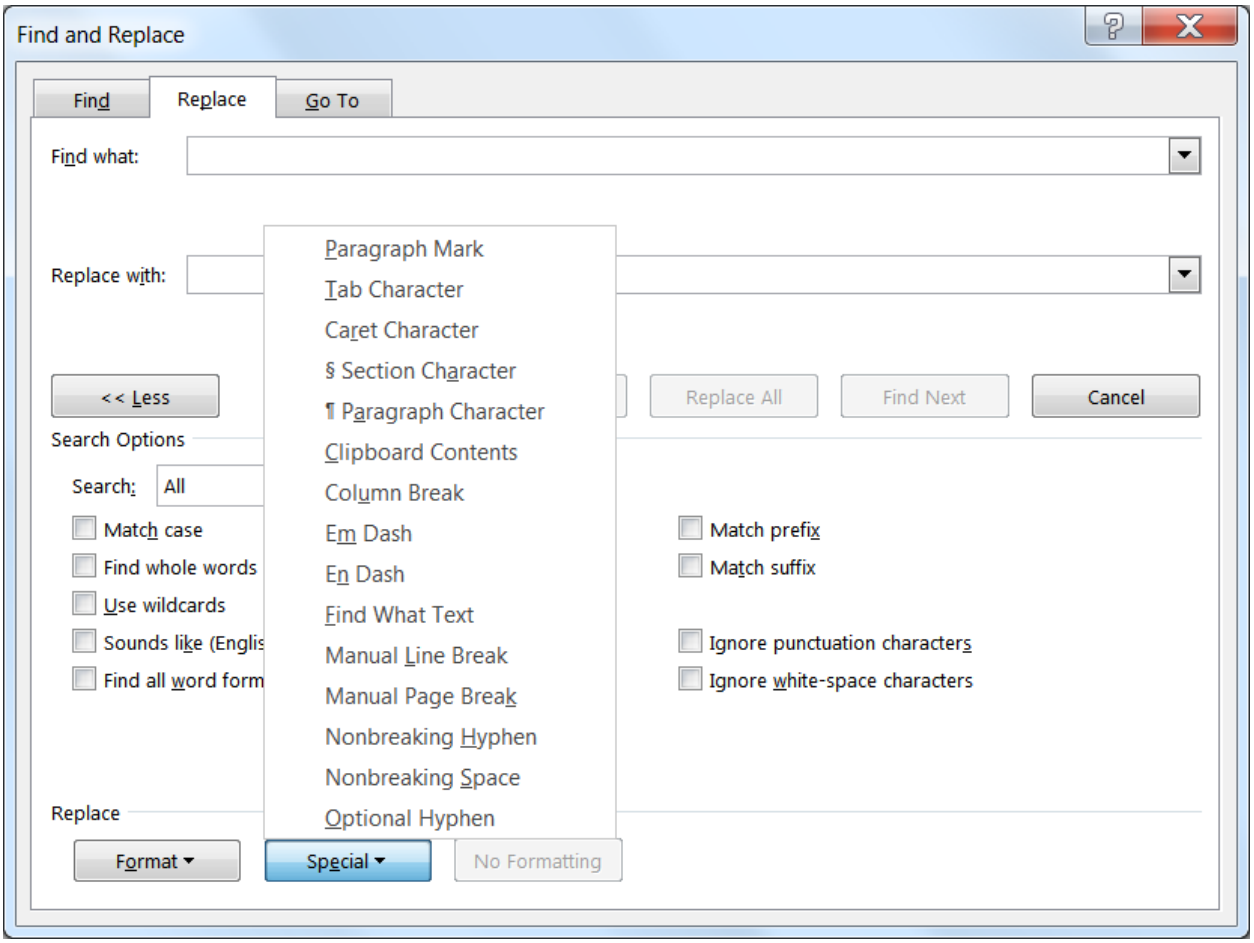
If you replace all, Word will find all text colored red and change the color to blue, no matter what the text or other formats might be. There is a No Formatting button in the More section that allows you to clear any formatting options you have set.



Special Characters

There are many special characters within Microsoft Word. Some of these can be searched and changed for others in our Find and Replace window. Below is a list of special characters that can be used. You can type in the character or choose them from the Special button.

