



TIPS & TRICKS

WORD 2000, 2002 XP



TIPS & TRICKS

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OFFICE WORD 2000

Important Note:

You are advised to try **TIPS** in the **Word 2000 Tips & Tricks** section as well and do not ignore them. They are also safe and tested to work in the XP version to enhance your output. It does not make a sense; we repeat all these Word 2000 Tips in that section.

Send a Word Document without Opening Outlook

On the Standard toolbar, click **E-mail**.

1. In the **To** and **Cc** boxes, enter the recipient names you want to send an e-mail separated by semicolons.
2. By default, the name of the document appears in the **Subject** box. If you want, you can type your own subject name.
3. Click **Send a Copy**.

Using this tip is a lot easier than going into Outlook, creating a new message, and browsing for the attachment on your hard drive.

Note: This tip also works in Excel and PowerPoint.

Use Your Keyboard to Quickly Change the Case of Text

Here's how you can use your keyboard to quickly change the case of text in Microsoft Word. Select the text you want to change and press **SHIFT+F3**. Each time you press the **F3** key, the text case switches between *Title Case*, *UPPERCASE*, and *lowercase*.

Paste Using the INSERT Key

Did you know that you can assign the **Paste** command to the **INSERT** key on your keyboard? That means you only have to use one key to paste the contents of your Clipboard into your document. Here is how to set it up:

1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2. Select the **Use the INS key for paste** check box to enable this feature.
3. Click **OK**.

Now, each time you press the **INSERT** key, you will paste the contents of the Clipboard into your document.

Note: Choosing this option disables the default function of the **INSERT** key in Microsoft Word that enables you to switch between insert typing mode to overwrite mode.

Find Out What Formatting is Applied to Text

To find out what formatting (fonts, style, alignment, etc.) is applied to a paragraph in Word, follow these steps:

1. On the **Help** menu, click **What's This?**.
2. When the pointer becomes a question mark, click on the text you want to check. Then a message will appear describing the formatting in that section. When you have finished checking your text, press **ESC**.

Note: You can also find out this sensitive help by clicking on an item other than formatting, such as; Status bar, Horizontal/Vertical ruler, Scroll bar, Toolbar icons but note, not all points carries these sensitive help. This command is also available in **Print Preview** mode.

Don't Lose Sight of your Column Headings

When you create a table in Microsoft Word, you can use column headings to describe what information is in each column. But if you have a table that spans multiple pages, you lose the headings after the first page, so it's hard to tell what each column topic is. Here's how to keep those headings visible:

1. Select the first row or rows of your table.
2. On the **Table** menu, click **Heading Rows Repeat**.

Now Word automatically repeats the table headings at the top of subsequent pages.

Note: Word automatically repeats table headings on pages that result from automatic page breaks—but not if you manually insert a page break. Also, repeated table headings are only visible in **Print Layout view** or when you print the document.

Save All your Word Documents at once

If you know the "secret" key, you can save or close all of your open documents in one step.

1. Hold down **SHIFT** and click the **File** menu. When you hold down **SHIFT**, two new options appear on the **File** menu: **Close All** and **Save All**.
2. To save all your open documents at once, click **Save All**. Or, to close all your open documents, click **Close All**; Word will prompt you to save your changes before closing any documents.

Note: The **Close All** command also works in Excel.

Speed up your Typing with AutoCorrect

If you find yourself typing long words again and again, you should consider setting up typing shortcuts, so you only need to type in part of the word and Word fills in the rest. For example, if I need to type **Pentium Graphics Center**, I just type **PGC**; then I press the **SPACEBAR**, Word automatically spells out all the words. Here's how you can set up this shortcut:

1. On the **Tools** menu, click **AutoCorrect**. Select the **Replace text as you type** check box.
2. In the **Replace** box, type an abbreviation you will remember—for example, **PGC**.
3. In the **With** box, type the complete spelling of the word—for example, **Pentium Graphics Center**.
4. Click **Add**.
5. Repeat steps 2 and 3 to add additional terms, and then click **OK**.

You can also use this tip to quickly type people's names, technical terms—anything you want. And once you add a term to your AutoCorrect list, it also works in PowerPoint and Outlook—if you use Word as your default e-mail editor.

Type out a Table

You can create tables in Microsoft Word by simply typing out a string of **PLUS SIGNS (+)** and **MINUS SIGNS (-)**.

Start the row with a **PLUS SIGN (+)** and then type **MINUS SIGN (-)** until you have the column width you want. To add a new column type **PLUS SIGN (+)** again. When you're done type a final **PLUS SIGN (+)** and press **ENTER**. Word turns your text into a table. To add more rows to your table, move to the last cell in the table and press **TAB**.

Note: If this tip doesn't work for you, then you need to turn on the AutoFormat feature in Word. To do this, on the **Tools** menu, click **AutoCorrect**. Then, click the **AutoFormat As You Type** tab and select the **Tables** check box.

Select Columns of Text in Word

To select a vertical block of text in Word, such as a column of numbers, press and hold down **ALT**, and then drag your mouse over the text. Then, you can delete it or copy it into another file.

Note: If your column of text is inside a Word table, you will not be able to use this trick to select it.

Move Images in Word to the Exact Position you want

When you position an image in a Word document, it automatically aligns (or snaps) to an invisible grid, which helps keep everything lined up.

If you ever need exact control over the placement of your image, you can temporarily override the grid by pressing the **ALT** key as you drag the object into place. You'll notice that the image moves smoothly and not in increments along the grid.

Note: This tip works as long as the image is not set to be in line with the text. To make sure it works for you:

1. Double-click the image, and select the **Layout** tab.
2. Under **Wrapping style**, choose a style except **In line with the text**.

3. Then, click **OK**.

Quickly Replicate Text or Graphics in Word

Here's a quick way to make quick copies of text or graphics in Word:

1. Select the item or text you want to copy (Quick Copy).
2. Press and hold down the **CTRL** key.
3. Press the left mouse button and drag the item to the desired position.
4. A **(+)** sign indicate the copy function.
5. Release the mouse button first and **CTRL** key in after. If you release the **CTRL** key first, the item will be moved instead of copying.

A copy of the original item is made right where you want it. This is helpful when you're creating a document that will include a lot of repeated text or images.

Find your place in Word Documents

If you are working on a long document, it's easy to lose your place. With Microsoft Word documents, you can pick up where you left off in your last editing session because Word keeps track of the last three locations where you typed or edited text. Just press **SHIFT+F5** immediately after opening the document and the cursor will appear at the exact point where you last made a change. To reach the previous two editing locations, press **SHIFT+F5** until you reach the location you want.

Add Attractive Horizontal Lines in Word

It's easy to add a variety of horizontal divider lines to Word documents. To create a solid, black line for example, type three **HYPHENS** (-) at the beginning of a new paragraph and then press **ENTER**. Typing three **UNDERSCORES** (_) will make a thicker line, and so on. The following examples make different line styles:

