

CREATING CONTENT WITH MICROSOFT WORD

Simple Tips And Tricks

PRESENTED BY AMY HARROP

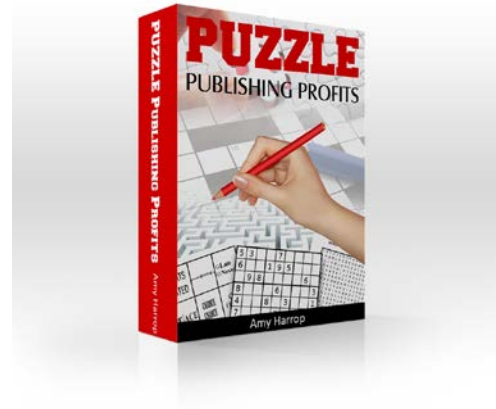
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INTRODUCTION

The Microsoft Office suite of software has revolutionized the workspace and made its way onto almost every home and work computer since its invention is 1989. It remains the dominant software choice in the market for word processing, slide presentations, and spreadsheet creation.

Most people know how to use the biggies – Word, PowerPoint and Excel - but few know how to really use them. In this report, we're going to show you some easy-to-learn tips and tricks for using Microsoft Word. Try out just a few and you'll be well on your way to becoming an Office master!

NOTE: These tips apply specifically to the Microsoft Office 2011 for Mac and 2010 for Windows, but many can be applied to older versions of the software too.

DESIGN TIPS

1. Take advantage of the [Smart Art graphics](#) available in Word. You can insert a variety of graphs and charts easily and with stunning results. This kind of extra to your document will give you an edge above the competition.
2. If you are including specific data or information that requires focus, put it in a table. Not only will this make it easy to edit, it will also define it for the reader.
3. Don't forget about Word's predesigned projects and templates. They can save you a lot of time... but make sure you adjust them enough to make them unique!
4. Add [ALT tags](#) or descriptions to your images for screen readers.
5. Create [templates](#) to save time on reproducing similar documents.
6. Where possible, justify blocks of text. Symmetry is much more attractive to the human eye.
7. You can easily reference and source information in your document using [hyperlinks](#). Either globally, (online links) or locally, (links within the document itself) hyperlinks will make your document that touch more interactive.
8. Keep your document dynamic. Inserting images is something that will always keep your readers a little more engaged. Be careful to not overdo it though. Only use appropriate, quality images... and be careful of copyright restrictions!
9. Word can be great for those little projects that need doing and you didn't know how. Business cards, flyers, menus, among menu others,

can be easily created using the predesigned Word templates.

10. Don't overlook the basics. Make sure your typeface is appropriate. **NEVER** use comic sans, (it has be recognized as the industry standard in unprofessionalism). If you are producing a document for children, reflect that in the font – likewise for professionals.

ADVANCED TIPS

1. If you need to insert a block of random text to fill space, simply type =rand() at the start of the paragraph and hit enter. This will produce 3 paragraphs of random text.
2. You can easily add page numbers to the footer of your document using the 'Insert' menu. If you are using a title page and want your page numbers to start after that point, uncheck the 'Show number on first page box' and then set the page numbers to start at 0 in the formatting options.
3. Add a watermark using the Layout menu on the ribbon to protect both your document and objects within it.
4. If you are going to reproduce the document online and do not want it to be edited by the end user, save it as a .PDF.
5. Learn the CTRL shortcut keys listed on the following page.

SHORTCUT KEYS FOR MICROSOFT WORD

CTRL + A	Select all objects
CTRL + B	Text in Bold
CTRL + C	Copy item/text
CTRL + D	Open the font preferences window
CTRL + E	Center paragraph
CTRL + F	Find text
CTRL + G	Go To Next/Previous paragraph
CTRL + H	Replace text
CTRL + I	Text in Italics
CTRL + J	Justify paragraph
CTRL + K	Insert Hyperlink
CTRL + L	Left align paragraph
CTRL + M	Insert a new slide
CTRL + P	Print document
CTRL + R	Right align paragraph
CTRL + T	Create a hanging indent
CTRL + U	Underline text
CTRL + V	Paste item/text
CTRL + X	Cut selected object
CTRL + Y	Redo or repeat last action
CTRL + Z	Undo last action

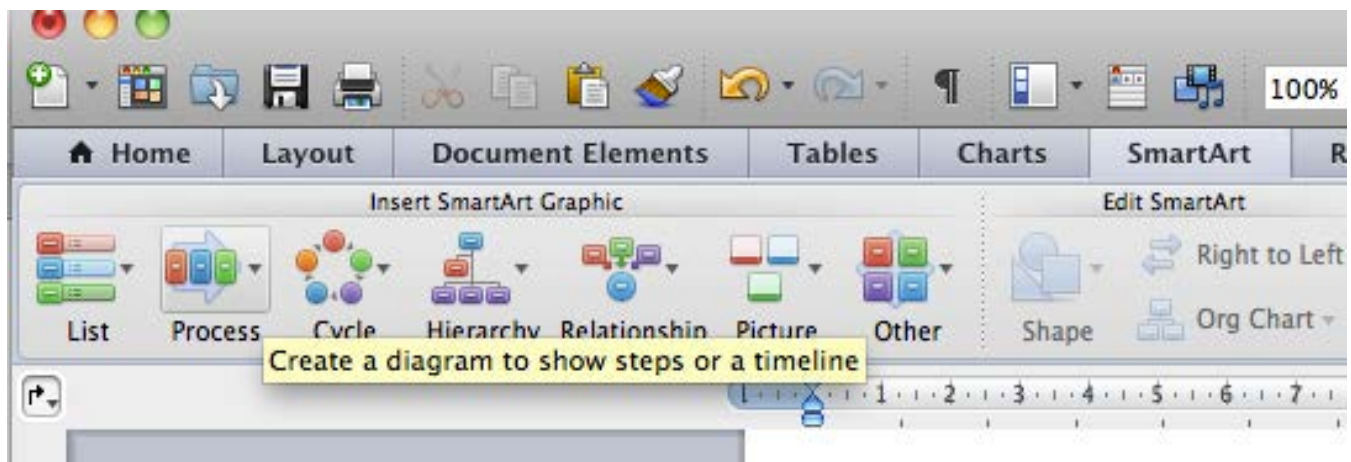
HOW-TOS

HOW-TO #1: INSERT SMARTART GRAPHICS

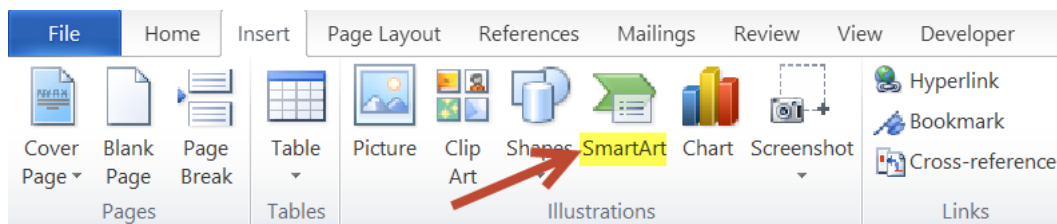
One of the nicest features of the newer versions of Microsoft Office is the ability to insert SmartArt graphics. These are a selection of pre-designed graphics that can be customized with your own text, colors, size, number of elements, etc.

STEP 1. Ascertain exactly where you want to insert your graphic. On the Mac, find the SmartArt tab on the ribbon and select the type of graphic you want to include. In Windows, click on Insert > SmartArt and select your type of graphic.

