

Microsoft Word™ Tips

Start by making sure you can see the toolbars you need:

View→ **Toolbars**→ standard, formatting, drawing

Here are some of my favorite tools:

Highlighting (formatting toolbar)

useful when you are doing initial drafting and you want to keep the ideas flowing but you

- can't remember the right word
- you know the grammar is not quite right
- you want to come back and finish up an idea later

Find and Replace (under edit)

useful for getting out needless *be*—forms

Spell check (automatic underlining in red)

useful for catching many misspellings, but not all

(if you find it distracting, hide by going to **Edit**→ **Preferences**→**spelling and grammar**)

Grammar check (automatic underlining in green)

not so useful, but sometimes catches passives

(if you find it distracting, hide by going to **Edit**→ **Preferences**→**spelling and grammar**)

Track Changes (under Tools)

useful in the revision stages when you want to try out various versions and not lose your originals

Styles (under Format)

useful in long documents with headings, tables of contents, or in documents which need special or professional-looking formatting (directions on back of this sheet)

Double dashes (em-dashes) and arrows For an arrow, type two dashes and a >; *Word* will make it into an arrow →. For an em-dash, just type two dashes in a row and *Word* will make them into a double dash—don't put spaces before or after the double dashes. Or you can use keystrokes:

Mac: Option–shift–hyphen

PC: Ctrl–Alt–minus (not hyphen)