--- (Three HYPHENS)
___ (Three UNDERSCORES)
=== (Three EQUAL SIGNS)
(Three POUND SIGNS)
*** (Three ASTERISKS)
~~~ (Three TILDES)

**Note:** If you're having trouble making this tip work, try this:

1. Select **AutoCorrect** from the **Tools** menu.
2. Click the **AutoFormat As You Type** tab.
3. Then select the **Borders** check box under the **Apply as you type** heading.

## Check Spelling in Only a Portion of Your Word Document

If you see a spelling mistake, you can correct it quickly without checking the entire document. Just right-click the misspelled word and then select the spelling correction you want from the shortcut menu.

To find the next misspelled word in the document, press **ALT+F7**.

## Increase or Decrease Line Spacing in Word

To quickly change the line spacing of a paragraph in Microsoft Word:

1. Select the text you want to change.
2. Do one of the following:
  - To set line spacing to single-space lines, press **CTRL+1**.
  - To set line spacing to double-space lines, press **CTRL+2**.
  - To set line spacing to 1.5-line spacing, press **CTRL+5**.

## Insert Current Date and Time in Word

You can insert the current date or time in a Word document using keyboard shortcuts. Here's how:

1. Position the cursor where you want to insert the date or time.
2. Do one of the following:
  - To insert the date, press **ALT+SHIFT+D**.
  - To insert the time, press **ALT+SHIFT+T**.

## Insert Accents and Special Characters in Word

If you are tired of the complex steps involved in inserting accents and special characters, here is a fast and easy way. To insert an accent or special character by typing a character code:

1. Click where you want to insert the accent or character.
2. Make sure the **NUM LOCK** is on.
3. Hold down the **ALT** key, and then, using the numeric keypad, type the character code.

## Automate Repetitive Typing Tasks—Use AutoText

Tired of typing your address over and over when composing letters in Word or inserting your company logo again and again? Complete your these tasks with just a few keystrokes, using an **AutoText entry** function in Word. To create an **AutoText entry** for later use, follow these steps:

1. Select the text (or graphic) you want to store as an **AutoText entry**. (To store paragraph formatting with the entry, include the paragraph mark in the selection.)
2. On the **Insert** menu, point to **AutoText**, and then click **AutoText**. You will see your selected text in the **Enter AutoText entries here** box.
3. Make sure your entry contains at least four characters. Then click **Add**. Word stores the AutoText entry for later use.

## To insert an AutoText entry:

1. In your document, type the first few characters of the **AutoText entry**.
2. When Word suggests the complete AutoText entry, press **ENTER** or **F3** to accept the entry. (To reject the entry, keep typing.)

**Note:** To use AutoText, you must have AutoComplete turned on. To turn on AutoComplete, on the **Insert** menu, point to **AutoText**, and then click **AutoText**. Select the **Show AutoComplete tip for AutoText and dates** check box.

## Take the Synonym Shortcut

You can find a common synonym for a word without using the **Thesaurus** command. Just right-click the word and point to **Synonyms** on the shortcut menu. Then, click the synonym you want, and it automatically appears in place of your original word. You can access the full thesaurus by clicking **Thesaurus** on the shortcut menu.

## Get More-Precise Measurements in Word

If you use the horizontal ruler to specify the placement of tabs, margins, and page objects, this tip will help you lay out your pages with more precision. By default, ruler measurements are limited to one-tenth of an inch. For example, if you click on the ruler to set a margin or tab, you can set it at 1.5 inches, but not 1.48 inches.

To set more-precise measurements (to one-hundredths of an inch), hold down the **ALT** key and, while you click on the ruler or margin, make your adjustments to the tabs.

## Edit Text in Print Preview

Sometimes when you view a Microsoft Word document in **Print Preview** mode, you notice adjustments or edits you'd like to make to graphics and text. Did you know you can make those changes while you're still in **Print Preview** mode? Here's how you do it:

1. Click **Print Preview** on the **File** menu or icon on standard toolbar.
2. Click the text in the area you want to edit. Word zooms in on the area.
3. Click **Magnifier** on the **Print Preview** toolbar. When the pointer changes from a magnifying glass to an **I-beam**, you can begin making your changes to the document.
4. To exit **Print Preview** and return to the previous view of the document, click **Close**.

## Change your Default Folder in Word

Have you noticed when you save a document for the first time, Word automatically opens the My Documents folder? If you don't use **My Documents** to store your work, you'll save time by setting up the folder you do use as your default working folder. To change the default-working folder for Word documents, follow these steps:

1. On the **Tools** menu, click **Options**, then click the **File Locations** tab.
2. In the File types list, click **Documents**.
3. Click **Modify**.
4. To select an existing folder to display as the default working folder, locate and click the folder you want in the folder list. To create a new

folder to display as the default working folder, click **Create New Folder**, and then type a name for the new folder in the **Name** box.

## Copy Formatting to Multiple Targets

The **Format Painter** button on the **Standard** toolbar is a quick and easy way to copy character or paragraph formatting from one place to another in a Microsoft Word document. If you select a paragraph before clicking the **Format Painter** button, it copies the entire paragraph formatting (including font formatting).

If you select only characters, it copies only the character formatting. When you double-click the **Format Painter** button, you can apply the same formatting repeatedly throughout your document until you click the **Format Painter** button again to turn it off.

## Apply Text and Graphics Formatting Multiple Times

Have you ever wanted to make several non-sequential words stand out by using a special font in your document? Or have you ever wanted to change certain solid lines to dotted lines in graphics created with the drawing tools? If you've ever wanted to apply the same format to items in different locations in a file, you might not realize how easy it is.

Instead of clicking the **Format Painter** button on the **Standard** toolbar every time that you want to apply the new format, you can take advantage of the button's *"sticky"* feature.

1. Select the item whose format you would like to copy.
2. To copy the selected format to several items, double-click the **Format Painter** button. The button stays selected, or "sticky."
3. Select the text or graphic where you want to apply the new format.
4. When you're finished applying the format, click the **Format Painter** button again or press **ESC**.

**Note:** Applying text and graphics formatting multiple times does not work between programs. For example, you cannot apply formatting from Word to PowerPoint®.

## Create Bullets with Special Bullet Symbols

In Microsoft Word 2000, you are no longer limited to the bullet symbols listed in the **Bullets and Numbering** dialog box. Instead, you can use almost any symbol for your bullet that is available with the fonts you have installed.

To change the bullet character, click in the paragraph you want bulleted, and then click **Bullets and Numbering** on the **Format** menu. Select a bullet format, and then click **Customize**. Under **Bullet Character**, click the **Bullet** button. In the **Symbol** dialog box, select the font that has the symbol you want to use, click the appropriate symbol, and then click **OK**. Enter any additional information in the **Customize Bulleted List** dialog box, and then click **OK**.

## Spice Up Documents with Picture Bullets

In Microsoft Word 2000, you can enliven your document or Web page by creating a picture bulleted list. First, select the items you want to add picture bullets to. On the **Format** menu, click **Bullets and Numbering**, then click the **Bulleted** tab. Click **Picture**, and then click the **Pictures** tab. Then select and insert the picture bullet you want.

## Speed Up Scrolling by Hiding Graphics

Have you ever scrolled through a document with many graphics in it? You may have noticed that it takes more time than if the document had no graphics. This is because loading and displaying graphics requires additional memory. To speed up scrolling, just hide your document's graphics. Here is how:

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. To hide clip art or imported graphics, select the **Picture placeholders** check box under **Show**. Word displays only an outline of the graphic.
3. To hide graphics created with the drawing tools if you are in print layout or Web layout view, clear the **Drawings** check box under **Print and Web Layout options**. Word does not display the graphic or an outline. (In normal or outline view, graphics created with the drawing tools are not displayed.)

**Note:** Word will apply these settings to all your documents. If you'd like to display graphics in a different document, you must restore the default settings.

## Move Text and Graphics with the Microsoft Word Spike

What is the simplest way to move multiple items from different parts of your document to another place in the document or to another document? If you're using Word 2000, just *spike* the items.

The Spike allows you to cut multiple items and paste them as a group in a new location in your document or to another document. Every time you use the Spike, Word appends the item to a file until you empty the Spike. To move text and graphics with the Spike, follow these steps:

1. Select an item you want to move, and then press **CTRL+F3**. Repeat this step until all the items are on the Spike.
2. Click a place in the current document, or in a new document, where you want to paste the items and do one of the following:
  - \* If you want to paste the items once and empty the Spike, press **CTRL+SHIFT+F3**.
  - \* If you want to paste the items multiple times, type **spike**, and then press **F3**.

## Open Recently Used Documents

Microsoft Word automatically lists the last four documents that you've opened at the bottom of the **File** menu. To open a recently used document, just click that document name on the **File** menu.

You can change the number of documents listed by clicking **Options** on the **Tools** menu, and then clicking the **General** tab. In the **Recently used file list** box, type or select a number from **1** to **9**, or clear the number in the box if you don't want recently used documents listed.

## Distribute Documents as Web Pages with Word

Saving your Microsoft Word documents as Web pages is one solution to sharing documents with team members with different platforms and word processing software. Your teammates only need a browser to view your documents, and the format and appearance of your documents are preserved. To save your document as a Web page, follow these steps:

1. On the **File** menu, do one of the following:
  - \* In Word 2000, click **Save As Web Page**.
  - \* In Word 97, click **Save As HTML**.
2. In the **Save in** box, type or select the name of the folder where you want to save the file.
3. In the **File name** box, type or select the name of the file.
4. In the **Save as type** box, do one of the following:
  - In Word 2000, select **Web Page**.
5. Click **Save**.

## Save a Web Page as a Word Document

If you create a Web page in Word and then decide that it should be in regular document format instead, you can save the Web page as a Word document. Open the Web page in Word and click **Save As** (**File** menu). In the **File name** box, type a new name for the document. In the **Save as type** box, click **Word Document**, and then click **Save**.

## Apply Web Style Formatting to Word Tables

You can format tables for Web pages any way you want to, or leave the format, as it is when the table is initially created. To get a "Web look," you can apply one of the new Web style formats. To automatically apply the formatting you want, click **Table AutoFormat** on the **Table** menu, and then click the format you want in the **Formats** box.

## Use the Draw Table Tool to Create Complex Tables

It's easy to create complex tables with different numbers of columns in some rows or a different number of rows in some columns by using the **Draw Table** tool on the **Table** menu in Word 97/2000. Just click the **Draw Table** tool and draw a table directly on your document, the same way you'd draw a table on paper. To make changes, use the **Eraser** tool (**Tables and Borders** toolbar) to erase a line or row just as if you were using an eraser on paper.

## Wrapping Text Around a Table

If you're using a small table to illustrate other information in a document, you may not need to give the table its own lines. In other words, it could work better for your layout to simply wrap your text around the small table, to keep your words tighter on the page.

To wrap text around a table, you first need to click inside the table and then select **Table, Table Properties** (or **Right-click** inside the table and select **Table Properties**). Click the **Table tab** and then click the **Around** icon in the **Text Wrapping** section. Finally, click **OK**. Your text will now make its way around your table, without wasting any space.

## Copy Styles Between Two Documents or Templates

If you created a style, an AutoText entry, a toolbar, or a macro in a Microsoft Word 2000 document or template that you want to use in another document or template, you can easily copy it.

Just click **Templates and Add-Ins** on the **Tools** menu, click **Organizer**, and then select the appropriate tab. In the **In DocumentName** box, close the document or template if necessary, and then open the file from which you want to copy an item. Do the same things in the **To TemplateName** box, only open the document or template to which you want to copy an item. In the **In DocumentName** box, scroll down until you find the item you want to copy, click the item, and then click the **Copy** button. The item is added to the other document or template.

## Keep Words on the Same Line Using Non-breaking Space

When you type a proper name such as "Ajmal Beig" near the end of a line in Word 2000, Word may separate the words, putting "John" at the end of one line, and "Smith" at the beginning of the next line. To keep words together on the same line, insert a non-breaking space between them. For example, type **Ajmal**, enter a non-breaking space by pressing the **CTRL+SHIFT+SPACEBAR**, and then type **Beig**.