MAC

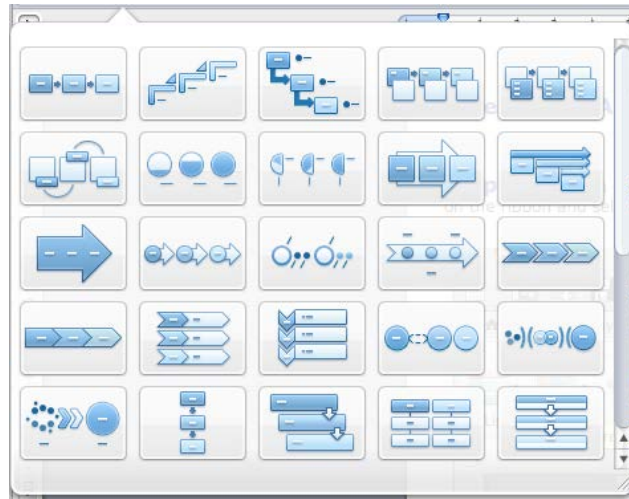


WINDOWS

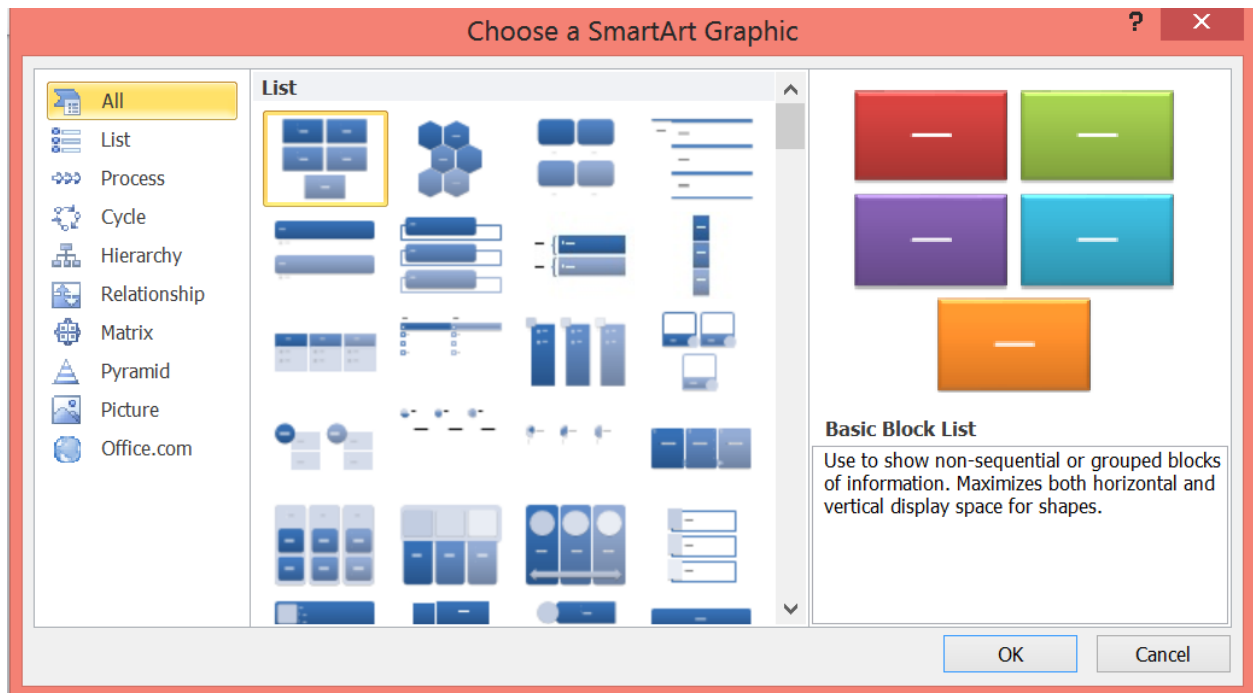


STEP 2. Select one of the options available in the pop up gallery.

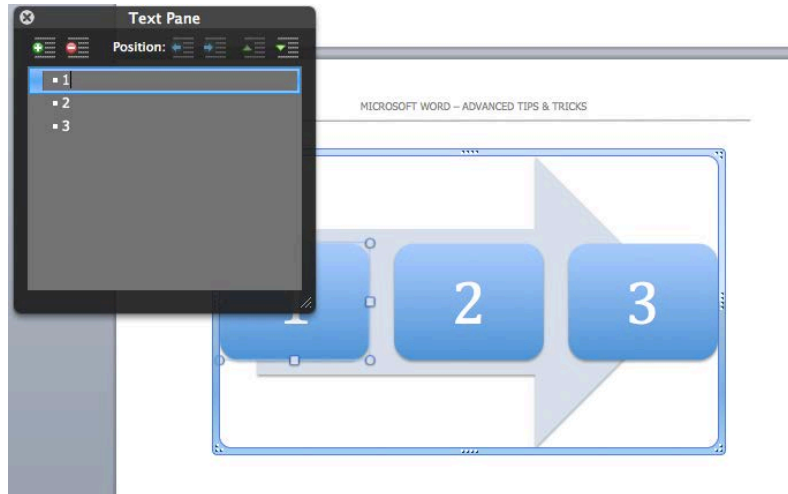
MAC



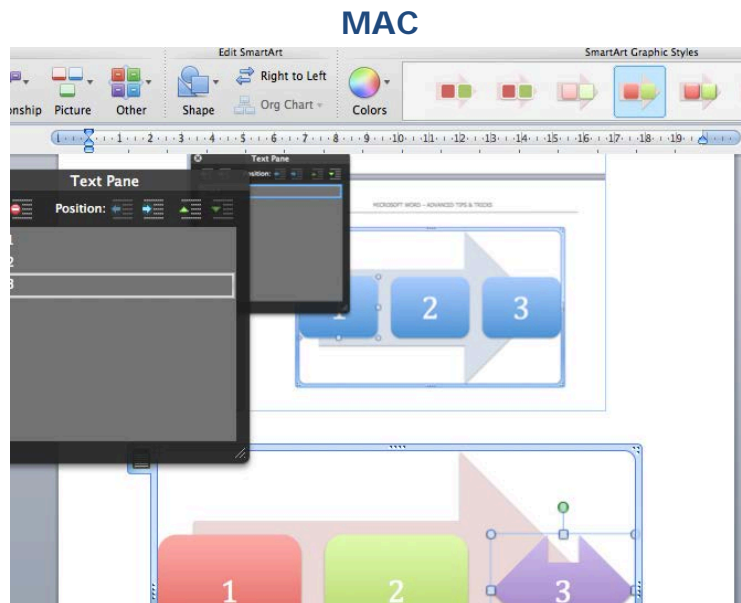
WINDOWS



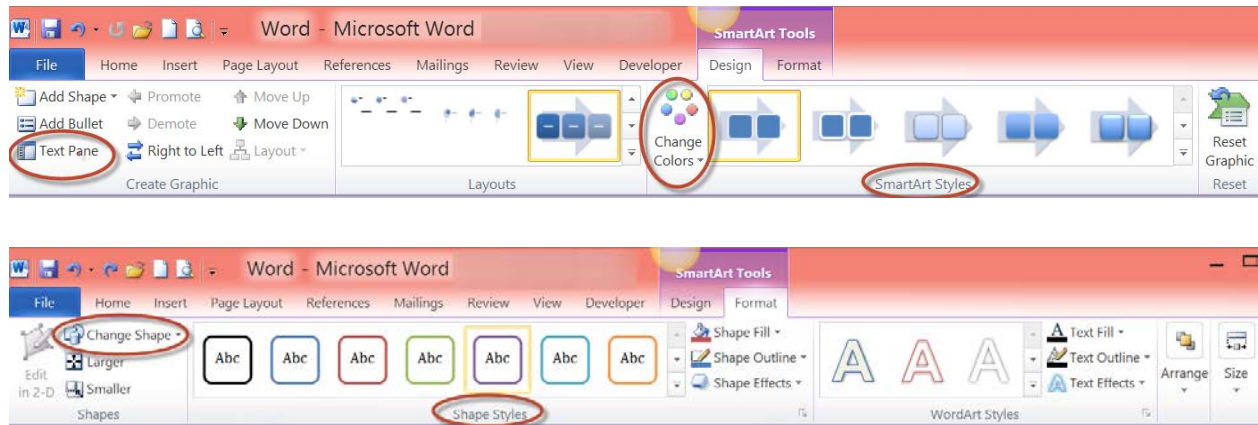
STEP 3. Using the text pane, add and edit specific elements to your graphic. You can also type directly into the element in your graphic, in Windows.



STEP 4. Use the 'Shape' and 'Color' options in the ribbon in Mac to make some unique alterations. In Windows, you'll find these options and more under the "Design" and "Format" tabs in your ribbon.



WINDOWS



HOW-TO #2: INSERT ALT TAGS

Alt Tags, or Alt Text, is information that shows up when someone hovers their mouse over an image.

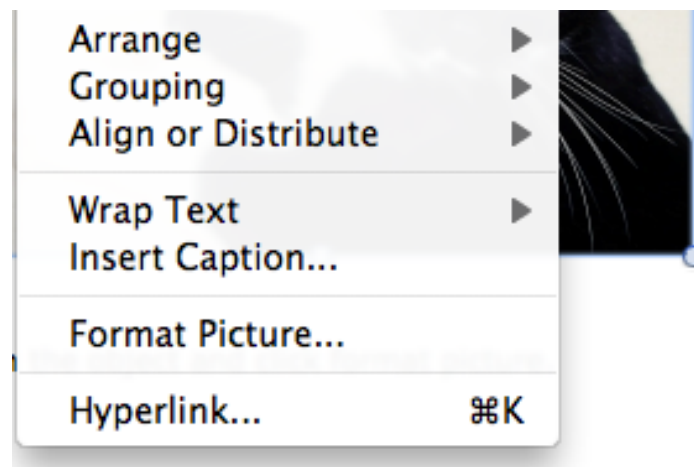
This is important for people who might be “listening” to your document, such as with a text to speech program or screen reader. It’s also useful for SEO if you’re posting your document on the web since search engines will “see” your alt tags.

