

Word Tips & Tricks Commands

- Moving Toolbars Must see 4 pointed arrow. Hover on left edge of toolbar
- Ruler (View Menu)
- Find & Replace (View Menu)
- Header & Footer (View Menu)
- Page Number (Insert Menu) Can use icon on Header and Footer toolbar
- Date and Time (Insert Menu) Can use icon on Header and Footer toolbar
- Page break (Insert Menu) Ctrl Enter
- Drop Cap (Format Menu)
- Change Case (Format Menu)
- Bullet & Numbering (Format Menu)
- Border & Shading (Format Menu)
- Drawing Toolbar (View Menu; Toolbar) Click Drawing Toolbar (appears near the bottom of the screen)
 - ⊕ Draw
 - ⊕ AutoShapes and More AutoShapes
 - ⊕ Text box
 - ⊕ Word Art
 - ⊕ Lines and arrows
 - ⊕ Circles and squares
- Auto Correct (Tools Menu)
- Word Count (Tools Menu)
- Insert Image (Insert Menu)
- Format Painter (Paintbrush icon on Standard Toolbar)

I forgot to mention how to insert a page break. See page 3 of Microsoft Word Handout or Ctrl Enter to insert a manual page break.

Check the Help Menu if you need a refresher on the steps for a command.

Thanks for attending Word Tips & Tricks.....Sara Jo