## Use Click and Type to Work Where You Want to

Use Click and Type in Microsoft Word 2000 to quickly insert text in a blank area of a page - without entering tabs or pressing ENTER to place the cursor where you want to start working. You must work in either print layout view or Web layout view to use **Click and Type**. In either view, move the I-beam pointer around the page and double-click where you want to insert text. As you move the pointer around the page, the Click and Type pointer shape indicates the formatting style that will be applied in different areas. For example, depending on where you double-click, the formatting styles might be Align Left, Center, or Align Right.

## Point When You Need Paragraph Formatting Information

If you want information on how your paragraph is formatted, you can get it quickly with **What's This?** (on the Help menu) in Microsoft Word 2000. Word provides paragraph and font information, such as how far the

paragraph is indented and its alignment, and the font used in the paragraph or the font used for a specific character. To view the format settings for a paragraph or a specific character, follow these steps:

1. On the **Help** menu, click **What's This?**
2. When the pointer changes to a question mark, click the paragraph or character you want information about.
3. To exit the **What's This?** dialog box, press **ESC**.

## Print Document Properties and More

You can print a Word document's properties, styles, comments, AutoText entries, or key assignments as easily as printing the document itself. Just click **Print** on the **File** menu, and then select what you want to print in the **Print what** box. Select any other appropriate options in the **Print** dialog box, and then click **OK**.

## Use the Windows Taskbar to Close Multiple Documents

If you are running Windows® 98 (or if you have installed the Internet Explorer 4.0 Windows Desktop Update for Windows 95), you can close multiple windows at once, such as open Word documents, right from your Windows taskbar. Just hold down the **CTRL** key while you click each taskbar window that you want to close. Next, right-click any of the windows you just selected, and then click **Close**. You might be prompted to save any changes to your documents.

## Useful Shortcut Keys in Word

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Word, from accessing commands and toolbar buttons to repeating your last action. Shortcut keys are sometimes listed next to the command name on Word menus. For example, on the **Edit** menu, the **Find** command lists the shortcut **CTRL+F**.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In Word 2000 or any of the other Office 2000 applications, press **F1** to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Word shortcut keys:

| <b>Activity</b>                         | <b>Shortcut Keys</b> |
|-----------------------------------------|----------------------|
| Repeat your last action                 | F4 or CTRL+Y         |
| Find and replace                        | CTRL+F               |
| Go to page, section, line, etc.         | CTRL+G               |
| Delete a word                           | CTRL+BACKSPACE       |
| Change case                             | SHIFT+F3             |
| Bold                                    | CTRL+B               |
| Italicize                               | CTRL+I               |
| Go to the beginning of the document     | CTRL+HOME            |
| Go to the end of the document           | CTRL+END             |
| Select to the beginning of the document | CTRL+SHIFT+HOME      |

|                                   |                |
|-----------------------------------|----------------|
| Select to the end of the document | CTRL+SHIFT+END |
| Open the thesaurus                | SHIFT+F7       |
| Insert a hyperlink                | CTRL+K         |
| Select all                        | CTRL+A         |
| Copy                              | CTRL+C         |
| Paste                             | CTRL+V         |
| Undo                              | CTRL+Z         |
| Save                              | CTRL+S         |
| Print                             | CTRL+P         |
| Open                              | CTRL+O         |



# OFFICE WORD 2002 XP

## Important Note:

You are advised to try **TIPS** in the **Word 2000 Tips & Tricks** section as well and do not ignore them. They are also safe and tested to work in the XP version to enhance your output. It does not make a sense; we repeat all those Word 2000 Tips in this section.

## Create Your Own Custom Word Templates

If you don't like Arial font, you never need to use it again, even when writing a new document in Word version 2002. You can create a template of your favorite font styles and sizes and use it whenever you want—it's nearly as easy as creating a new document. For example, you can create a document template in which you want to use *Comic Sans*, not Arial, as the default font. To create a custom template, follow these steps:

1. On the **View** menu, select **Task Pane**.
2. If the **New Document** task pane is not visible, select it from the drop-down menu in the upper right corner of the task pane.
3. In the **New Document** task pane, click **General Templates**.
4. In the **Templates** dialog box that appears, select the **General** tab, and click **Blank Document** once to select it (this will be the base for your new template).
5. Under the **Create New** section, click **Template**, and then click **OK**.
6. In the new template, add any text and graphics you want to appear in all new documents that you base on the template, and delete any items you don't want to appear.
7. Make the changes you want to the margin settings, page size and orientation, styles, and other formats. For example, change the font to Comic Sans.
8. On the **File** menu, click **Save**, give your template a name, and then click **Close** on the **File** menu.

Your new, customized template will then be available as a choice under General Templates in the New Document task pane.

## Lengthen your List of Recently Used Documents

Word 2002, by default, displays a list of the last four documents you opened in the **New Document** task pane (and in File menu). It's so easy to open your documents this way; but you may find that the list of four is just not enough. You need to click the **More documents** link to see a longer list of recently used documents. But, if you use this feature a lot, it makes sense to show more documents in the list. You can specify a number as high as nine. To increase the number of documents displayed on the recently used documents list, do the following:-

1. On the **Tools** menu, click **Options**, and then click the **General** tab.
2. In the **Recently used file list** box, specify the number of recently used files that you want to appear in the **New Document** task pane.

3. Click **OK**.

## Easy access to documents you use often (Work Menu)

The **Work** menu is a great Word feature that few people know about because it's not viewable by default. You can use the Work menu to keep an easily accessible list of your favorite Word files. To add the **Work** menu to the menu bar or a toolbar, follow these steps:

1. On the **Tools** menu, click **Customize**, and then **Commands** tab.
2. In the **Categories** box, click **Built-in Menus**.
3. Click **Work** in the **Commands** box and drag it to the menu bar or displayed toolbar.

With the **Work** menu in place, you can add any open Word document to your list. Here are the options:

- ◆ To add the current (open) document to the Work menu, on the Work menu, click **Add to Work Menu**.
- ◆ To open a document, click the document you want to open.
- ◆ To remove a document from the Work menu; press **Ctrl+Alt+-** (dash key). Your cursor will look like a large, bold underscore. Click the document name you want to remove from the list.

## Handy Shortcuts for Word Users

Here are a few shortcuts you can use to access common dialog boxes in Word. To use these shortcuts, the ruler must be displayed.

- \* Double-click the ruler margin to open the **Page Setup** dialog box.
- \* Double-click an indent marker to open the **Paragraph** dialog box.
- \* Double-click a tab stop to open the **Tabs** dialog box.
- \* When working with a document in multiple-column format, double-click the gray region that separates one column from another to open the **Columns** dialog box.

## Hide White Space for more screen space

You can save screen space in Print Layout view by hiding the white space (headers and footers) on the top and bottom of each page and the gray space between pages. To hide white space, move the insertion point to the top or bottom of the page and click the **Hide White Space** button.

**Note:** You can hide white space by default (permanently) by clicking **Options** on the **Tools** menu, and clear the **White space between pages** check box on **View** tab. Alternately, you can add a shortcut icon to a toolbar. Go to **Tools>Customize>Commands**, and in **Categories**, select **View**. Under **Commands**, section, drag **White spaces between pages** to a toolbar (at the end of the list).

## Specify Spacing between Sentences

Whether you prefer to use one space or two between sentences, Word can help you ensure that spacing is consistent within a single document

and from one document to the next. You can do this by setting rules for grammar and style. To set rules for grammar and style:

1. On the **Tools** menu, click **Options**, then **Spelling & Grammar** tab.
2. Click **Settings**.
3. In the **Grammar and style options** box under **Require**, select the options you want for number of spaces required between sentences.
4. To restore the original rules of the selected grammar and writing style, click **Reset All**.

## Navigate Documents by using the Browse Buttons

A quick way to move around Microsoft Word 2002 documents when you're focusing on one type of information, such as tables, is to click the browse buttons on the vertical scroll bar to jump from one table to the next. To select a browse option, click **Select Browse Object** on the vertical scroll bar, point to any button on the **Browse Object** palette to see its description, and then click a button to set it as the browse option. You can browse by **Field**, **Endnote**, **Footnote**, **Comment**, **Section**, **Page**, **Go To**, **Find**, **Edits**, **Heading**, **Graphic** and **Table**.

When you select a button other than **Browse by Page**, the browse buttons on the vertical scroll bar turn **blue** to indicate that you've set a special option. To find the previous or next instance of the object you've selected, click the blue **Previous** or **Next** browse buttons. If you forget which option you've selected, point to one of the browse buttons to see a ScreenTip that describes the selected option.

## Using the Select Browse Object controls

Word provides numerous options and features that make writing lengthy documents a breeze. However, experienced Word users also know that it does not take too many presses of the **Page Down** key in a long document before they are lost in a labyrinth of pages, footnotes, and images. But like a compass and map to an explorer, the **Select Browse Object** controls on the vertical scroll bar give you a number of helpful options for navigating between pages, sections, graphics, and other objects typically found in a lengthy paper. Here is how to use these handy controls to make your way through a document:

1. Start Word, and open an existing document that includes text.
2. Locate the **Select Browse Object** controls at the bottom of the vertical scroll bar, in the lower right-hand corner of the Word screen. These three controls appear as a circle in the middle (the **Select Browse Object** control), and two chevrons (V-shaped insignia) that point up and down (the **Previous** and **Next** controls, respectively).
3. Click the **Select Browse Object** control (the circle).
4. Click the **Go To** icon, which is the icon with the arrow that points right. This opens the **Find and Replace** dialog box with the **Go To** tab already selected. In the **Go to what** list, click to move between items such as pages, footnotes, sections, or graphics.

5. Close the **Find and Replace** dialog box, and then click the **Select Browse Object** control.
6. Click the **Find** icon, which is the icon with the binoculars image. This opens the **Find and Replace** dialog box with the **Find** tab already selected. Type the word or phrase you want to find in the **Find what** dialog box to find specific text in your document.
7. Close the **Find and Replace** dialog box, and then click the **Select Browse Object** control.
8. Move the mouse and then let it rest on each of the remaining icons, one at a time, to see the remaining options. These icons allow you to browse among the items typically found in a document, including pages, sections, comments, footnotes, endnotes, fields, tables, graphics, headings, and edits.
9. Click the **Browse by Heading** icon in the **Select Browse Object** box, and then rest your mouse pointer on the **Previous** control. Notice that the ScreenTip displays **Previous Heading**. The ScreenTip for the **Previous** or **Next** controls changes depending on which item you are browsing for.
10. Close the document.

## Navigate Documents by Using the Table of Contents

When writing long documents in Microsoft Word, you'll find the table of contents (**TOC**) is an indispensable tool—even if you don't include the TOC in your final draft! Why? The TOC creates internal links (similar to the ones you find on a Web page) that you can use to quickly navigate a document as you work. And, if you're already using styles, adding a TOC is easy.

First, be sure that you've applied either built-in (for example, **Heading 1** and **Heading 2**) or **Custom Styles** to all headings and subheadings in your document. Once you have done that, you can insert a TOC at the beginning or end of your document. To do so, follow these steps:-

1. Click where you want to insert the Table of Contents (TOC).
2. On the **Insert** menu, point to **Reference**, and click **Index and Tables**.
3. Click the **Table of Contents** tab.
4. Click **Options** and make sure a TOC level number appears next to every heading you want to include in your TOC.
5. Select any other TOC options you want.

Now, to go to a specific section in your document, click the corresponding page number in the TOC while holding down the **Ctrl** key. To return to the TOC, click the **Go to TOC** button on the **Outlining** toolbar. (To make the Outlining toolbar visible, open the **View** menu, point to **Toolbars**, and click **Outlining**.)

## Delete Pages from a Document

There are two main reasons for why you might want to delete pages from your Microsoft Word 2002 document:-

- To remove content such as text and graphics on one or more pages.
- To remove extra blank pages at the end of your document.