STEP 1. Insert your object – Insert > Select appropriate file type.

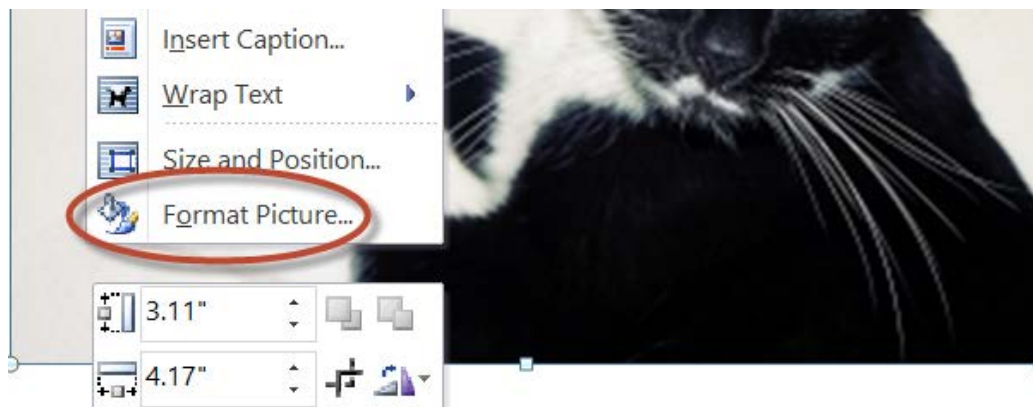


STEP 2. Right/Ctrl click on the object and click format picture.

MAC

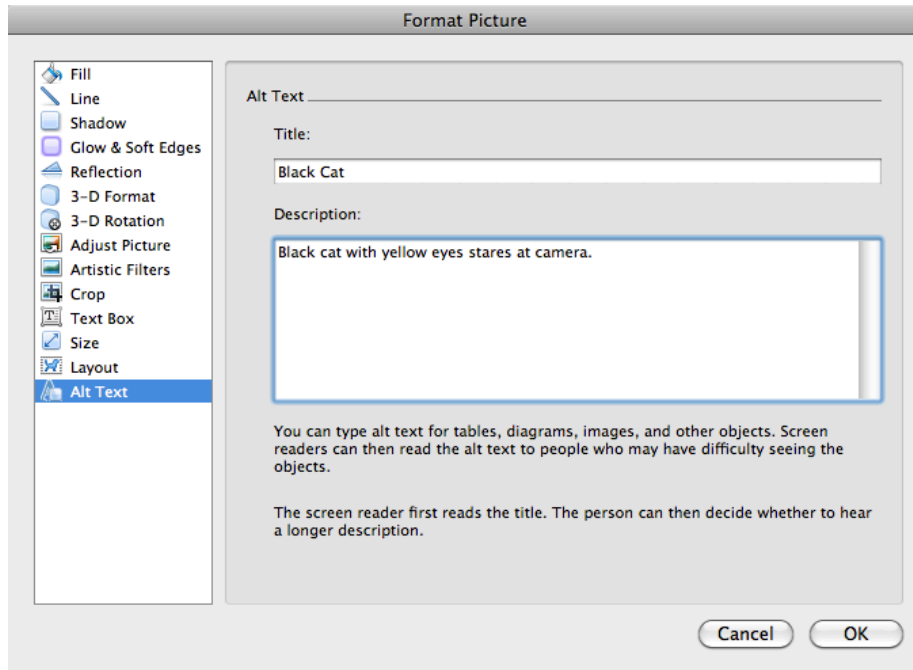


WINDOWS

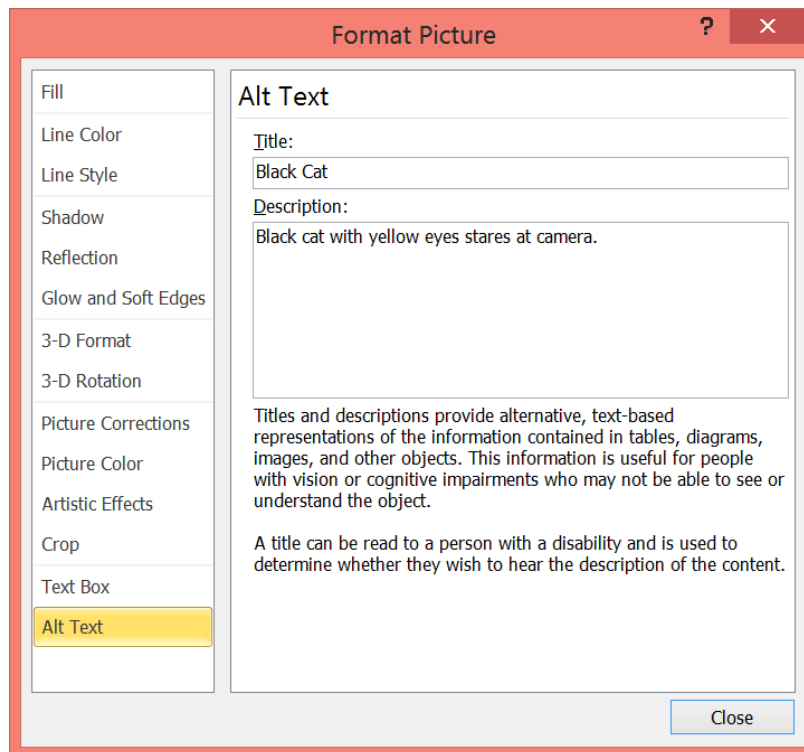


STEP 3. In the format picture window, select 'alt text' from the left hand menu. Add a title and a description.

MAC



WINDOWS

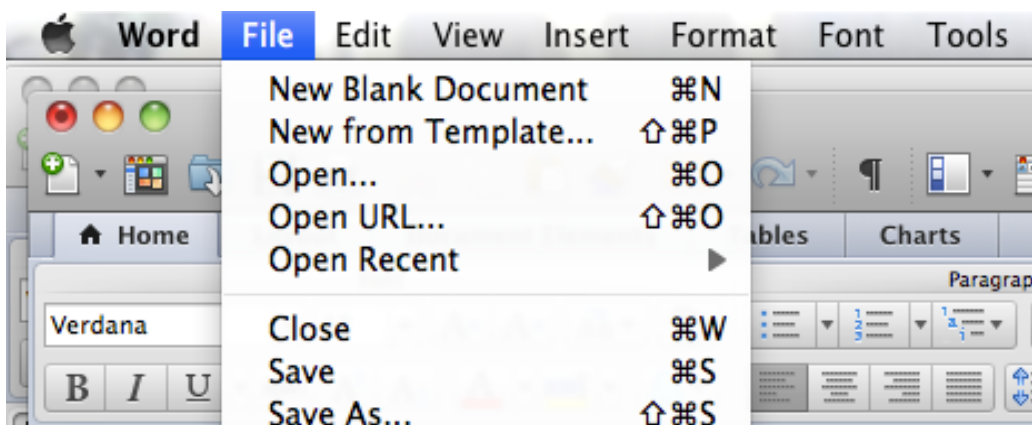


HOW-TO #3: CREATE A TEMPLATE

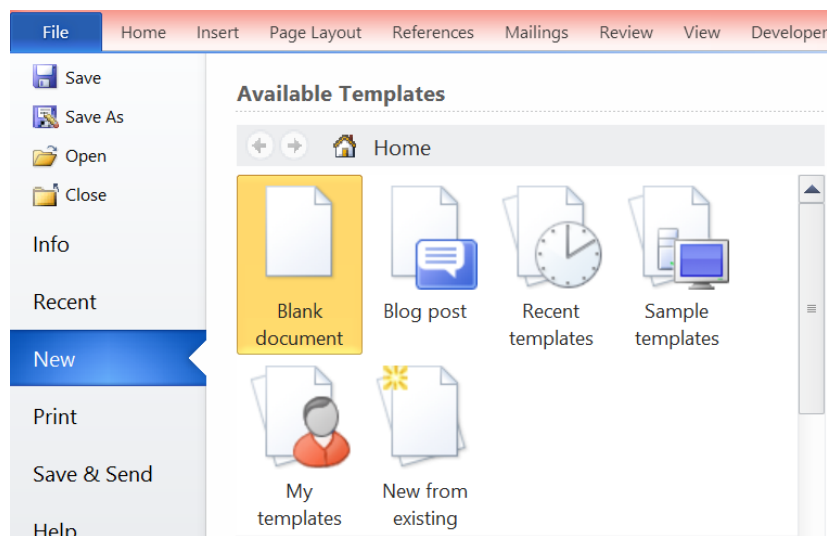
If you regularly create documents that follow the same format, it's wise to create a template so that you can easily translate the font type, size, color and other selections from one document to another.

