

TECH TIP

MICROSOFT WORD FORMATTING FEATURES

Here are some features that you might not have known Microsoft Word had on offer.

- Type three hyphens then hit “ENTER” to **create a line** across the page
“---“+” ENTER” becomes:

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- **Create a table** by pressing “+” and “TAB” for as many cells as required
“+ + + +” becomes

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 - Quickly **insert more rows or columns** in a table. First right click within the table and performing the required action. Eg. “Insert row below”. Once done, click “CTRL” + “Y” to repeat that same action as many times as required.
 - **Password Protect** your document. There are two options available, a password to modify the document (view it in read only otherwise) or a password to view the content. When saving, click the tools option next to the “SAVE” button in the save window. Select “GENERAL OPTIONS” and fill required passwords.
 - For **filler text** to act as a placeholder or example text, type “=rand()” then “ENTER”. Several paragraphs will be added to your page. If you type “=rand(5,10)” + “ENTER”, 5 paragraphs with 10 lines in each will appear. The default is 5 paragraphs with 3 lines each. If you prefer the old style Latin text, you can type “=lorem()” instead.
“=lorem(1,2)” becomes 1 paragraph with two lines:
Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Maecenas porttitor congue massa.

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- **Spike** is a feature which allows you to **cut numerous segments of text** from different locations and then paste them all together. You select text and click “CTRL” + “F3” to cut the text and add it to the spike. You can add as much as you like to the spike. To then paste all of the text on the spike, just hit “CTRL” + “SHIFT” + “F3”. If you don’t want to cut the text, after adding it to the text, hit “CTRL” + “Z” which will undo the cut, but keep the text on the spike.
- If you are working on a document collaboratively, turn on “Track Changes” to see the edits made. To turn on, go to “Review” tab, and select the drop down menu under “Track Changes” and in the “Tracking” option and select “Track Changes”. You can change the settings of this, but the default will make any edits **red**, or add a **strikethrough**. Once finished you can go through and choose to accept or reject the suggested edits. This options appears in the “Changes” option.