## To delete a page and its content

1. In **Normal** view, place the cursor to the left of where the content you want to delete begins.
2. Press **Shift+Down Arrow** to select the content line by line until you come to the end of the page or pages you want to delete. Each page is divided by the automatic or manual page break dotted line. If there is a manual page break, select it as well.
3. Press the **Delete** key.

## To delete a page at the end of your document

1. In **Normal** view, press **Ctrl+End** to go to the end of the document.
2. Click the **Show/Hide ¶** button on the Standard toolbar to see extra paragraph marks at the end of your document.
3. Do one of the following:
  - ◆ Press the **Backspace** key to delete additional paragraph marks.
  - ◆ Point to the manual page break, select it, and then press **Delete**.

Click **Show/Hide ¶** again to hide the paragraph marks and other types of formatting in your document.

## Insert Leader Characters

Leader characters such as **dotted**, **dashed**, or **solid** lines in Microsoft Word 2002 documents can draw the reader's eye across space in a line. You can automatically insert leader characters to fill the space used before a tab stop. You use tab stops to line up columns of text. To insert a line of leader characters do the following:-

1. Position the cursor on the line where you want to insert the leader characters, or select paragraph in which you want to set a tab stop.
2. On the **Format** menu, click **Tabs**.
3. Under **Tab stop position**, type the position for a new tab, or select an existing tab stop to which you want to add leader characters.
4. Under **Alignment**, select alignment for text typed at the tab stop.
5. Under **Leader**, click the leader option you want, and then click **OK**.
6. In your document, press **Tab** to insert leader characters, and then enter text at the tab stop.

## View or Modify Text Formatting with the Task Pane

The **Styles and Formatting** task pane can provide you with formatting information about your document. To access this task pane, on the **Format** menu, click **Styles and Formatting**.

When **Available formatting** is selected in the **Show** box in this task pane, you can see the formatting used in your document, including styles you've created and default heading styles. You can also show all styles in

the task pane, or define a custom view. To make adjustments to the formatting in your Word document, follow these steps:

1. On the **Format** menu, click **Reveal Formatting**. You can also open the **Reveal Formatting** task pane by choosing **What's This?** on the **Help** menu and clicking on a formatting or selecting text within your document and pressing **Shift+F1**.
2. Select text whose formatting you want to review. The formatting information will appear in the **Reveal Formatting** task pane.
3. Now, you have several formatting options:
  - ◆ To change any formatting properties, such as the font, click the hyperlinked text in the task pane, and then change any options you want in the dialog box that appears.
  - ◆ To determine formatting source, whether the formatting comes from a style, select the **Distinguish style source** check box.
  - ◆ To show formatting marks, such as paragraph marks and tabs, select the **Show all formatting marks** check box.
  - ◆ To format a text selection so it matches the text that surrounds it, select the text. Point to the **Selected text** box, click the arrow, and then click **Apply Formatting of Surrounding Text**.
  - ◆ To view a feature-by-feature comparison of your text selection with another block of text, select the **Compare to another section check box** and then select another block of text.

**Note:** It's easy to select all text with the same formatting in your Word 2002 document using the **Styles and Formatting** task pane. This can be helpful for viewing the text, changing its formatting, or deleting it. To select all text with the same formatting, open the **Styles and Formatting** task pane, and then, in your document, click a word that's formatted like the text you want to select. (The formatting description will appear under **Formatting of selected text** in the **Styles and Formatting** task pane.) In the **Styles and Formatting** task pane, click **Select All**.

## Select Nonconsecutive Items

Now Word 2002 users can do something Microsoft Excel users have been doing for a long time—select multiple items that aren't next to each other.

For example, you can select a word in the first paragraph, and a word in the fifth paragraph, but not all the words in between. This is helpful if you want to perform; the same task on multiple items, such as delete them or change their formatting. Here's how you can select items that aren't next to each other:

1. Select the first item you want, such as a table cell or paragraph.
2. Hold down **Ctrl**.
3. Select any additional items you want.

## Double-click to modify Bullets and Numbering

If you get tired of searching through menu commands to make changes to the numbering schemes in your Word documents, skip the menus, and use this shortcut instead.

To open the **Bullets and Numbering** dialog box and adjust the numbering scheme, just **double-click** one of the numbers in the numbered list.

## Resume Numbering easily using Smart Tags

Sometimes you need to interrupt a numbered list to insert a paragraph of regular text. To quickly resume numbering on the next paragraph, click the **Numbering** button on the **Formatting** toolbar. Then, when the AutoCorrect Options smart tag appears, select the option to **Continue Numbering**. The numbering will pick up right where you left off.

**Note:** If the **AutoCorrect Options** button doesn't automatically appear, click **AutoCorrect Options** on the **Tools** menu, and then select the **Show AutoCorrect Options buttons** check box. Next, click the **AutoFormat As You Type** tab, and then select the **Automatic numbered lists** check box.

## Track Word Count as you work

If you need to know how many words are in your document, there's a very easy way to do it in Word 2002. Instead of clicking **Word Count** on the **Tools** menu each time you want a recount, use the new **Word Count Toolbar**. On the **View** menu, point to **Toolbars** and click **Word Count**. Then click **Recount** to update the count any time you want. You can also choose to see the current number of characters, lines, pages, and paragraphs.

## Avoid involuntarily Opening Web Pages

Selecting text in a Word document can be tricky when that text contains a hyperlink. If you click in the wrong place, you could accidentally open a Web page or a linked document. With Word 2002, you can have more control over the way hyperlinks function in your document. Now you can modify hyperlink(s) without opening a Web page unwillingly. Here's how:

1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2. Select the **Use Ctrl+Click to follow hyperlink** check box.

## Display precise Table measurements in the Ruler

In Word, you can adjust table column and row widths by dragging the cell boundaries. Because these boundaries snap to an existing grid, it can be difficult to line up your columns or rows precisely. To turn off **Snap to Grid**, and to display detailed column and row measurements in the ruler, click a cell and then hold down the **Alt** key as you drag the column boundaries. (If the ruler is not visible, click **Ruler** on the **View** menu.)

## Adjust Table Placement in Word

Here's a quick way to reposition a table in your document.

1. In **print layout** view, rest the pointer on the upper-left corner of the table until the table move handle (a four-headed arrow inside a box) appears.
2. Click the handle, and then use it to drag the table to a new location.

## Place Tables in Adjacent Columns

To put two tables adjacent to each other on a two-column page, follow these steps:

1. Insert two tables, one above the other.
2. Adjust the column widths to ensure the total width of each table is less than half the width of the page. (on the **Table** menu, select **Table Properties...**, then on the **Table** tab, check the **Preferred width**, type the required value in the box and click **OK**.)
3. Select both tables.
4. On the Standard toolbar, click the **Columns** button, and then drag the pointer to select **2 Columns**.

## Select cells in large tables using the keyboard

As the size of a table increases, the harder it becomes to use the mouse as your sole means of navigation in a table. For example, to select a column with the mouse, you need to move the pointer along the top gridline of the first cell in the column until it changes to a down arrow and then click.

However, using the keyboard simplifies this process. Position the pointer anywhere in the column, press **Alt**, and select any cell. To use the keyboard to select an entire table, click anywhere in the table and, with Num Lock off, press **Alt+5** on the numeric keyboard. Like Excel, Word XP also let you press **Ctrl** to select nonadjacent cells.

## Controlling Image Size in Table

If you have been putting screen shots into Word documents, this generally meant having a table and putting the image into a column and resizing it so that it was not too big.

Create a table. Select the column you are going to drop all the images in. On the menu, select **Table/Table Properties**, on the **Table tab** click on the **Options...** button (in the bottom-right corner of the dialog box). Unselect the box marked **Automatically resize to fit contents**. Now when the image is pasted into that column, the image shrinks to fit the cell width (rather than the cell width expanding for the larger image).

## Change the Cell Margins in a Table

Just like a page, each cell in a table has its own set of margins. The top and bottom margins are set to 0" by default, left and right margins are a small but perceptible 0.08". You can add cell "padding" by changing the cell margins, or you can make graphics take the entire cell area by removing the left and right margins. To change the margins of all cells:

1. Click inside the table.

2. From the main menu, choose **Table/Table Properties**. Click on the **Table tab** and choose the **Options** button.
3. Under Default cell margins, enter the new values you want. To make graphics nearly touch the cell borders, use margins of 0.

## Calculations that you can perform in a Word Table

You can **add**, **subtract**, **multiply**, and **divide** values entered into table cells in Microsoft Word 2002. In the examples below, the values in the individual table cells are referred to by the column letter and row number. For example, "A1" refers to the first column and first row. Do the following to add 3 to cell A1, which has a value of 2.

1. Place the insertion point into cell A4.
2. On the **Table** menu, click **Formula**. Under **Formula**, an automated formula (=Sum(Above)) is shown.
3. Delete the automated formula leaving the equal (=) sign.
4. After the =, enter (A1)+3 and click **OK**.

The result of the formula (2+3=5) will appear in cell A4. In the following examples, use the steps above, and then insert one of the below formulas in step 4.

- \* Add a number to a cell **=(A1)+3** equals 5 in the example, step 4
- \* Add two adjacent cells **=Sum (A1:A2)** or **=(A1+A2)** equals 9
- \* Add two non-adjacent cells **=(A1+A3)** or **=(A1)+(A3)** equals 10
- \* Add a range of cells **=Sum(B1:B3)** equals 9
- \* Subtract a number from a cell **=(A1)-1** equals 1
- \* Subtract two cells **=(A3-B2)** equals 5
- \* Multiply a number by a cell **=(A1)\*3** equals 6
- \* Multiply two adjacent cells **=Product(A1:A2)** equals 14
- \* Multiply two non-adjacent cells **=(B1\*B3)** or **=Product(B1)\*(B3)** equals 5
- \* Divide a number by a cell **=(C2)/3** equals 2
- \* Divide two cells **=(C2)/(A1)** equals 3

**Note:** You must manually recalculate Word table calculations if you add a row or column into the table. You should consider using Microsoft Excel to perform complex calculations.

## Copy an Excel Table and its Formatting in Word

When you copy a table of data from Excel 2002 into Word 2002, you can choose to keep the formatting that was applied to the table in Excel, or you can match the destination table style and your table will be formatted in the Word default table style. To copy a table from Excel to Word:

1. Open both the Word document you want to copy to and the Excel worksheet that contains the table.
2. In Excel, select the table you want to copy.
3. On the **Edit** menu, click **Copy**.
4. Switch to Word, and then click where you want the table to appear.
5. On the **Edit** menu, click **Paste**.

6. Using **Paste Options** smart tag, select one of the following options:

- ◆ To keep the formatting applied in Excel, select **Keep Source Formatting**. (Or, to link the table so that it automatically updates with new data, select **Keep Source Formatting and Link to Excel**.)
- ◆ To match the style of a table already in your Word document, select **Match Destination Table Style**. (Or, to link the table instead of copying it, select **Match Destination Table Style and Link to Excel**.)

## Change the Color of Underlines Wavy

The ability to change the color of the wavy underlines used to indicate possible spelling, grammar, and formatting errors is an important accessibility aid. Microsoft Word 2002 includes a template, **Support.dot**, which contains macros that you can use to easily accomplish this task.

Support.dot is not installed by default when you perform a typical installation of Microsoft Office XP or Word 2002. Therefore, to use the macros contained in template, you first need to install it. (Once you have installed Support.dot, you can open it in Word 2002 and use the Registry Options macro to make the changes you want.) Here is how:-

1. In the Microsoft Office Setup Wizard, click the plus sign (+) next to **Microsoft Word for Windows**, and then click the plus sign (+) next to **Wizards and Templates**.
2. Click the arrow next to **More Templates and Macros**, and then click **Run from My Computer**.
3. Click **Update**.

## To change the color of underlines wavy

1. Locate and open the file Support.dot, which should be located in the **C:\Program Files\Microsoft Office\Office10\Macros** folder.
2. If the **Security Warning** dialog box appears, select the **Always trust macros from this source** check box, and then click **Enable Macros**.
3. After reading the instructions contained in the template, scroll down to the table of macros, and then click **Registry Options**.
4. In the **Option** list on the **Word Options** tab, do one of the following as per required:
  - To change the underline color for possible spelling errors, click **SpellingWavyUnderlineColor**.
  - To change the underline color for possible grammar errors, click **GrammarWavyUnderlineColor**.
  - To change the underline color for possible formatting errors, click **FormatConsistencyWavyUnderlineColor**.

5. Click **Choose Color**.