STEP 1. Create a new document.

MAC

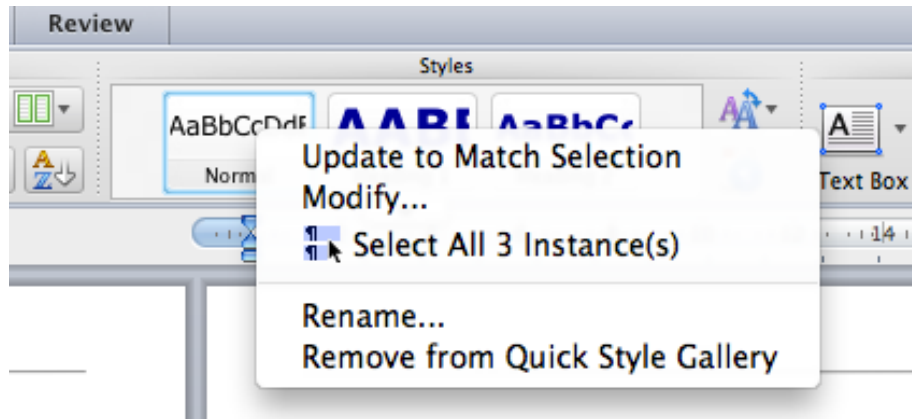


WINDOWS



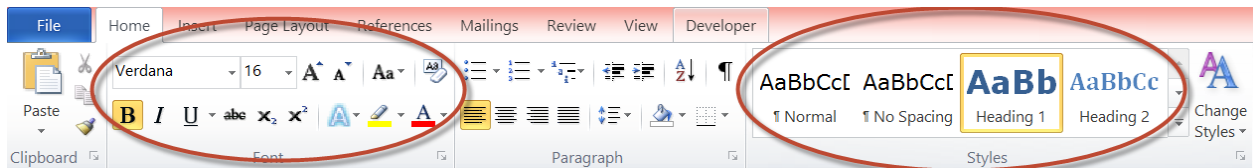
STEP 2. Modify the Styles to coincide with the different Font settings you intend to use. It's good to create a 'Normal' style for regular text, as well as a 'Heading 1' and 'Heading 2' for headings and subheadings. Include any other options you think you might need by adding another style.

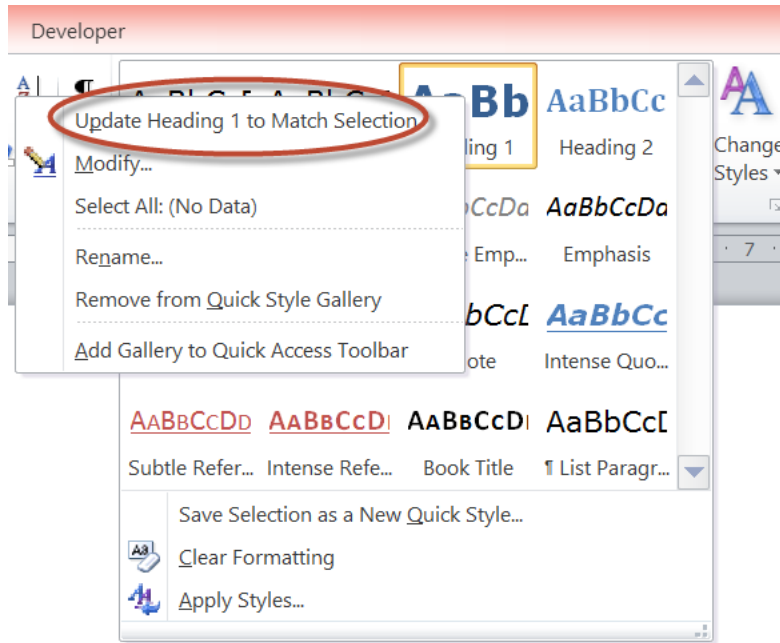
MAC



In Windows, just click on each existing Style, change it using your usual text formatting options, and then right-click on that Style to "Update to Match Selection".

WINDOWS



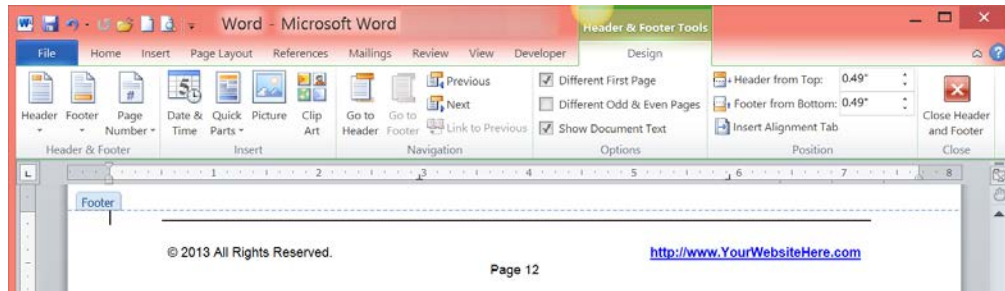


STEP 3. Add a Header and Footer to your document. You can do this easily by double clicking in the respective areas. You might want to add a Title at the top and Page numbers at the bottom of the page, (Insert > Page numbers). You can also return to the main part of the document by double clicking in that area.

MAC

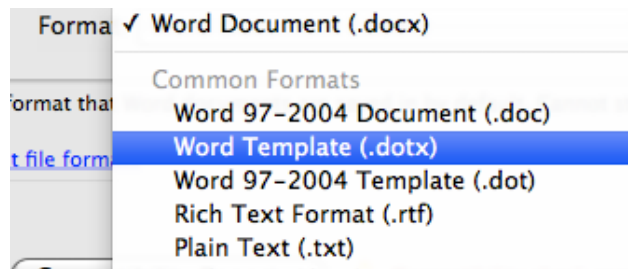


WINDOWS

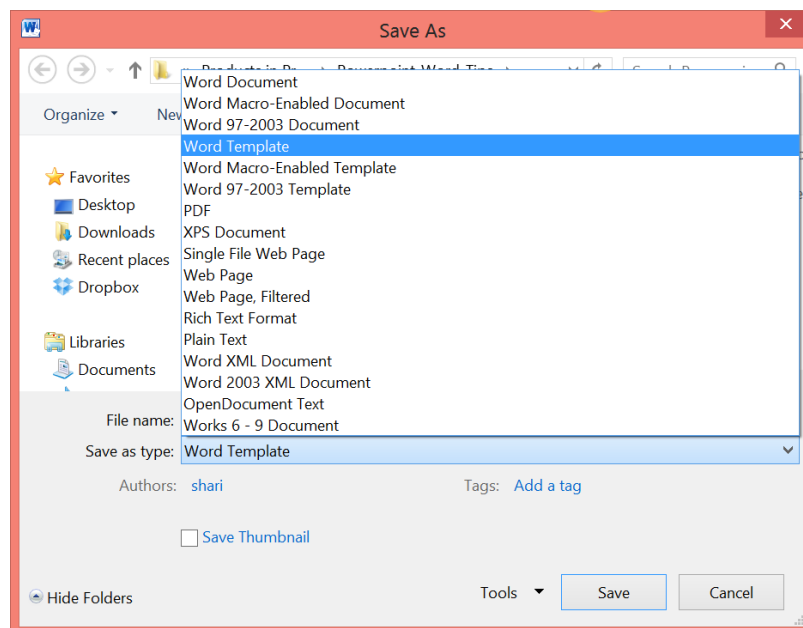


STEP 4. Save your document as a template, (.dot or .dotx) document (Mac). In Windows, just select Microsoft Word Template as your File Type.