^p	–	Paragraph Mark	^e	–	Endnote Mark
^t	–	Tab Character	^d	–	Field
^?	–	Any Character	^f	–	Footnote Mark
^#	–	Any Digit	^g	–	Graphic
^$	–	Any Letter	^l	–	Manual Line Break
^^	–	Caret Character	^m	–	Manual Page Break
^%	–	Section Character	^~	–	Non-breaking Hyphen
^v	–	Paragraph Character	^s	–	Non-breaking Space
^n	–	Column Break	^-	–	Optional Hyphen
^+	–	Em Dash	^b	–	Section Break
^=	–	En Dash	^w	–	White Space



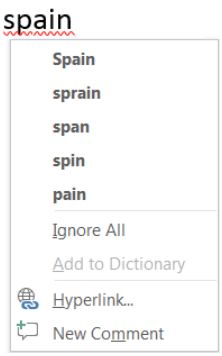
Spelling and Grammar

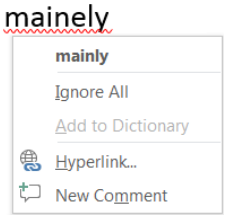
You may have noticed Word helpfully pointing out your spelling and grammar errors as you type. It's not always right, but it does a fairly good job.

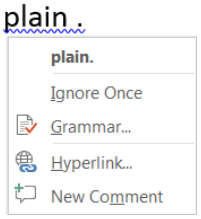
Spelling errors have a telltale red underline letting you know you may have got a word wrong, grammar comes in with a blue line. Spelling errors include capitalization of certain proper nouns.

For example The reign in spain falls mainely on the plain .

As you right-click on each possible error, Word gives you a choice of possible changes. If you feel the word is not a mistake, you can tell it to **Ignore All**. If it's a word you will use often, you should be able to add it to your dictionary.







Word usually only picks up one grammar error at a time, since as you change part of the sentence, it could change the context. After each change, you may need to wait a few seconds, or click in another line for it to reevaluate your sentence.

Needs a comma… For example The reign in Spain falls mainly on the plain.

Capitalization error… For example, The reign in Spain falls mainly on the plain.

But of course no tool is perfect, what I meant to say was RAIN.

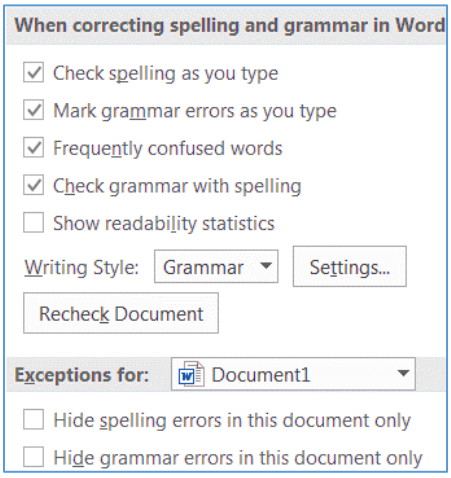
For example, the rain in Spain falls mainly on the plain.

Hide Errors

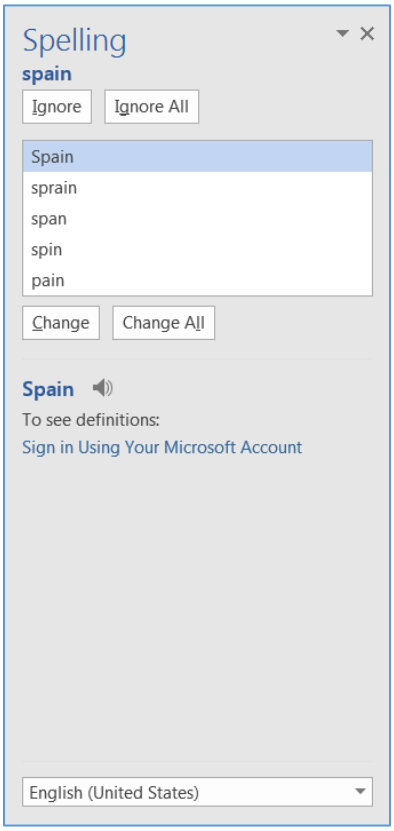
You can correct the marked "errors" as they appear, or later when you proof read, or never! The correction underlines don't printout.