6. Select the color you want, and then click **OK**.
7. Click **Change**.
8. Word 2002 displays a dialog box confirming the change to the registry, and instructing you to restart. Click **OK**.
9. Click **Close**, and then restart Word 2002. The type of wavy underline you changed uses the new color you specified.

## Add Watermarks to your documents

Watermarks are text or pictures that appear behind the text. They can add interest or identify the document's status, marking a document as a draft, for example. You can use graphics or text as watermarks and, with Word 2002, adding a watermark to a document is easier than ever. To add a watermark to a printed document:

1. On the **Format** menu, point to **Background**, and then click **Printed Watermark**.
2. Do one of the following:
  - ◆ To insert a picture or graphic as a watermark, click **Picture watermark**, and then click **Select Picture**. Browse your computer to select the picture you want. As additional options, choose **Scale** of picture (50% to 500% or Auto), and uncheck **Washout**, if not required. Click **OK** to finish.
  - ◆ To insert a text watermark, click **Text watermark**, and select from the pre-list or type your own text. Choose either **Diagonal** or **Horizontal** and uncheck **Semitransparent**, if not required.
3. To view a watermark as it will appear on the printed page, click **Print Layout** on the **View** menu. Or, alternatively, click the **File** menu, and select **Print Preview**.

## Position Clip Art in Word using Text Boxes

A text box is a moveable, resizable container for text or graphics. You can use a text box when you want more precise control over the position of clip art in your document. To use this feature, follow these steps:

1. On the **Drawing** toolbar, click **Text Box**.
2. Click the border of the box that contains the words **Create your drawing here**, then click the text box that appears, and drag it to where you want to position the graphic.
3. To add clip art to the text box, place your cursor within it, click **Insert** on the menu bar, point to **Picture**, and click **Clip Art**.
4. In the **Insert Clip Art** task pane, use the search interface to select your required clip art.

You can use the options on the **Drawing** toolbar to enhance a text box—for example, to change the fill color—just as you can with any other drawing object. When using a text box to display a graphic, be sure to change the line color on the text box to **No line**.

**Note:** If you think the "Create your drawing here," box disturb or interrupt your work flow, you can off this feature. Go to **Tools, Options...., General** tab and deselect "Automatically create drawing canvas when inserting AutoShapes" command.

## Align Shapes in your Document using Gridlines

Microsoft Word features a drawing grid you can use to align drawing objects, such as **AutoShapes**. By default, gridlines are not visible on the screen. To make them visible, follow these steps:

1. On the **View** menu, point to **Toolbars** and click **Drawing**.
2. On the **Drawing** toolbar, click **Draw**, and then click **Grid**.
3. Select the **Display gridlines on screen** check box.
4. Choose the options you want, and then click **OK**.

Now you are ready to add shapes to your document. To see all of the shapes available, such as scissors, telephones, and computers, click **AutoShapes** on the **Drawing** toolbar and then click **More AutoShapes**. Then make your selections from the **Insert Clip Art** task pane.

## Shortcuts to useful Word Features on the Status Bar

Did you know that the status bar, the area at the bottom of Word documents where the page number appears, also provides shortcuts to a number of very useful features? Here are a few you may want to use:

- \* To open the **Find and Replace** dialog box, double-click any location indicator on the status bar, such as the page number or section number.
- \* To turn the **Macro Recorder** on or off, double-click **REC**.
- \* To turn the **Track Changes** feature on or off, double-click **TRK**.
- \* To turn **Extend Selection** mode on or off, double-click **EXT**.
- \* To turn **Overtyping Mode** on or off, double-click **OVR**.
- \* To change the **Language Format** of selected text, double-click **Language**.
- \* To resolve errors in grammar or spelling, double-click the **Spelling and Grammar Status** icon.

**Note:** When the features explained above are turned off, their labels appear dimmed. Moreover, if your status bar is not visible, go to the **Tools** menu, click **Options**, click the **View** tab, and then select the **Status bar** check box under **Show**.

## Use the Mail Merge Wizard to make mass mailings easy

The Mail Merge feature in Word, which you can use to create many personalized letters from one standard letter, has always been a timesaver. But it was also tricky to learn and use, especially for new users. The new Mail Merge Wizard in Word version 2002 walks you through every step of the process and it really help you in saving your time. Here is how, you can go through this feature:

1. To access this new feature, on the **Tools** menu, point to **Letters and Mailings**, and click **Mail Merge Wizard**.
2. When the Mail Merge task pane appears to the right, simply follow the instructions. You will finish it in 6 steps.
3. Select the type of document you are working on: **letters, e-mail messages, envelopes, labels** or even **directory**.
4. Open or create a list of recipients, or choose individuals from your **Outlook Contacts**.
5. **Insert merge fields**, such as name and address etc.
6. **Preview** the document and remove any recipients before merging.
7. **Print** the finished documents.

## Use of Floating Task Pane

One of the most exciting additions to Office XP—the task pane—can be resized and repositioned to fit the way you work. Here is how:

- To adjust the width of a docked task pane, move the pointer over the left edge until the pointer changes to a double-headed arrow. Then click the edge, and drag to the desired width.
- To make the task pane float, double-click its title bar. You can then move it to any position on the page. To return the task pane to its docked position, simply double-click the title bar again.
- To adjust the size of a floating task pane, move the pointer over any edge until the pointer changes to a double-headed arrow. Then click the edge, and drag to the desired size.

## How to Customize "Outline Numbered" List?

1. On the **Format** menu, click **Bullets and Numbering**, and then click the **Outline Numbered** tab.
2. Click a list format that does not contain the text "Heading" or is not a graphic, and then click **Customize**.
3. Under the **Cancel** button, click **More**.
4. In the **Level** box, make sure **1** is selected.
5. In the **Number format box**, replace what is in there with a **Q.** (period included).
6. In the **Level** box, click **2** to select it.
7. In the **Number format box**, replace what is in there with an **A.** (period included).
8. In the **Level** box, click **3** to select it.
9. In the **Number format box**, delete anything text in there.
10. Toward the bottom of the dialog box, make sure that the box that says **Restart numbering after** is selected and **Level 2** is displayed in the drop-down box.
11. Repeat steps 8-10 for each level.
12. In the **ListNum field list name** box, give your new list a friendly name (such as **Q&A**).
13. Click **OK**.

Now in your Word document, on the **Format** menu, click **Bullets and Numbering** and then click the **Outline Numbered** tab. Your new list

type should show up there and you can use it just as you would a regular outline. Now on the **Formatting** toolbar:

- Click the **Increase Indent** button to make a level two entry.
- Click the **Decrease Indent** button to start another level one entry.

## How to use and turn Line Numbers On and Off in Word

Displaying line numbers in your Word documents is a great way to reference particular portions of a document. Line numbers are used primarily in the legal, insurance, and medical community, but they can be a helpful tool for anyone.

When you refer to portions of documents, it is sometimes much easier to say, "refer to line 32" than to say "refer to the third line in the second paragraph." If you work with long legal or medical documents, then you know how helpful such a feature can be. But even referring to sections in a business report or memo is made easier by using line numbers. You can display or remove line numbers in Microsoft Word 2002 either manually or by using a macro. To create a macro, go to **Macro Section** of this book, so that you don't have to adjust your page setup each time. To display or remove line numbers manually, follow these steps:

1. Open a document that has text more than one line in length.
2. On the **View** menu, click **Print Layout**. (if it not already selected)
3. On the **File** menu, click **Page Setup**.
4. In the **Page Setup** dialog box, click the **Layout** tab and then click **Line Numbers**.
5. Select the **Add line numbering** check box.
6. Click **OK**, and then click **OK** again. Line numbers are displayed on the left side of the document.
7. To remove line numbers, repeat steps 4 and 5 above.
8. Clear the **Add line numbering** checkbox, and then click **OK** twice to close the dialog boxes. The line numbers are removed.

## Bonus Tips:

- \* To start line numbering at a number other than 1, change the number in the **Start at** box in the **Line Numbers** dialog box.
- \* To change line numbers from multiples of one to different multiples, such as multiples of five (5...10...15 and so on), change the number in the **Count by** box in the **Line Numbers** dialog box.
- \* To change the numbering behavior, in the **Line Numbers** dialog box, click the **Restart each page** option, **Restart each section** option, or **Continuous** option.

## Protect Word 2002 Files with Passwords

In Microsoft Word 2002, to protect your documents you can require other users to enter a password to open or modify a document, or both. You

can protect your document(s) by using a macro (refer to **Macro Section** of this book) or menu options. Here is how:

1. With the document open, on the **Tools** menu, click **Options**.
2. Click the **Security** tab.
3. Do one of the following:
  - To require a password to open the document, in the **Password to open** box, type a password and then click **OK**. In the **Reenter password to open** box, type the password again and then click **OK**.
  - To require a password to make changes to the document, in the **Password to modify** box, type a password and then click **OK**. In the **Reenter password to modify** box, type the password again, and then click **OK**.
4. To test the password, close and reopen the document.

**Caution:** Be sure to remember your password. There is no way to recover a password-protected document, if you forget or lose its password. Here are some helpful tips regarding passwords:

- \* Passwords should be at least eight characters in length. They should consist of a combination of letters, numbers, and symbols (alphanumeric), and they should not consist of any words that can be found in a dictionary.
- \* Passwords are case-sensitive. In other words, the password **p7a4y6&y** is not the same as the password **P7a4y6&Y**.
- \* You should choose passwords that are easy for you to remember but that are not easy enough for someone else to guess them.
- \* It is advisable to keep a list of passwords and their corresponding document names in a safe and secure place.

If you do not want to require a password to open or change a document but you do want to suggest that others open it only to read and not modify it, you can select the **Read-only recommended** check box on the **Security** tab. Users will see the following when the document is opened:

**<File name> should be opened as read-only unless changes to it need to be saved. Open as read-only?**

If user clicks **Yes** (the default choice), then the document opens but its contents cannot be changed. If the user clicks **No**, then the document opens and its contents can be changed.

You can also password-protect a document for opening or modifying by using a macro. This is quicker than clicking the **Tools** menu, clicking **Options**, clicking the **Security** tab, and so on.

## Paste Text without Formatting into a Word Document

When you copy and paste formatted text into a Microsoft Word 2002 document, the **Paste Options** smart tag appears which provides an option to paste the text without the formatting. This is handy if, for example, you do not want to mix formatting styles in your document.

If you want to copy or move text without transferring its formatting, click the smart tag button and choose **Match Destination Formatting** or **Keep Text Only** from the drop-down menu. Alternatively, if you want the text to retain its original format, select the **Keep Source Formatting** option. You can also use the **Apply Style or Formatting** option to apply a style or create a new style for the pasted text.

However, there are a couple of reasons why you might not want to use the **Paste Options** smart tag.

1. If you frequently use the keyboard to copy **Ctrl+C** and paste **Ctrl+V** text. This means that to use the **Paste Options** smart tag, you must remove your hand from the keyboard, use the mouse to click the **Paste Options** smart tag and select an option, and then return your hand to the keyboard to continue working. If, like me, you do this operation a couple of dozen times a day, it can represent a substantial interruption in your workflow.
2. The **Paste Options** smart tag isn't available in earlier versions of Word. You could use the **Paste Special** option on the **Edit** menu to paste **unformatted text**.

## Display deleted text with Strikethrough Formatting

When you edit Word 2002 documents using the **Track Changes** feature, the deleted text appears in a balloon in the right margin of the page. With a single mouse click, you can display and print all deleted text with strikethrough formatting instead of in a balloon. In earlier versions of Word, when you deleted text from a document, the deleted text was displayed with strikethrough formatting in the body of the page like: ~~strikethrough~~

In Microsoft Word 2002, this behavior was changed in print layout view so that deleted text appears in a balloon in the right margin of the page. This is useful when you are removing deletions and other formatting marks from the body of the text, because it allows you to see the finished text without additional visual clutter.

But in some situations, particularly for writers and editors, it is helpful to see the deleted text inside the body of the document. That way you can ensure that the deletions do not affect the intended meaning of the document. Here is the option that allows you to display deletions with strikethrough formatting and remove the balloons from your pages.