MAC

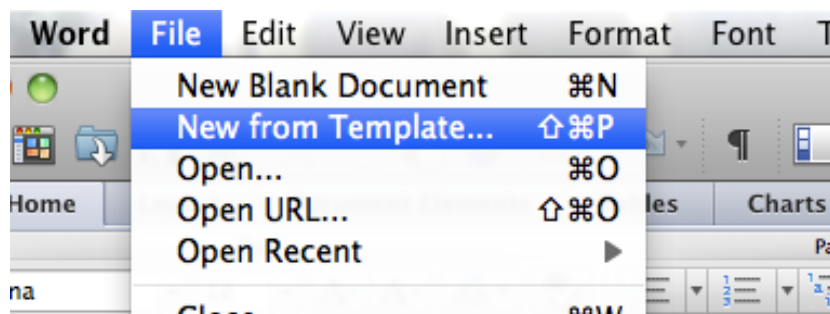


WINDOWS

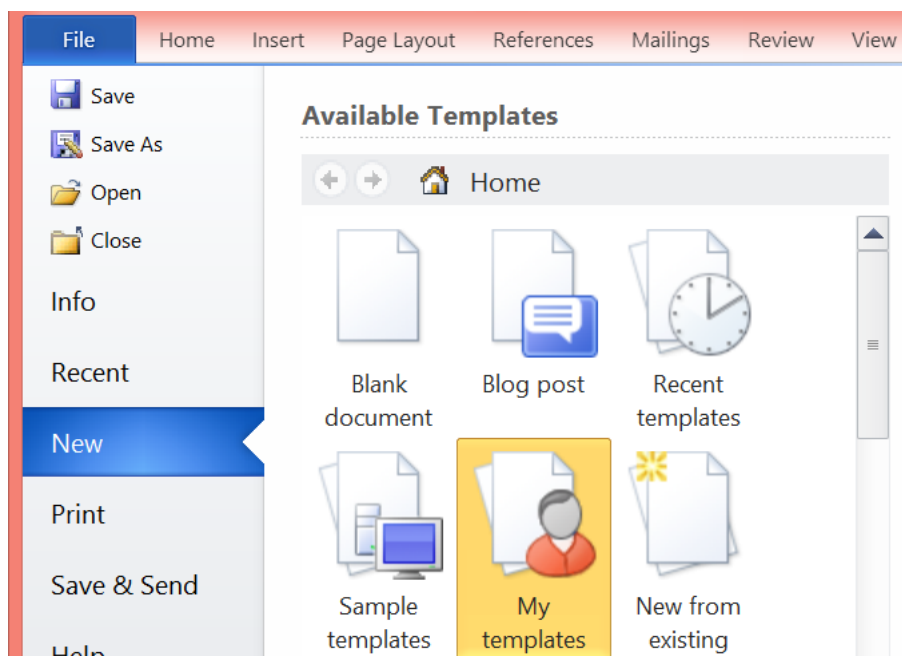


STEP 5. When you want to use your template, on a Mac just select 'New from Template' as opposed to 'New Blank Document' and click your template file. In Windows, just click on File > New > My Templates to see a selection of all the templates you've created.

MAC



WINDOWS



HOW-TO #4: INSERTING HYPERLINKS

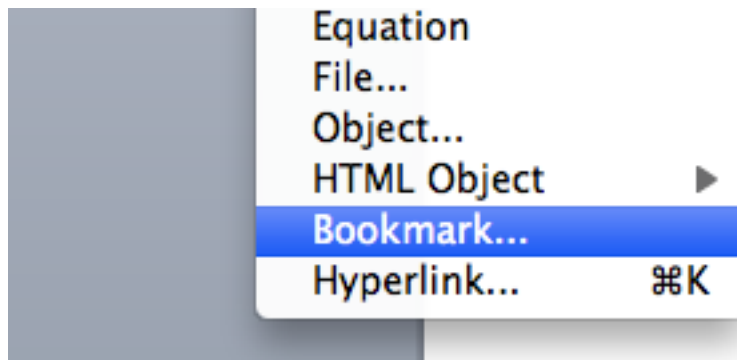
There are two main functions of hyperlinks within a Word document – the first is a local hyperlink, as in it will take you from one place of the document to another, the other is a global hyperlink, which will take you from a Word document to a webpage, for example.

The local hyperlink is an incredibly handy tool for referencing within a document. As an example, it can take you from [here...](#)

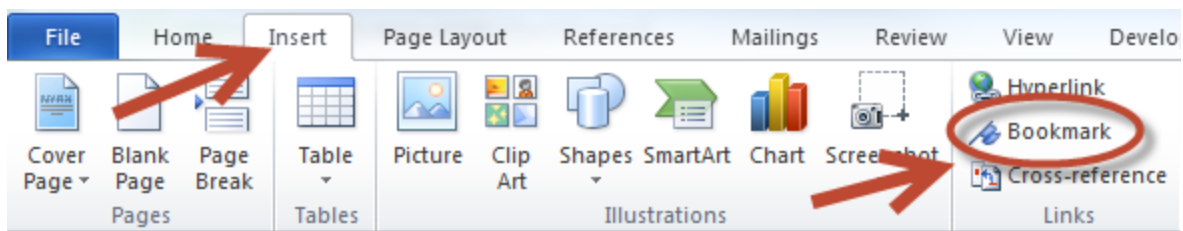
But how do we make them? The instructions are a little different in Word for Mac and Windows, but you'll get the hang of it.

STEP 1. After placing your Go-To text, (the point you want the jump to go to) select it then go to the Insert menu and click 'Bookmark...'

MAC

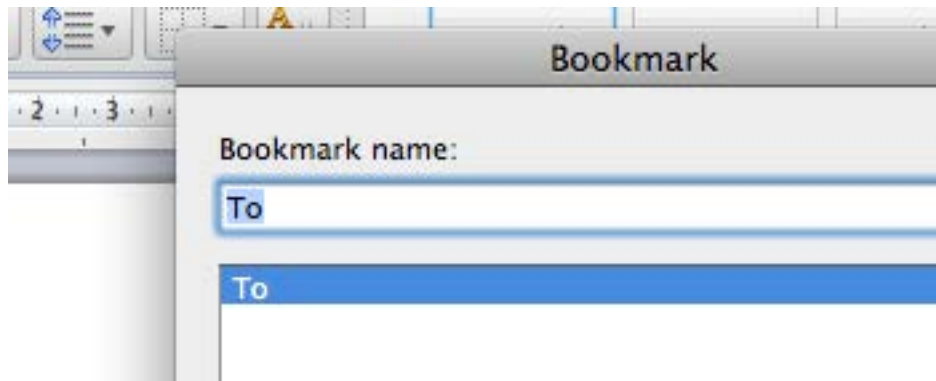


WINDOWS

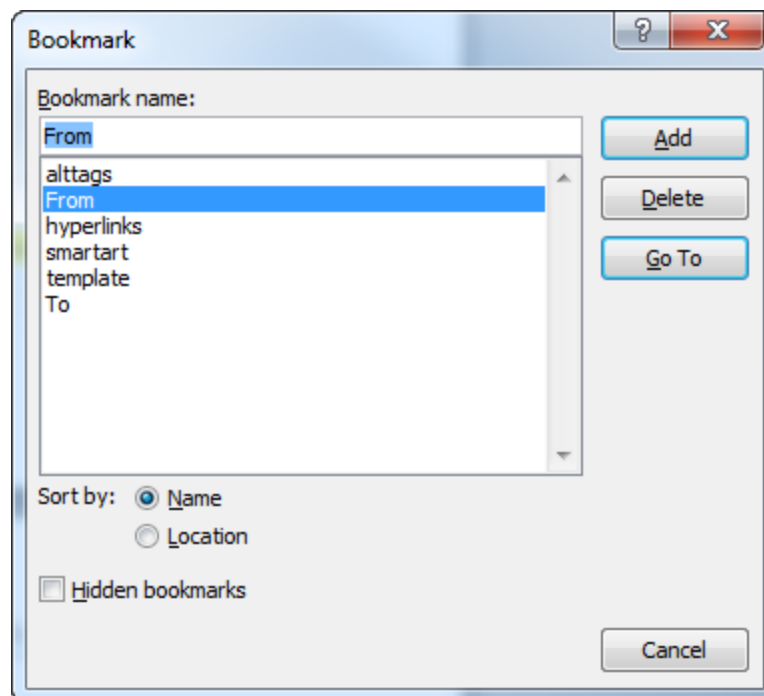


STEP 2. Name your Bookmark 'To'

