

Show & Tell – Word Tips

April 2012

- * Open Multiple Instances of the same Software.

<http://www.7tutorials.com/how-quickly-open-multiple-windows-same-application>

- * Hide the Ribbon Menu, [Ctrl][F1] or double-click the Home tab, unhide double click any tab.

<http://office.microsoft.com/en-us/word-help/tip-10-show-or-hide-the-ribbon-0-59-RZ102673170.aspx?section=11>

- * Selecting Things in Word

<http://office.microsoft.com/en-us/word-help/tip-9-tips-for-selecting-things-2-24-RZ102673170.aspx?section=10>

- * Zoom with Your Mouse

<http://office.microsoft.com/en-us/word-help/tip-6-zoom-with-your-mouse-0-42-RZ102673170.aspx?section=7>

- * Customize the Quick Access Toolbar

<http://windowssecrets.com/top-story/unlock-the-power-of-the-quick-access-toolbar/>

<http://www.woopid.com/video/1270/Quick-Access-Toolbar>

<http://www.woopid.com/video/1109/Customize-the-Quick-Access-Toolbar>

- * Change Default Line Spacing

<http://www.howtogeek.com/howto/25206/customize-the-default-line-spacing-in-word-2007-2010/>

<http://www.woopid.com/video/1130/Changing-Line-Spacing>

- * Change Default Margins

<http://www.techrepublic.com/article/change-the-default-margins-of-your-word-2007-documents/6176730>

<http://www.woopid.com/video/363/Change-the-Document-Margins>

- * Change Default Formatting

<http://www.howtogeek.com/howto/microsoft-office/change-default-formatting-in-word-2007/>

<http://www.woopid.com/video/1283/Text-Formatting>

- * Change Default Font Size

<http://www.howtogeek.com/howto/14826/change-the-default-font-size-in-word/>

<http://www.woopid.com/video/1117/Change-Font-and-Font-Size>

- * Change Default File Location and File Format

<http://helpdeskgeek.com/office-tips/change-the-default-save-location-and-file-format-in-word-2007-and-2010/>

Show & Tell – Word Tips

April 2012

* Add a Cover Page

<http://www.makeuseof.com/tag/how-to-easily-make-an-attractive-cover-page-in-ms-word-2007/>

<http://www.woopid.com/video/1137/Adding-a-Cover-page>

* Place an Image in Your Document Anywhere You Like

<http://www.makeuseof.com/tag/4-useful-microsoft-word-tips-tricks-to-format-like-a-pro/>

<http://www.woopid.com/video/1154/Insert-a-Picture>

* Add a Caption to Your Graphic

<http://www.howtogeek.com/howto/microsoft-office/quickly-add-captions-to-your-graphics-in-word-2007/>

* Page Numbering Magic

http://www.ehow.com/how_6794203_insert-numbers-microsoft-word-2007.html

http://www.ehow.com/how_6924776_insert-word-2007.html

<http://www.woopid.com/video/1157/Insert-Page-Numbers>

* Define your own Bullet with Symbols

<http://www.makeuseof.com/tag/4-custom-bullet-tips-and-tricks-for-microsoft-word-2007/>

<http://www.woopid.com/video/1131/Make-Bulleted-or-Numbered-Lists>

* Modify the Indent on Bulleted Lists

<http://www.microsystems.com/resources/wordtips/wordtip032.php>

<http://www.woopid.com/video/377/Paragraph-Indenting>

* Create Custom Stationery With A Quick Letterhead

<http://www.makeuseof.com/tag/create-custom-stationery-quick-letterhead-ms-word-2007/>

* Add a Drop Cap

<http://www.makeuseof.com/tag/drop-caps-enhance-text-microsoft-word/>

<http://www.woopid.com/video/1143/Drop-Cap>

* Insert Horizontal Line Quickly

<http://www.howtogeek.com/howto/microsoft-office/insert-horizontal-lines-in-word-documents-quickly/>

<http://www.woopid.com/video/1179/Insert-Horizontal-Lines>

Show & Tell – Word Tips

April 2012

✱ Download Free Microsoft Templates

<http://www.makeuseof.com/tag/top-5-sites-find-microsoft-word-templates/>

<http://www.woopid.com/video/1115/Word-Templates>

✱ Use Styles in Word 2007

<http://www.makeuseof.com/tag/how-to-use-styles-in-microsoft-word-to-save-a-lot-of-work/>

<http://www.woopid.com/video/1135/Styles-Intro>

✱ Use Find and Replace

<http://helpdeskgeek.com/help-desk/using-find-and-replace-in-a-word-document/>

<http://www.woopid.com/video/367/Find-and-Replace-Text>

✱ Make AutoCorrect and AutoFormat work

<http://www.microsystems.com/resources/wordtips/wordtip059.php>

<http://www.woopid.com/video/1226/Auto-Correct-Settings>

<http://www.woopid.com/video/1227/Auto-Correct-Tip>

✱ Insert Header or Footer

<http://www.woopid.com/video/1151/Insert-a-Header-or-Footer>

✱ Word Tips and Tricks

<http://www.techradar.com/news/software/applications/10-cool-microsoft-word-tips-and-tricks-905849>

<http://office.microsoft.com/en-us/word-help/word-2010-tips-and-tricks-RZ102673170.aspx>

<http://www.techsupportalert.com/content/21-great-tips-using-microsoft-word-20072010.htm>

<http://www.baycongroup.com/wlesson0.htm>

http://www.woopid.com/search_result.php?page=1&sort=&search_type=videos&search_id=word%202007&search_key=

http://www.ehow.com/videos-on_10642_microsoft-word-2007-tutorial.html

✱ Use Word Online for Free

<http://www.officialwindowsmagazinetop.com/guides/windows-7/use-office-word-online-%E2%80%93-for-free/>

✱ Put SkyDrive on Your Desktop

<http://tinyurl.com/cajrmpj>