1. Start Word. A new blank document opens.
2. If the **Reviewing** toolbar is not visible, on the **View** menu, point to **Toolbars**, and click **Reviewing**.

3. On the **View** menu, click **Print Layout**. This sets up the document view so that you can see any changes you make.
4. Type some text in the page.
5. On the **Reviewing** toolbar, click **Track Changes**.
6. Highlight a few words of text and press **Delete**. The text appears in a balloon in the right margin of the page.
7. On the **Reviewing** toolbar, click **Show**, click **Options**, and on the **Track Changes** tab, clear the **Use balloons in Print and Web Layout** check box. This action gets rid of the balloons and displays the deleted text with strikethrough formatting in the body of the document. Now click **OK**.

The deleted text now appears with strikethrough formatting.

## View Multiple Pages in Word

It's great to see several pages at a time in print preview. But you can also view multiple pages when working in print layout view in Word. Just add the **Multiple Pages** button to the Standard toolbar. Here's how:

1. On the **File** menu, click **Print Preview**.
2. Right-click the toolbar and click **Standard**.
3. Right-click the toolbar again and click **Customize**.
4. Holding down the **Ctrl** key, drag a copy of the **Multiple Pages** button from the Print Preview toolbar to the Standard toolbar.
5. Close **Print Preview**.

Now the **Multiple Pages** button appears on the Standard toolbar in print layout view. Just click it, and select how many pages you want to view.

## Make Graphics Line up more precisely with text

In the technical writing you find it helpful to include a picture of a toolbar icon when you refer to it. However, if you just copy and paste the icon into the line of text, the graphic usually appears higher than the text adjacent to it. To resolve this, do the following:

1. Select the graphic.
2. On the **Format** menu, click **Font**, and **Character Spacing** tab.
3. Click **Lowered** in the **Position** box, and then specify how much space you want in the **By** box. Three points is usually enough for most small icons.

To create a picture of a toolbar icon, use your favorite screen capture program or try the following:

1. In an Office program, right-click the button you want an image of, and then click **Customize** on the shortcut menu.
2. With the **Customize** dialog box open, right-click the button again, and then click **Copy Button Image** on the shortcut menu.
3. Click **Close**.
4. **Paste** the button image into your document.

## Customize Comment Text in Word

You have noticed that the default settings for comments in Word 2002 documents are just a little too small. But changing the size and font is easy. You can use standard formatting commands to modify the text in comment balloons as you type. Here's how:

1. On the **Format** menu, click **Styles and Formatting**, which will open the Styles and Formatting task pane in the right margin.
2. In the task pane, under **Pick formatting to apply**, make sure the **Comment Text** entry is visible. If it is, go to step 3; if it is not, do the following:
  - a. On the **Show** drop-down menu, click **Custom**.
  - b. In the **Format Settings** dialog box, under **Styles to be visible**, click **Comment Text**, and then click **OK**.
3. Under **Pick formatting to apply**, right-click the **Comment Text** entry, and then click **Modify**.
4. Select any options you want.
5. To see more options, click **Format**, and then click the attribute that you want to change.
6. Click **OK** after you've changed each attribute.
7. Repeat steps 5, 6 for any additional attributes you want to change.

## Align AutoShapes using Gridlines

Microsoft Word features a drawing grid you can use to align drawing objects, such as AutoShapes. By default, gridlines are not visible on the screen. To make them visible, follow these steps:

1. On the **View** menu, point to **Toolbars** and click **Drawing**.
2. On the **Drawing** toolbar, click **Draw**, and then click **Grid**.
3. Select the **Display gridlines on screen** check box.
4. Choose the options you want, and then click **OK**.

Now you are ready to add shapes to your document. To see all of the shapes available, such as filing cabinets, telephones, and monitors, click **AutoShapes** on the **Drawing** toolbar and then click **More AutoShapes**. Then make your selections from the **Insert Clip Art** task pane.

## Navigate long documents easily with Hidden Bookmarks

When you work with long documents in Word, it can be difficult to remember where certain information appears. But when you use hidden bookmarks, you can quickly navigate to that information. Hidden bookmarks are easy to add and easy to use, and you can put them anywhere you want. Here's how:

### To add a bookmark:

1. In your document, click where you want to place a bookmark.
2. On the **Insert** menu, click **Bookmark**.
3. When the **Bookmark** dialog box opens, name your bookmark.
4. Then click **Add**.

## To find your bookmark:

1. Press **F5** to open the **Find and Replace** dialog box.
2. Click the **Go To** tab, and type the bookmark name in the **Enter page number** field.
3. Click the **Go To** button to get to the information you bookmarked.

## Modify your Custom Dictionary

You are probably already aware of the fact that you can add your own commonly used terms to the Word custom dictionary (for example, names and acronyms). But once you add a word to the dictionary, do you know how to remove or edit it? To add, delete, or edit words in a custom dictionary follow these steps:-

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. Select the check box next to the dictionary you want to edit.
4. Click **Modify** and then, do one of the following:
  - To add a word, type it in the **Word** box, and then click **Add**.
  - To delete, select the word in the **Dictionary** box, click **Delete**.
  - To edit a word, select it in the **Dictionary** box, modify it, and then click **Add**. Delete the misspelled version.

## Customize Grammar and Writing Style

If you have specific rules of grammar and style that you want to apply to every Word document—for example, only one space between sentences or a comma before the last item in a list—you can customize Word so it automatically checks these rules for you. To customize grammar and writing style, follow these steps:

1. On the **Tools** menu, click **Options>Spelling & Grammar** tab.
2. Click **Settings**.
3. In the **Writing style** box; select whether you want to customize settings for grammar and style, or grammar only.
4. In the **Grammar and style options** box, do one or both of following as per your specific requirement:
  - Under **Require**, select the options you want for serial commas, punctuation within quotation marks, and number of spaces between sentences.
  - Under **Grammar** and **Style**, select or clear the check boxes next to the rules you want the grammar checker to check or ignore.

**Note:** To restore the original rules of the selected grammar and writing style, click **Reset All**.

## Using Wildcards to Check Misspelled Words

You might know how a word begins but you cannot remember the last three or four letters. Word contains a little feature that can help. You can

ask the spell-checker to look for words by using what are called wildcard characters to represent the letter or letters you do not know.

Word recognizes a question mark as a wildcard. For example, if you can't remember what the fourth letter in Continental is, type **Cont?nental** and run the spell-checker on it. Word offers "Continental" as a possibility, and you can select it and move on.

## Translate your Word Documents—Pronto!

In Word 2002, you can translate a word, phrase, or whole document to another language by using the **Translate** task pane.

To open this task pane, on the **Tools** menu point to **Language** and click **Translate**. With this tool, you can do the following:

- \* Look up words or phrases in the dictionary of a different language, provided that the language dictionary is installed on your computer.
- \* Insert translated text into your document directly from the **Translate** task pane.
- \* Use translation services on the World Wide Web directly from the **Translate** task pane. If you need translations of longer sections of text, click the **Go** button under **Translate via the Web** from the **Translate** task pane.

**Note:** Most languages (other than English and Western European) are not part of the standard installation of Word. If you want to use this feature, have your installation CDs ready.

## Check Spelling in another Language

Sometimes a single document includes words or phrases in more than one language. Since Word uses only one dictionary at a time, the words in the second language will be marked as misspelled. There's a quick way to check these spellings too.

**Right-click** the text you want to check, point to **Language**, and then select the language you want used to check the spelling. Now that Word knows which dictionary to use, you can check the spelling of the text as you normally would.

**Note:** To use this feature with more languages, you must enable the specific languages you want to use. For more information, click **Microsoft Word Help** on the **Help** menu, search for the word "language," and select the **Enable editing of multiple languages** topic.

## Turn Off the Drawing Canvas in Word 2002

When you insert a drawing object in Word, a drawing canvas is placed around it. The drawing canvas helps you arrange a drawing in your document, and it's especially helpful if your drawing consists of several

shapes. While you can easily delete the drawing canvas on a case-by-case basis (drag the drawing object off the drawing canvas, select the drawing canvas, and then delete it), you may wish to prevent it from being created to begin with. To stop the automatic creation of the drawing canvas, follow these steps:

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab.
3. Under **General options**, deselect the last option; **Automatically create drawing canvas when inserting AutoShapes**.

## Use Drop Caps to enliven Letters and Documents

Drop caps, or large initial letters or words at the start of a paragraph or document, can add style and focus to your documents. You can use them at the start of sections of a newsletter or report to help your readers' eyes find their way through the page. To add a drop cap, follow these steps:

1. Place your cursor anywhere in the paragraph that you want to begin with a drop cap.
2. On the **Format** menu, click **Drop Cap**.
3. Click **Dropped**.
4. Choose more options, if required such as **Change of Font style, Lines to drop** and **Distance from text** and then click **OK**.
5. The first letter of the paragraph will appear as big as three lines high. If you like to use the whole word as Drop Cap, select that word before clicking **Drop Cap** feature in the **Format** menu.

**Note:** If you are working with text in tables or text boxes, the **Drop Cap** command will be grayed out (unavailable) on the **Format** menu.

If you want to use more than one letter for your drop cap, place your cursor beside the drop cap letter and continue to type. Be sure to delete any text you may have duplicated from the body of your document.

## Opening Two Windows in the same document

If you need to work in two different sections of a document at the same time, it's simple enough to split the document into two windows by choosing **Window, Split**. However, some people find it easier to work with a full-sized document window, yet they still want to work on a document in two places at once. This, too, is a simple procedure.

Simply select **Window, New Window**, and a new window of the same document opens, one you can scroll through and change at will. Keep in mind that the new window is not a copy of the original document but a new view of the same document, so any changes you make on it will be made in the original window.

## Turning Delete Confirmation On/Off in Word

Word asks you to confirm text deletions when you enable help for WordPerfect users. The message appears in the status bar at the lower

left corner of your screen like this: **Delete Block? No (Yes)**. Press Y for "Yes" and N for "No". To turn on/off the message, follow these steps:

1. On the **Tools** menu in Word, click **Options**.
2. On the **General** tab, clear the **Help for WordPerfect users** checkbox, if you want to off the message.
3. Click **OK**.

## No More Links in a Word Document

Did you know that you can remove all of the links in a document with just two keystrokes: **Ctrl+A** to select the entire document and press **Ctrl+Shift+F9** to convert all the links into text. This also converts fields to static text, i.e. if you've inserted a date field to show the current date, selecting the field and pressing **Ctrl+Shift+F9** will turn it into text so the date won't change each day. If you want to change only some fields, select only a portion of the document and repeat the above.

## Open a Web Page from a Toolbar Button

If you are interested in to open a Web page while in Word 2002, we will show you how to create a toolbar button that opens a Web page. Follow these steps:

1. From the main menu, use the **Tools>Customize** command to display the **Customize** dialog box.
2. Select the **Commands** tab.
3. Click and drag any command to any toolbar. When you drop the command on your toolbar, it changes to a button.
4. Right click on this new button and select **Change Button Image** and pick a new image for your button.
5. Right click on the new button and choose **Assign Hyperlink**, then choose **Open**.
6. In the dialog box that appears, enter the Web site URL, such as <http://ajmalbeig.addr.com/> and click **OK** to finish. Now when you click the new button, your browser will be opened to the page you have set in.

## Prevent Addresses from being Hyperlinks

When you type a web address in Word, Word will automatically make it a hyperlink. To prevent addresses you type from becoming hyperlinks, follow these steps:

1. Open the **Tools** menu
2. Click on **AutoCorrect**
3. Click on the **AutoFormat As You Type** tab
4. Simply remove the check from the **Internet and Network Paths With Hyperlinks** checkbox and click **OK** to save your settings.

## Inserting Default Bullet by using Keyboard Shortcuts

Enter two dashes (--), a space, and then your first bullet list item, and when you press Enter, Word applies the default bullet style to your item, and positions you at the next bullet list item. it's part of AutoCorrect's

AutoFormat functionality. To be sure, the feature is active, use the **Tools>AutoCorrect** commands, choose the **AutoFormat As You Type** tab, and ensure that the **Automatic bulleted list** option is checked. To stop the automatic list and return to "Normal" style, press **Enter** twice.