MAC

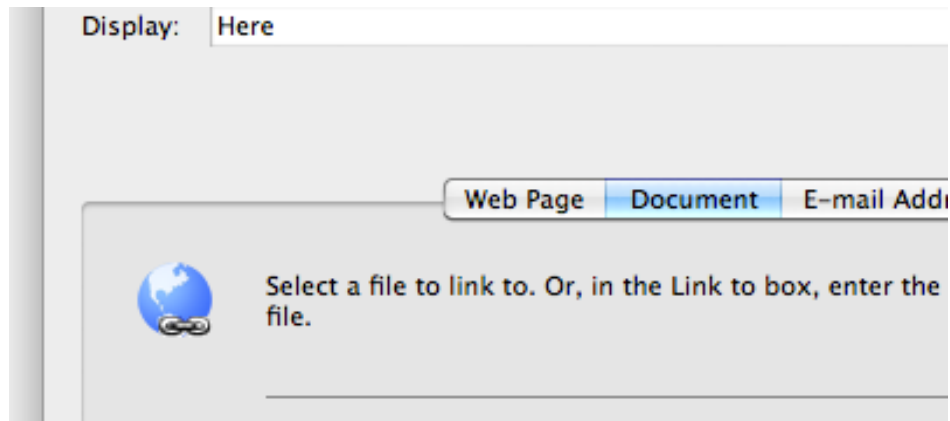


WINDOWS

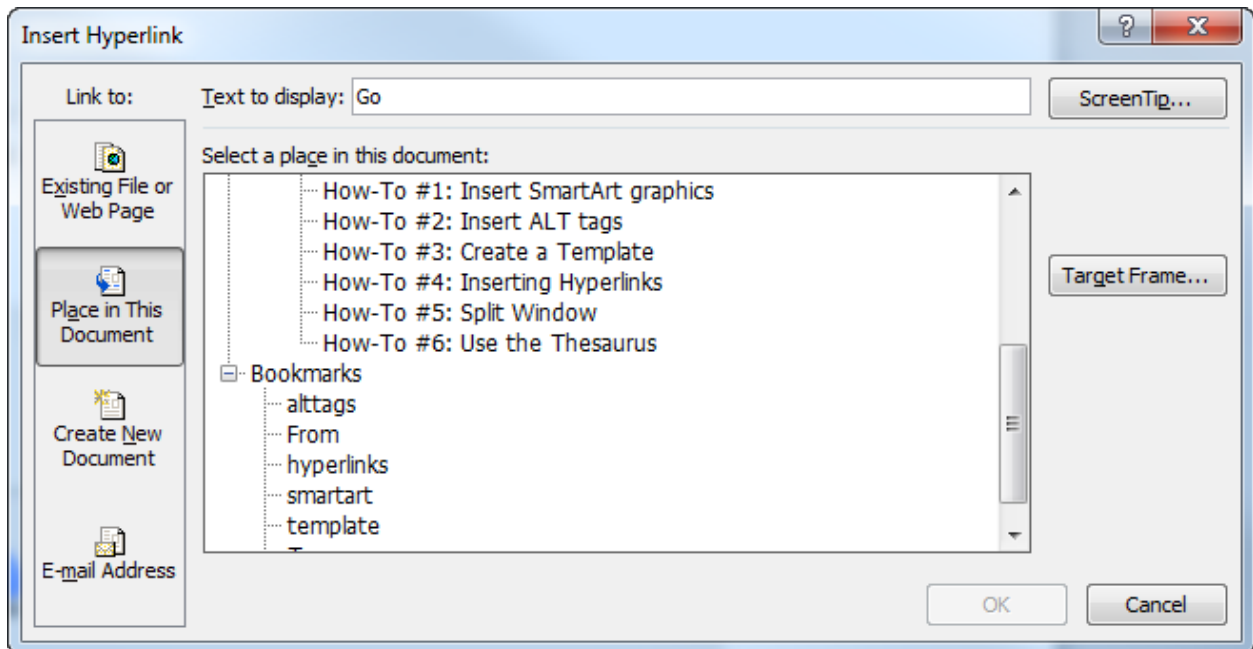


STEP 3. Go back to your Jump-From text, select it and click CTRL + K to add a hyperlink. Click on 'Document' (Mac) or "Place in This Document" (Windows)

MAC

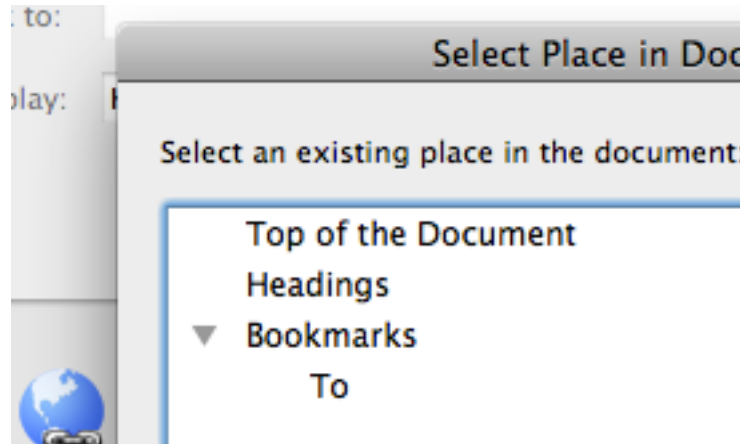


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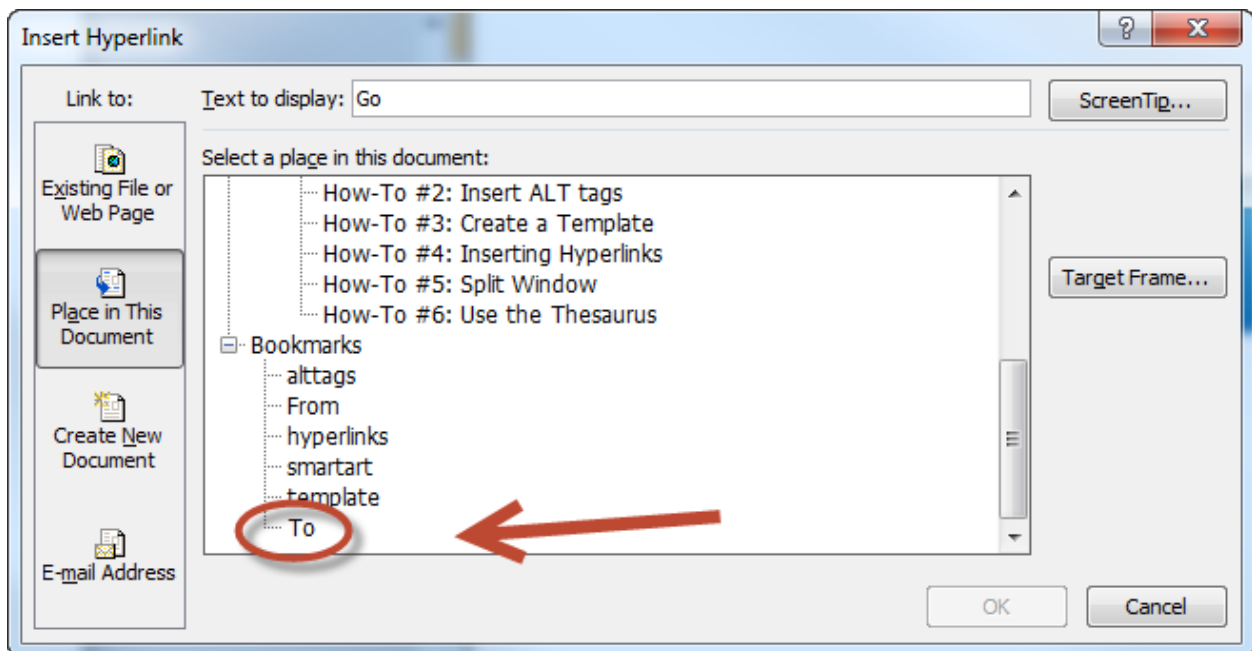
STEP 4. On a Mac, look to the right of the 'Anchor' field, click 'Locate', and then find 'To' in the Bookmarks category of the location box.

MAC



In Windows, look in the display pane for 'Select a place in this document' and scroll down until you find your 'To' bookmark.

WINDOWS



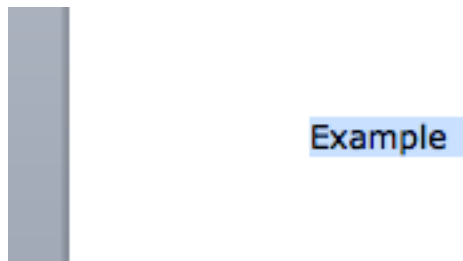
STEP 5. Your Jump-From text will now be underlined and ready to go!



To here... [And back again!](#)

To add a **global hyperlink** is even easier...

STEP 1. Select the text you want to link to a webpage.

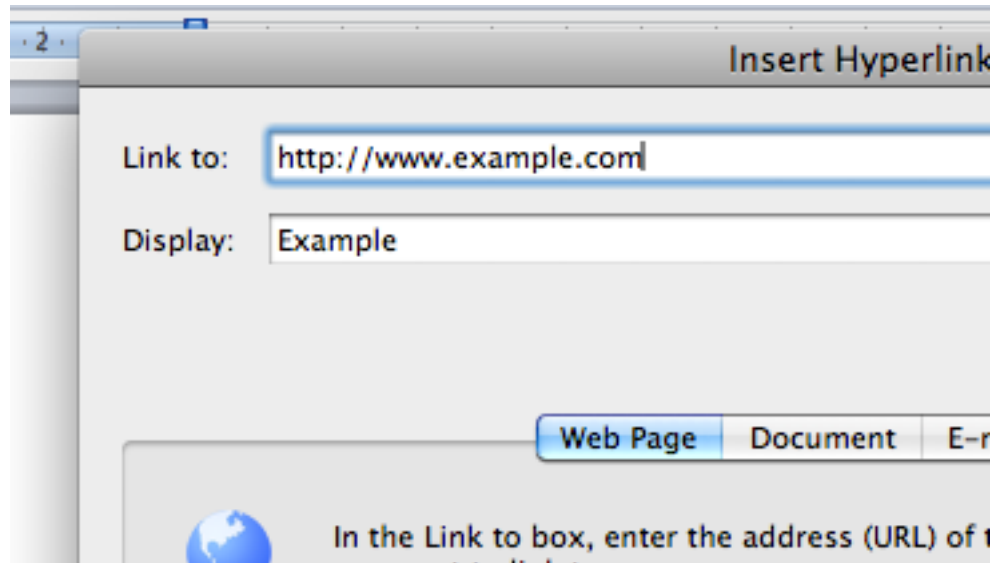


STEP 2. Click CTRL + K to bring up the hyperlink box. On a Mac, select 'Web Page' then add your URL in the 'Link to:' box.