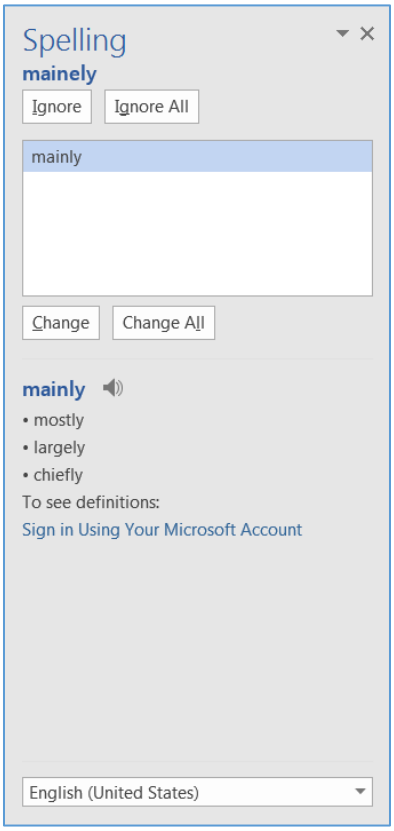
If you would like to stop Word from showing you the misspellings, you can turn them off for this document, or for all Word files from the Word Options. Open the **File** Menu. Near the bottom of the menu choose **Options**. Open the **Proofing** tab. Near the bottom of the list you'll find the **Word Spell Check** options.

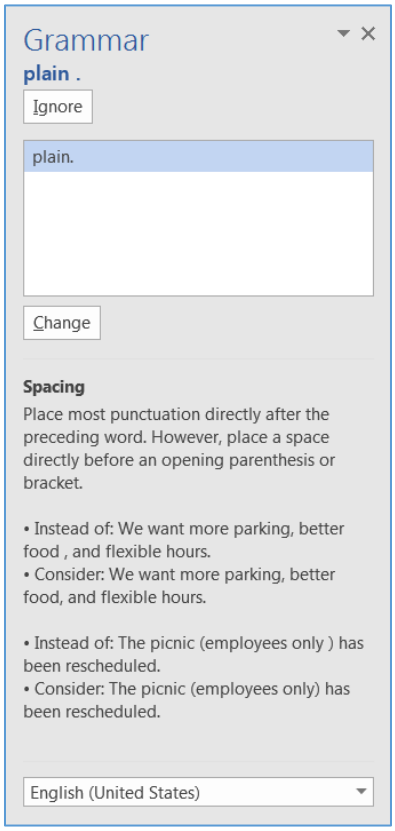
The **Exceptions** are to ignore spelling in *THIS* Word file.

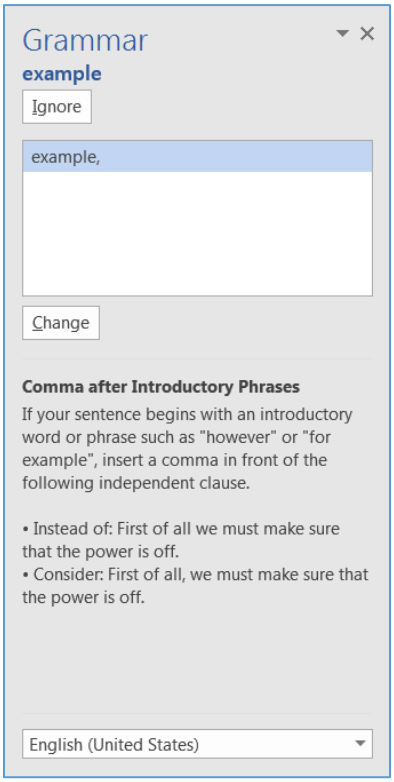


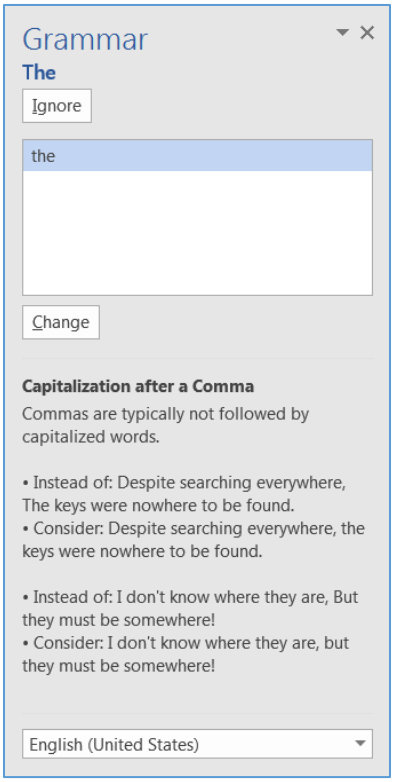
Whether you show the errors or not, sometimes it's easier to check everything when you're done. You can use the Spelling & Grammar check on the Review tab, or press F7 on the keyboard. Word will open a Spelling pane along the side of the window. This tool not only offers suggested changes, but gives a more in-depth look at your word usage, often including definitions.