Alternatively, you can press **Ctrl+Shift+L**. This shortcut applies rounded bullets to the list but doesn't indent the text. There is a similar shortcut to remove the bullets. Select the list and press **Ctrl+Shift+N**.

**Note:** When you type a pair of "two hyphens and some text," Word automatically assumed that you want "bullets" or "numbers". If you feel this nuisance, you can turn off this automation permanently by un-checking the **Automatic bulleted list** option, described above.

## AutoShape Quickie with Keyboard

You can insert AutoShapes in Word right from the keyboard if you like. To do so, follow these steps:

1. Press **Alt-U** to pop up the **AutoShape** menu.
2. Use the **Up and Down Arrow keys** to highlight the general category of shape you want to insert, then press the **Right Arrow key** to open up the category.
3. Use the Up, Down, Left, and Right Arrow keys to highlight the shape you would like to add. Press **Ctrl-Enter** to add it to your page. You can then use the arrow keys to move the new AutoShape around on the page, or use the mouse to size and reformat it.

## Adding a Blank Line before a Paragraph

You can quickly insert a completely blank line before a paragraph by selecting that paragraph and pressing **Ctrl + 0** (zero in the main typing area). Word inserts a blank line before the selected paragraph. This is the keyboard equivalent of using the Format/Paragraph command and inserting the number of points corresponding to the size of the current paragraph's font. Remember, **Ctrl + 0** acts as a toggle.

## File Dialog-Box Shortcuts

Once you have used the **File/Open** or **File/Save** command, your Office application opens a file manager dialog box. Here are some keyboard shortcuts you can use with this dialog box:

- ◆ **Alt + 1:** Move to the previously-opened folder
- ◆ **Alt + 2:** Go up one level in the folder hierarchy
- ◆ **Alt + 3:** Open a Web search window
- ◆ **Alt + 4:** Delete the selected file (**Delete key** does the same thing)
- ◆ **Alt + 5:** Create a new folder
- ◆ **Alt + 6:** Press repeatedly to cycle all views (thumbnail, details, etc.)
- ◆ **Alt + 7:** Display the Tools menu (**Alt+L** does the same thing)

## Drag Tabs without Incremental Movement

Use keyboard shortcut **Alt + Drag** to move tabs freely. Alternately, you can use both left and right mouse buttons simultaneously to move

around. With the cursor on the tab marker, you wish to move, first press right mouse button and hold, then left mouse button and hold and drag. When the tab marker is in the desired position, release. This technique also works on the indent markers as well as changing the margins in the ruler and in tables to freely resize columns. The measurements appear in the ruler and the annoying incremental movement is eliminated.

## Balancing the Columns' Length Equally

To balance columns, create a new document and define it to have two columns. Word will enter your text in the first column as you type. When there is no more room in the first column of the first page for your text, Word flows the text into the second column on the page. Unfortunately, what you end up with (depending on your text) may be a long first column and a very short second column. There is a way to balance out the text automatically, however, so that both columns are of approximately equal length. This trick use **Section Break** feature.

1. Click at the end of the last column you want to balance.
2. Use the **Insert>Break** command from the main menu. Word displays the **Break** dialog box. Choose the **Continuous** option (in the "**Section break types**" portion of dialog box), then click **OK**.

Word switches to **Print Layout** view (if you are in any other view) and display the columns adjusted now to approximately equal lengths. If you have Show/Hide toggled to show hidden text, you'll see a "Section Break (Continuous)" notation where you have inserted the break.

## Show Text Boundaries on the Page

In addition to showing the size of the left, right, top, and bottom margins, the text boundary feature can show you column margins -- a handy feature if you are preparing multi-column brochures or newsletters. Please note, boundaries are only displayed in Print Layout or Web Layout views (use the View command from the main menu to switch views). To see the text boundaries, follow these steps:

1. Choose **Tools>Options** from the main menu.
2. Click on the **View** tab.
3. In the "**Print and Web Layout options**" section, check the "**Text boundaries**" box and click **OK**.
4. Repeat above steps to turn the boundaries off.

## Adding Line Numbers and modify the formatting

To add line numbers to whole document or a selected part in your document, follow these steps:

1. Switch to **Print Layout** view (use the **View>Print layout** command or click on the Print Layout button, located at the left side of horizontal scrollbar)
2. Go to **File>Page Setup** to open the dialogue box (or double-click the grey-shaded area on the ruler either; left, right, top, bottom).

3. Select the **Layout** tab, and click on the **Line Numbers...** button. That brings up a dialog box with all the controls for line numbering except how to change the font.
4. Check **Add line numbering** and make other choices
5. Now, on the **Page Setup** dialog box, choose **Continuous** from the drop down menu under **Section/Section start**.
6. Click **OK** to finish.

### To format the line number, follow these steps:

1. Use the **Styles and Formatting** command. From the **Task Pane** at right, find **Line Number** in the "**Pick formatting to apply**" list. When you hover, your mouse over that style, Word displays a down-pointing arrow to the right of the style name.
2. Click that down-pointing arrow and choose the **Modify** option.
3. Click the **Format** button, and choose the **Font** option from menu.
4. Change the font properties and choose **OK** when you are done.

**Note:** You can make the font exceptionally large in Word, and you might think that would change the line spacing in the body of your document but it do not. Instead, it cut off the top and bottom of the line numbers, so choose a font that is the appropriate size.

### Quick Formatting in Word

In Word 2002, Microsoft added the ability to quickly turn a word bold or italic. To make a word bold as you type, simply start with an asterisk, type the word, and conclude with an asterisk. It will turn this **\*bold\*** to this **bold** by removing the asterisks. Likewise, to turn text italic, use underscores instead of asterisks. It will turn this *italic* to this *italic* by removing the underscores.

However, the feature is not turned on by default. To enable this automatic formatting feature, use the **Tools/AutoCorrect Options** command from the main menu. On the "**AutoFormat As You Type**" tab, check the "**\*Bold\* and \_italic\_ with real formatting**" option.

### Keeping Original Dates in Word

When you create new letters, you insert current date by pressing **Shift+Alt+D**, but when you open that letter after some days, the date is automatically updated. To preserve the original dates in your letters, use the **IncludeText** field.

To use this option, open a new blank document. On the **Insert** menu, select **Field...** and from the list of **Field names**, select **IncludeText**. At the top, enter the path and name of the file. Now, check the top option box, the one that says **Prevent fields from being updated**. Click **OK**, and the text is inserted without any fields being updated.

Alternately, selecting the date field and pressing **Ctrl+Shift+F9** will turn it into text so the date won't change each day. If you want to change all fields used in the document, press **Ctrl+A**, and then **Ctrl+Shift+F9**.

## Replace Missing Fonts in Word & Excel

If you open a document which contains fonts you don't have installed on your system, Word will substitute a local font by default. However, the font Word tries to use is often very different from the original. To choose your own substitution font, follow these steps:

1. Select **Tools>Options** then click the **Compatibility** tab.
2. Click the **Font Substitution** button.
3. On the left you'll see the missing font listed. Select the font you want to replace it with from the drop-down menu on the right.
4. Click **OK**, when you finish.

## Insert a Signature in Word using scanner

It's easier to insert your signature automatically. Here is an easy way to do that with just a few keystrokes and a Microsoft Word **AutoText** entry.

The first step is to scan your signature. Assuming you have a flatbed scanner, write your signature on a blank sheet of white paper and place the sheet on the scanner. Next, in Word 2000 or 2002, choose **Insert>Picture>From Scanner or Camera...** If the Cameras and Scanners add-in is installed, Word opens the Insert Picture from Scanner or Camera dialog box. You can then choose your scanner in the Device drop-down list and choose **Custom Insert** to open the scanner's driver. If the add-in is not installed, Word asks whether you want to install it. Either installs it or close the dialog box, then launch whatever program you usually use for scanning and open the driver from there.

Your scanner driver should let you set the type of scan, resolution, and size of the scanned image. Scan the signature in 1-bit mode—with every pixel assigned as black or white. The setting should be labeled with some variation of 1-bit, black and white, text, or line drawing. Avoid any setting like black-and-white photo, which indicates a gray-scale mode rather than true black and white.

If you print from a laser or an ink jet printer that offers resolution in multiples of 300 dots per inch (dpi), set the resolution to 300 dpi. If you print from an inkjet printer that uses multiples of 360 dpi, use 360 dpi. If the option is available, zoom in on just the signature. (If you're using a fine-point pen or have a light touch, gaps in the scanned pen strokes may be harder to fix. If so, try another sample of your signature, pressing harder or using a felt-tip pen if necessary.)

Once you're satisfied with the image on-screen, choose the scan command and close the driver. If you started the scan from Word, the scanned signature is inserted in your document. If you scanned from another program, such as Microsoft Paint or Adobe Photoshop, the signature should be inserted in a canvas. Save the scan in an uncompressed bitmap format, such as TIFF or BMP. You can also crop or tweak the signature if needed. Then use Word's **Insert> Picture>From File** command to place the signature into the document.

In Word, select the signature and choose **Format>Picture>Layout** tab, and make sure the **Wrapping Style** is set to **In line with Text**. This tells Word to treat the graphic as if it were a large text character in a line. If there are no characters before it in the line, it will show up on the left side of the page.

Once you're happy with the scanned image, set it up as an AutoText entry. First, select the signature in the document. Then choose **Insert>AutoText>New** and enter an abbreviation such as **sign**. Whenever you want to enter the signature, simply type **sign** and then **F3**. The signature (or the signature block) will appear in your document.

Note that if you use Word's **Letter Wizard** or one of its default letter templates to create your letter, you may find that you can't move your cursor to the space between "Sincerely" (or an equivalent phrase) and your typed name. This happens because the typed name paragraph and the "Sincerely" paragraph are formatted to insert 50 points of white space between them. One simple way to insert the graphic in that space is to select both paragraphs, choose **Format> Paragraph**, then the **Line Spacing** tab, and set the spacing to **0** before and after. Then move the cursor to the beginning of the second line and add space with paragraph returns. Now you can add the signature on one of the inserted lines.

## Styles and their Use

Correctly using styles in Microsoft Word is the best way to create consistent, well-formatted documents. Paragraphs play different roles in our documents. We use different kinds of paragraphs (such as a title, headings, sub headings, or picture captions) to help readers make sense of our documents. Typically, we want to format each kind of paragraph consistently. For example, we may want all the ordinary body text in a smaller lighter font, but the title in a larger, heavier font. Alternatively, we might need a lot of vertical space before all the major headings, but none before picture captions.

In Word, a style is a **collection of formatting instructions**. You use styles to format the paragraphs in your document. Therefore, you would use the "Title" style for your title, "Body Text" style for body text, "Caption" style for the picture captions, and "Heading 1" for the major headings.

## How do the Styles work in a new document?

When you create a new document, Word bases your new document on a template. Templates are not documents; they are special files that are the basis for new documents. Templates have a .dot extension on their names. If you do not specify a particular template when creating a new document (or if you use "Blank Document"), your new document is based on the normal.dot template.

When a document is born, it inherits the styles that exist in its parent template. From that moment on, the document's styles have no

relationship with its parent template. There are only three ways, in which the document and its template can change one another's styles.

- The document can change a style in its template if, in the **Modify Style** dialog box, the **Add to Template** option is turned on.
- The template can change the document's styles. To do that, on the **Tools** menu, choose **Templates and Add-Ins** and turn on **Automatically Update Document Styles**.

**Note:** After you have used the **Automatically Update Document Styles** box, go back and turn it off. Do not leave that box turned on while you are working!

- You can copy styles from the document to its template, or vice versa. On the **Tools** menu, click **Templates and Add-Ins** and then click **Organizer**.

## How to display a list of all the Styles

Word comes with dozens of built in styles. By default, Word only shows you a few of them. To use all the styles, you need to see a full list. In Word 2002, to display a list of all the styles follow these steps:

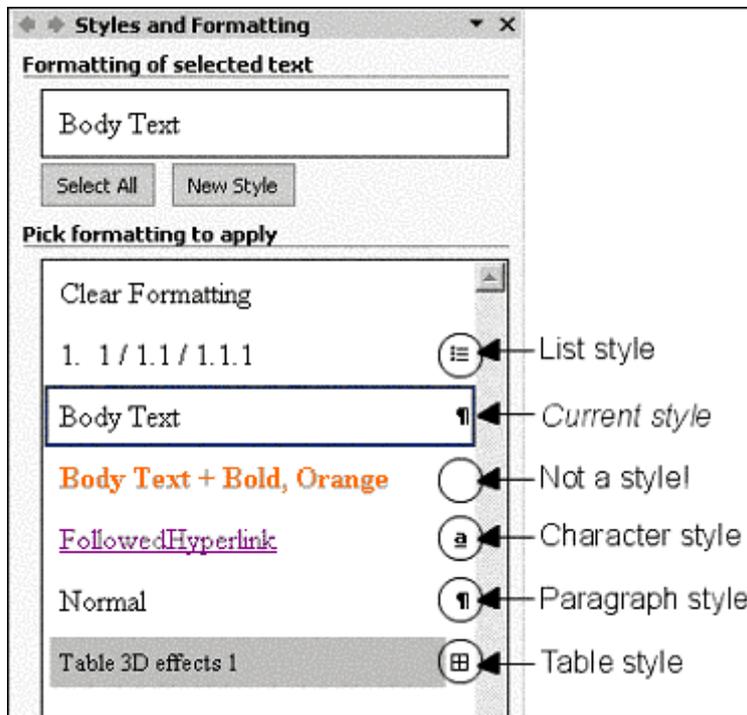
1. On the **Format menu**, click **Styles and Formatting**. Word will display the **Styles and Formatting** task pane.
2. In the **Show** box, select **Custom**.
3. In the **Format Settings** dialog box, under **Styles**, click **Show All** and then click **OK**. Now, in the **Show** box, choose **All Styles**.

## List of Styles and Symbols like ¶

When Word shows you the list of styles, you will see an icon next to the name of each style. The icons show you what type of style it is. In Word, there are four kinds of styles.