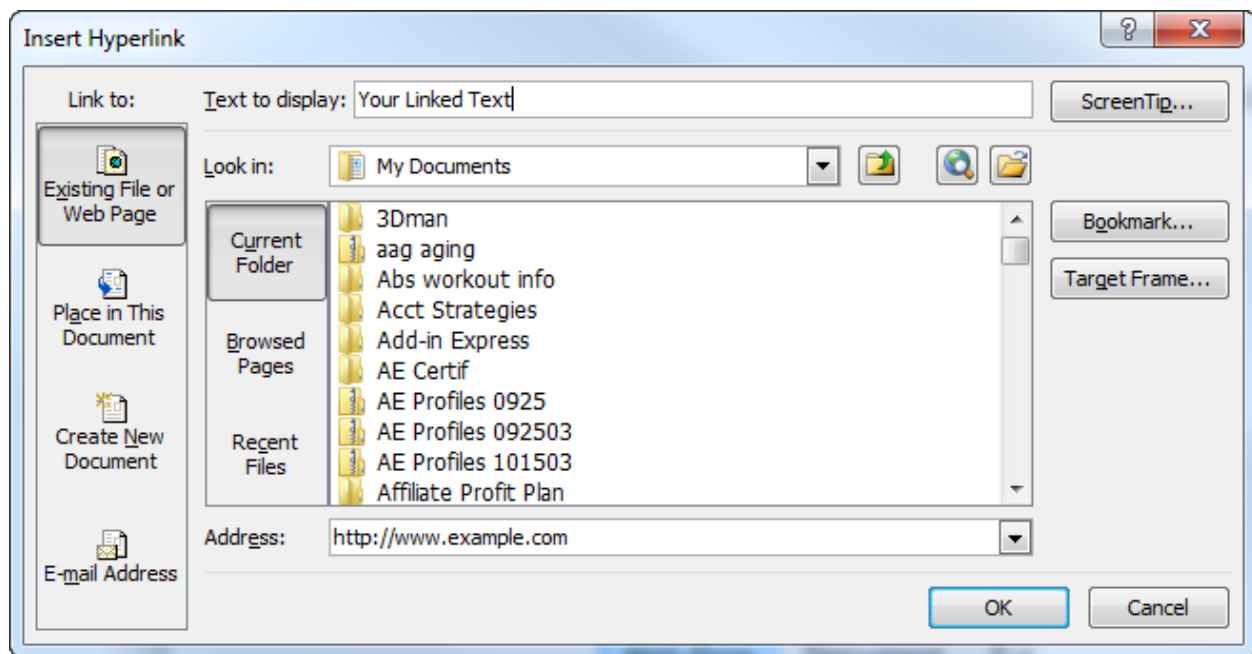
In Windows, select 'Existing File or Web Page', type in the URL in the 'Address' field. Your 'Text to display' should already be filled in if you highlighted specific text to link to.

Hit OK and you're ready to go!

MAC



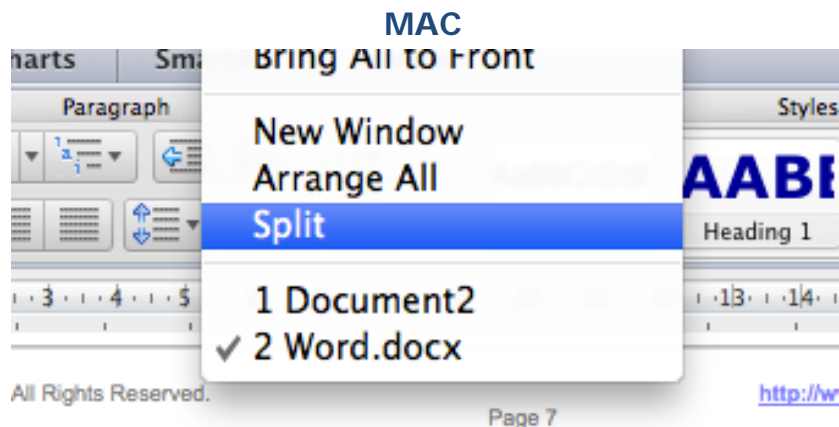
WINDOWS



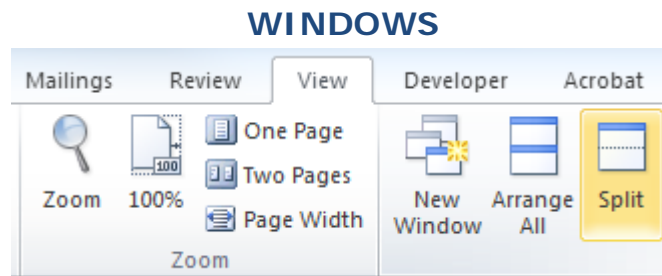
HOW-TO #5: SPLIT WINDOW

When you're working on a large document and need to reference something many pages away, it can be frustrating to keep scrolling backwards and forwards. The Split window option in Word allows you to see two copies of the document at the same time to avoid that time wasting.

STEP 1. On a Mac, go to the Window menu and select Split.

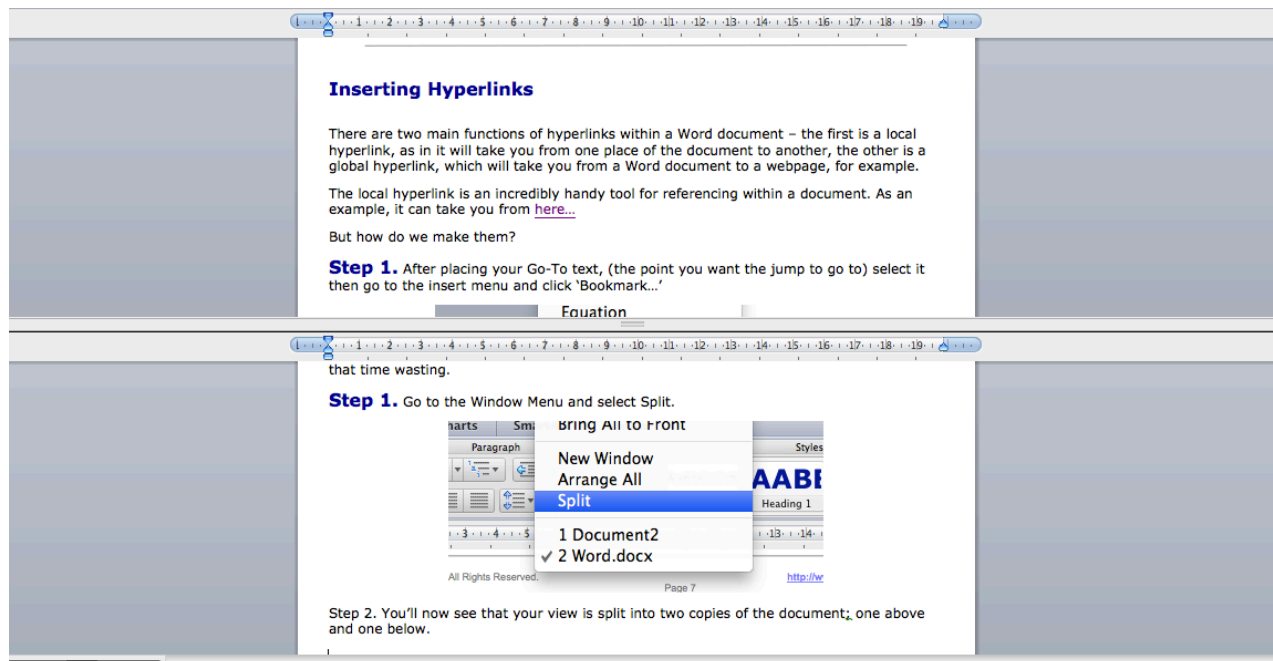


In Windows, go to the View menu and select Split.