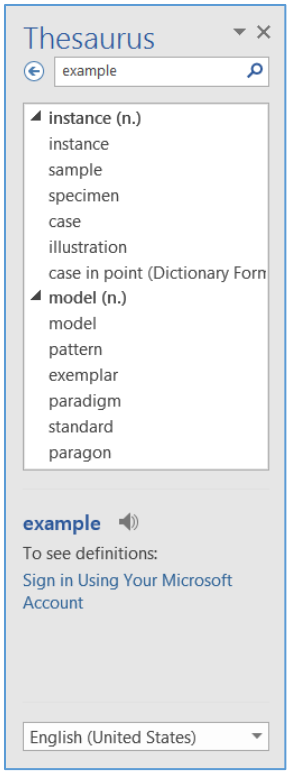


Thesaurus

One of my favorite tools when I'm writing is the thesaurus. You can find it next to the Spelling and grammar button on the Review tab, or by pressing Shift-F7 on the keyboard. This can cut down on over usage of the same word.

> I would like to find a good example to show you. For example, "the rain in Spain." Another good example might be, "how now brown cow."

Click inside the word you want to look up and open the thesaurus. It will look up the word and give you a list of options if it can find any.



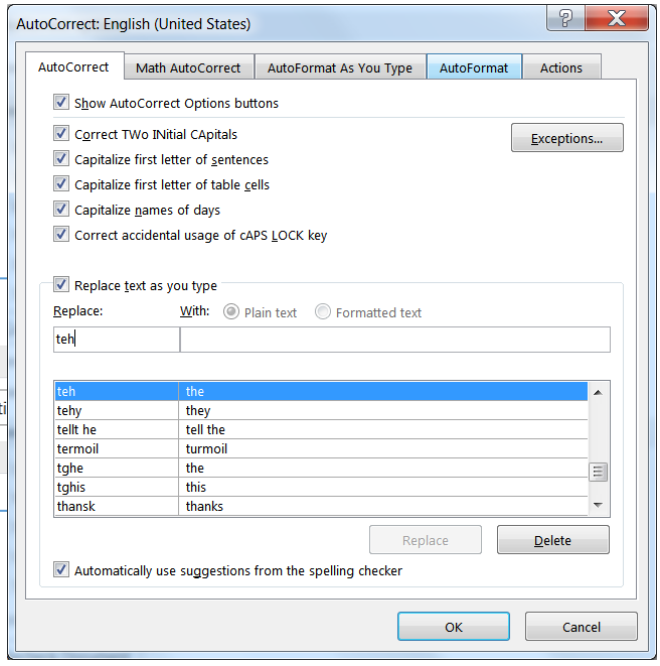
When you click on the word in the list, Excel will look up that word instead, giving you another list of words to consider. Usually this leads me to rewriting part of the sentence, but I like to think it comes out better.

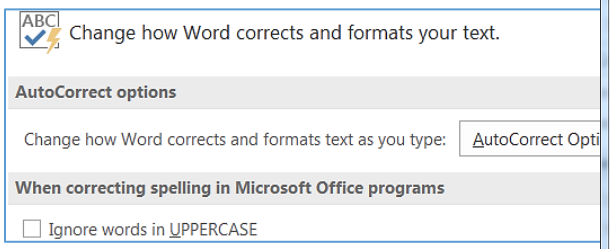
> I would like a sample set of text to show you. For example, "the rain in Spain." Another useful phrase might be, "how now brown cow."

AutoCorrect

Word often autocorrects words as you type. There are common mistakes like "teh" instead of "the" where you may not even notice it happen. If you catch it, you can immediately hit undo (or Ctrl-Z) and it will go back to the way you typed the word. If it turns out that teh is an acronym for "total education healthcare" and you want to use it all the time, you might choose to turn off that particular auto-correction. Open the **File** Menu. Near the bottom of the menu choose **Options**. Open the **Proofing** tab. Click on the **AutoCorrect Options**… button.

If I want to remove teh from the Autocorrect, I type it in the replace box and it will find the listing for me. I can then use the **Delete** button to remove it from being autocorrected again. If you have words you commonly misspell, you can add your own to this list.





One option I always turn off, is shown here on the options window, "Ignore words in UPPERCASE". I don't type in all caps often, but when I do, I need my spell check!