
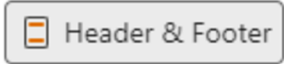















## Helpful Tips for Using Microsoft Word

This handout contains helpful tips for using Microsoft Word effectively whether working in the desktop app or Microsoft 365. It covers useful shortcuts, templates and styles, document navigation, and custom formatting. These practical tips will provide the user with a more efficient Microsoft Word experience

How to...	Microsoft Word 2021	Word in Microsoft 365
Access the header or footer	Double-click the top or bottom of the page.	Double-click the top or bottom of the page.
Add page numbers	<p>Select the “Insert” tab. Choose “Page Numbers.” Choose the page number format needed.</p> <p>Then click:</p>  <p>Close Header and Footer</p>	<p>Select the “Insert” tab. Choose “Page Numbers.” Choose the page number format needed. Click</p>  <p>to close head er and footer.</p>
Check for grammatical errors	<p>Select the “Review” tab. Then click:</p>  <p>Editor</p>	<p>Select the “Review” tab. Then click:</p>  <p>Editor</p>
Copy existing text format to unformatted text	<p>Highlight formatted text.</p> <p>Click .</p> <p>Then highlight unformatted text.</p>	<p>Highlight formatted text.</p> <p>Click .</p> <p>Then highlight unformatted text.</p>
Create a hanging indent	<p>Select the “Home” tab. Locate “Paragraph” settings. Then click the arrow:</p>  <p>Choose “special.” Then choose “hanging.” Then choose “OK.”</p>	<p>Select the “Home” tab. Click .</p> <p>Hover over “Special Indent.” Choose “Hanging.”</p>

Use pre-made templates	After opening Word, click “More Templates ” to browse available templates.	In the Word launcher, click “See more templates ” to browse available templates.
Create text through speech (without typing)	Select the “Home” tab. Then click: 	Select the “Home” tab. Click  . Then click “Dictate.”
Hear text read aloud	Select the “Review” tab. Then click: 	Select the “View” tab. Click “Immersive Reader.” Then click: 
Find text to replace with other text	Select the “Home” tab. Click “Editing.” Then click “Replace.”	Select the “Home” tab. Click  . Then click “Replace.”
Fix line spacing that appears incorrect	Select the “Home” tab. Locate the “Paragraph” settings. Then click the arrow:  Be sure that these numbers are set to zero:  Spacing Before: 0 pt After: 0 pt	From the “Home” tab, click  . Then select “Paragraph Options.” Be sure that these numbers are set to zero:  Before text: 0" After text: 0"
Highlight a single word	Double-click the word.	Double-click the word.
Highlight passages of text	Click at the beginning of the text. Press the Shift key and hold. Then click again at the end of the text.	Click at the beginning of the text. Press the Shift key and hold. Then click again at the end of the text.
Save a document to another location or create	Select the “File” tab. Then select “Save As.” Choose a location. Name the document and click “Save As.”	Save a copy of a document by clicking “File” and then “Save as.”

a copy of a document		Download a Word copy of a document onto the computer by clicking “download a copy.”
Save a document as a PDF file	Select the “File” tab. Then click “Save as Adobe PDF.”	Download a PDF copy of a document onto the computer by clicking “File” and then “Download as PDF.”
Save a document	Select the “File” tab. Then click “Save.”	Documents automatically save while using the web browser app.
Search for text on a page	Press the following keys on the keyboard: Windows: CTRL + F Apple: Command + F	Follow the shortcuts for the computer’s operating system.
Highlight all text in a document	Press the following keys on the keyboard: Windows: CTRL + A Apple: Command + A	Follow the shortcuts for the computer’s operating system.
Start a new page	Press the following keys on the keyboard: Windows: CTRL + Enter Apple: Command + Enter	Follow the shortcut for the computer’s operating system.
Return to the most recent edit	Press the following keys on the keyboard: Windows/Apple: Shift + F5	This feature only works while using the desktop app.

### More Information

For more information on using Microsoft Word and other technology resources, visit the Academic Center for Excellence’s [Technology Resources for Students webpage](#).