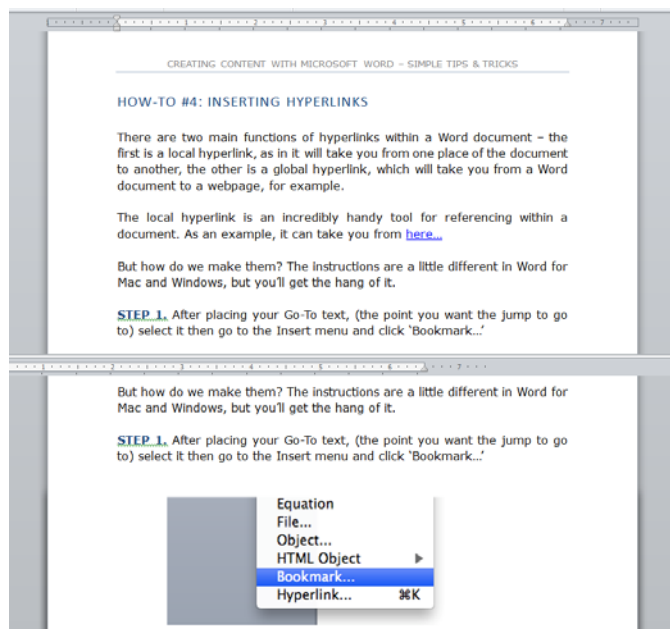


STEP 2. You'll now see that your view is split into two copies of the document; one above and one below.

MAC

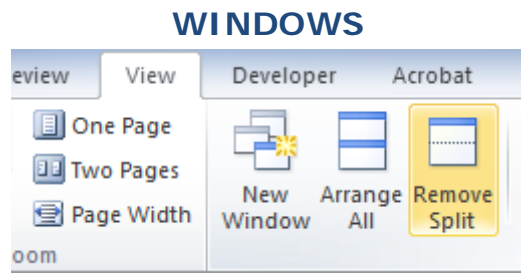
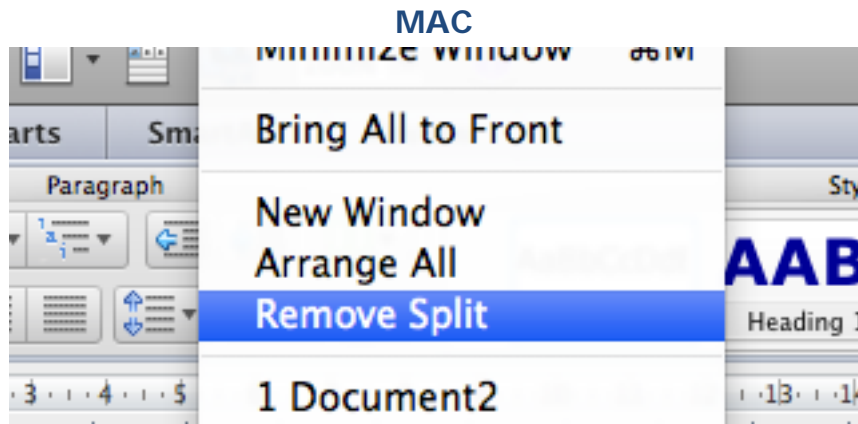


WINDOWS



You can scroll and edit each window individually.

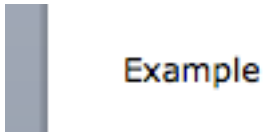
STEP 3. To remove the Split Window function and return to the normal window, simply return to the Window menu and click 'Remove Split' (Mac), or to the View menu and click 'Remove Split' (Windows).



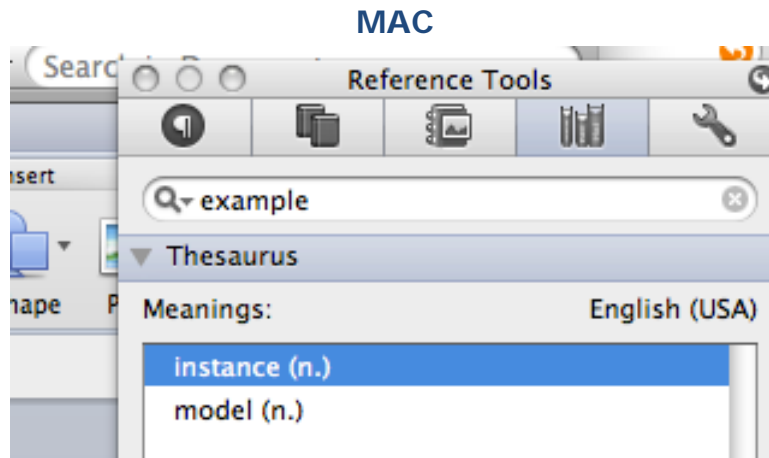
HOW-TO #6: USE THE THESAURUS

The Thesaurus is one of the most underrated tools available in the Office package and can prove as an incredibly valuable tool for any document creation.

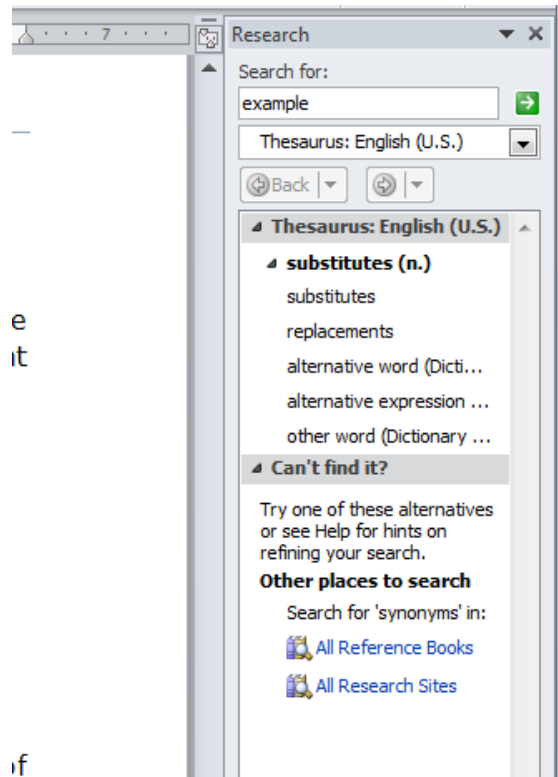
STEP 1. Type a word that you are looking for synonyms for.



STEP 2. Hit Shift + F7 and the Thesaurus dialog box will open to the left of your screen (Mac) or to the right of your screen (Windows). In Windows, the box that pops up is titled 'Research' and there are more options than just the Thesaurus.

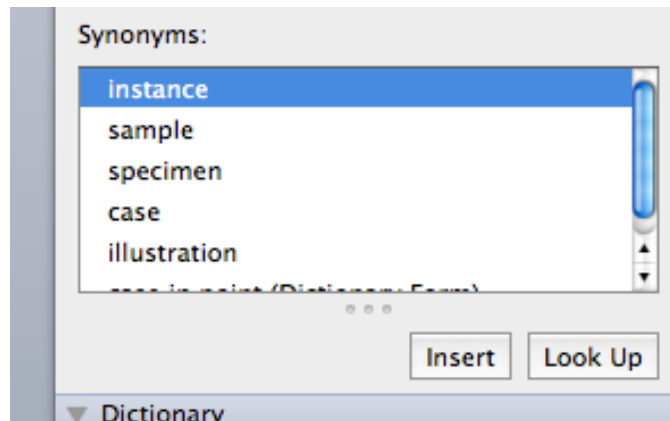


WINDOWS



STEP 3. On a Mac, you can look at your options in the Synonyms box, select a word you want, and click 'Insert' to place it directly into your document.

MAC



In Windows, hover your mouse over the word you want to use and click on the down arrow that shows up. Then select 'Insert' to place it in your document.

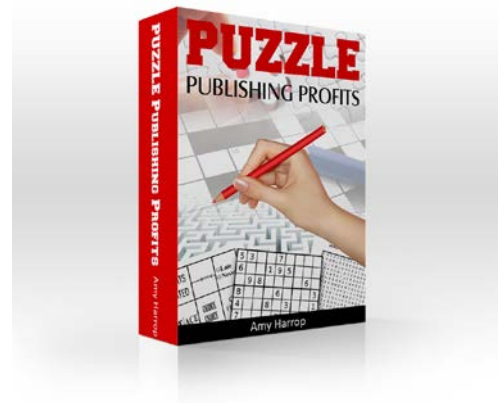
If you're looking for the Thesaurus directly in your Ribbon in Windows, you'll find it under the 'Review' tab on the left.

Ready to start ramping up your Microsoft Word skills? The tips in this report only scratch the surface, but try a few out before you move on to even fancier tricks!

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