- **Paragraph styles** are the most important styles. They are called paragraph styles because when you use a paragraph style, Word formats a whole paragraph of text at a time. Word identifies paragraph styles with the paragraph symbol, ¶.
- **Character styles** are used to format a few characters within a paragraph. Word identifies them with an **a** sign.
- **Table styles** and **List styles** are used only in Word 2002. Word identifies them with tables and list symbols.

In Word 2002, in the **Styles and Formatting** task pane, you may see entries without a symbol. They are not styles! Entries without a symbol have names like "Body Text + Bold" or "Heading 1 + Orange". These are combinations of a style and direct formatting that you have used in your document. Word has not created new styles in your document (Figure 1).

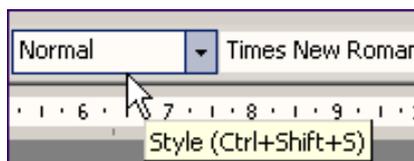


**Figure 1:** Word 2002 lists your styles in the Styles and Formatting task pane. If an entry in the Styles and Formatting task pane's list of styles does not have an icon, it's not a style.

## Paragraph Styles

Paragraph styles are the most commonly used styles in Word. There are two steps in using paragraph styles.

1. First, tell Word what role your paragraph plays in your document. To do this, click the **Style** box (it is on the **Formatting** toolbar, one of the toolbars of icons at the top of the screen), then click the name of a style (Figure 2). This tells Word whether this paragraph is the title, body text, a heading, a caption, or a paragraph with another function.



**Figure 2:** To apply a style, locate the Style box on the Formatting toolbar. Click the arrow in the box to choose the style to apply.

2. Second, tell Word how you want this style formatted. For example, as a default, Word sets Heading 1 as Arial, 16pt, Bold. Let us say you would prefer your major headings to be Verdana, 20pt, Blue. Do not format the text directly. Instead, change the format of the style. This will modify the style.

## Modify a Style

- In Word 2002, on the **Format** menu, click **Styles and Formatting**. Word will display the **Styles and Formatting** task pane. Right click the name of the style, and choose **Modify**.
- In earlier versions of Word, on the **Format** menu, click **Style**, and then click **Modify**.

## Three Ways to know about an Applied Style

There are three ways to tell what style you have applied to a paragraph.

### 1. Look on the Formatting toolbar

The **Style** box on the **Formatting** toolbar displays the style name of the current paragraph (Figure 3).



**Figure 3:** The Style box on the Formatting toolbar.

### 2. Use the Styles and Formatting Task Pane

In Word 2002, on the **Format** menu, click **Styles and Formatting**. The **Styles and Formatting** task pane highlights the style name of the current paragraph.

### 3. Use the Style Area of Normal View

This view lets you see the paragraph styles of your entire document at once. On the **Tools** menu, click **Options**, and then click the **View** Tab. In the **Outline and Normal options** section, in the **Style area width** box, enter 2.5cm or 1". Click **OK**. Now, on the **View** menu, click **Normal**.

## Advantages of Modifying a Style

Modifying a style saves you time and allows you to format your documents consistently.

### \* Save time when you create your document

Using styles is the quickest way to format a document. Modifying a style takes about the same number of mouse clicks or keyboard strokes as directly formatting one paragraph. It then takes just two mouse clicks to apply the style to other paragraphs: click the **Style** box, then click the name of your style. (It is even quicker if you use a built-in shortcut for the style, have defined your own keyboard shortcut for the style, or put a button on a toolbar for the style.)

### \* Save time when you edit your document

If you modify a style, you instantly change the formatting of all the text in that style—no matter how big your document. If your Heading 1 style is blue, and you modify the Heading 1 style to be green, then *all* your Heading 1 paragraphs instantly become green.

This gives you powerful control over your document. If your document needs a more open look, modify the Body Text style to give a little more space after each body text paragraph. If you want your main headings to stand out more, modify the Heading 1 style to use a bigger font, with a bit more space before the paragraph. Using styles makes experimenting easy. If you modify a style and you do not like the effect, on the **Edit** menu, click **Undo**.

When you use the built-in heading styles, you also get to use **Outline View**, which can help you structure your document, and save hours.

### \* **Ensure Consistency**

Using styles ensures consistency. For example, by using styles, you can be certain that all your headings have the same amount of space before them. You do not need to check every heading to be sure.

### \* **Save space and time when you create a Web page**

If you use Word to create a page for the Web, the HTML code records the style name for each paragraph. If you format each paragraph directly, the HTML code also records each individual part of the direct formatting for each paragraph: the font, size, weight, alignment, indents.

The extra formatting information can easily double the size of your file—so it doubles the time it takes your readers to download and view the document. Go easy on your readers by using styles to format documents for the Web!

Your styles stay with your document, even if you send the document to someone else who uses different styles. However, on the **Tools** menu, in **Templates and Add-Ins**, make sure you have not turned on the **Automatically update document styles** box. If this box is turned on, your styles may be overridden.

## **Creating New Styles**

In Word 2002, on the **Format** menu, click **Styles and Formatting**. In the Styles and Formatting task pane, click **New Style**. In earlier versions of Word, on the **Format** menu, click **Style**, and then click **New**.

## **Save your Modified Styles for future use**

If you are modifying a style, and you want to save that modification to the template on which your document is based, in the **Modify Style** dialog box, in the **Formatting** section, click the **Add to template** box. However, if you want to copy all the styles in your document to a template, the easiest way is this.

1. On the **Tools** menu, click **Templates and Add-Ins**. Click **Organizer**. This dialog box lists all the styles in your document on one side and normal.dot on the other.
2. If your document is *not* based on normal.dot, click **Close File** and then **Open File** to open your template.
3. In the list of styles in your documents, press **CTRL+click** to highlight the styles listed for your document.
4. Click **Copy** to copy them to the template.

Now, you will need to save the template file. To do that, hold down **Shift**, and click the **File** menu, then **Save All**.

## Save your Modified Styles using "Save As"

You can save any of your style as a template. On the **File** menu, click **Save As**. In the **Files of Type** box, choose **Document Template**. Give your template a name and click **OK**.

You can delete all the text, and your styles will still be intact. On the other hand, if you use a standard layout, you could leave the major headings, for example, in the template. When you come to create next month's report, base the new document on your template. To base a new document on a template:

- In Word 2002, on the **File** menu, choose **New**. Click **General Templates**, and then click the name of your template.
- In earlier versions of Word, on the **File** menu, choose **New**, and then click the name of your template.

## Bonus Tips for using Styles

- ◆ To create vertical space between paragraphs, modify your styles to specify space before or space after the paragraph. Press **Enter** only to indicate the end of a paragraph. **Enter** is not the "I'd like some more space here" key.
- ◆ If you are using Adobe Acrobat to create a PDF file from your Word document, use styles to determine what clickable Bookmarks appear in the PDF file.
- ◆ To print a double-spaced draft of your document, temporarily modify the Body Text style to be double-spaced.
- ◆ Apply the List Bullet styles to apply bullets. This is more stable and more controllable than using the **Bullets and Numbering** dialog box on the **Format** menu.
- ◆ Use styles to control all automatic numbering.

## Add Fake Text to a Word Document

Here's a handy function you can use whenever you need to fill a page with fake text—for example, to demonstrate a feature in Word or to work with page layout and design.

In a Word document, type **=rand(4,5)** and then press **ENTER**.

The numbers (4) in above parentheses correspond to the number of paragraphs and the number (5) of sentences per paragraph. You can change the numbers in parentheses to put more or less text on the page. Or if you want one long paragraph, just place one number in the parentheses, which will designate the number of sentences that should appear in the paragraph.

**Note:** This command will repeat the sentence; ***The quick brown fox jumps over the lazy dog.*** -- a global sentence which includes

all English characters i.e abcd at least once. Good for typing exercise and speed-building.

## Urdu writing in Word XP

You can also include Urdu (اردو) text (Right-to-Left) in your Word documents. However, you can only use this feature if support for a right-to-left language is enabled. Here is how you can enable this feature:

1. On the Microsoft Windows **Start** menu, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Office XP Language Settings**.
2. Click the **Enabled Languages** tab.
3. In the **Available languages** box, select the language you want to enable.
4. Click **Add**.

If any Microsoft Office programs are running, the Language Settings tool notifies you and automatically closes the programs. The features for the language you enabled appear the next time you start an Office program.

**Note:** If you see **(limited support)** next to a language in the **Available languages** box, you may need to install additional system support for the language. The available support depends on your operating system. You can install additional system support for the language from the Office CD (your main installation source).

## Use a keyboard layout for a specific language

You can use specialized keyboard layouts to type in specific languages. If you have more than one keyboard layout installed, you can switch between them.

## To install keyboard layouts for specific languages:

1. On the Microsoft Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Do one of the following:

### If the Text Services icon is available

1. Double-click the **Text Services** icon, and click the **Settings** tab.
2. Under **Installed Services**, click **Add**.
3. In the **Input Language** box, click the language you want, and then click **OK**.

The keyboard language you selected appears in the **Installed Service** box.

4. If you want to be able to switch keyboard layouts by using the **Language** bar, click **Language Bar** under **Preferences**, and then select the **Show the Language bar on the desktop** check box.

## If the Text Services icon is not available

1. Double-click the **Keyboard** icon.
2. Do one of the following:
  - If you are running Microsoft Windows 98 or Microsoft Windows Millennium Edition, click the **Language** tab.
  - If you are running Microsoft Windows NT version 4.0 or Microsoft Windows 2000, click the **Input Locales** tab.
3. Click **Add**.
4. Do one of the following:
  - If you are running Windows 98 or Windows Me, click the language you want in the **Language** list, and then click **OK**.
  - If you are running Windows NT 4.0 or Windows 2000, click the language you want in the **Input locale** list, and then click **OK**.
5. If you want to be able to switch keyboard layouts by using the Windows taskbar, make sure the **Enable indicator on taskbar** check box is selected.

## Switch keyboard layouts, do one of the following:

### If the Language bar is visible

- On the Language bar, click the keyboard layout indicator, and then click the layout you want. The letters on the indicator change to reflect the language of the keyboard.

### If the Language bar is not visible

- On the Microsoft Windows taskbar, click the keyboard layout indicator, and then click the layout you want. The letters on the indicator change to reflect the language of the keyboard.

#### **Note:**

To type East Asian text, you must be using an Input Method Editor (IME) IME is a program that enters East Asian text (Traditional Chinese, Simplified Chinese, Japanese, or Korean) into programs by converting keystrokes into complex East Asian characters. The IME is treated as an alternate type of keyboard layout.

## Having Word Not Display URL's in Underline

To have it remove currently underlined links, simply press **Ctrl + A** to highlight all the text. Then **Ctrl + 6** to remove the underlines. Normally when you enter a URL or E-Mail Address in Word, it shows in Underline. To turn this feature off:

1. Go to **Tools / AutoCorrect / AutoFormat As You Type**
2. Uncheck **Internet and network paths with hyperlinks**

**Note:** This will not change the display of previously entered links or e-mail addresses

## Reducing the File Size of Word Documents

To reduce the file size, follow these steps:

1. Choose **Tools/Options...**
2. Open the **Save** tab
3. Uncheck **Allow Fast Saves**

"Allow Fast Saves" feature makes Word rewrite the entire document file from scratch each time it is saved. If you have made documents using MS Word and you make many formatting changes for the paragraph, fonts, page etc., you will see your file size gets bigger. Microsoft Word saves files by blocking, so any change you made for your document it will create a new block with the new formatting and disappear the old block without deleting it from the file. You can solve this problem by doing this:

Open your file, select **File/Save As**, and give your file a new name, it will save only the active blocks without the old ones. If you compare the two files, you will see a prominent difference in size.

## Quick Tables in Word

Commonly there are three ways to create a table in Word:

1. Use the **Insert Table** button on the standard toolbar
2. Use Table Dialog Box; **Table >Insert Table** from the main menu
3. Choose **View >Toolbars**, open the **Tables and Borders** toolbar, and use that toolbar's **Insert Table** button or the "pencil" button to draw a table

There's a fourth method as well, and it uses Word's AutoFormatting feature. Type a **plus sign**, one or more **hyphens**, and another **plus sign** to insert a single cell into a Word document. The more hyphens you type between the plus signs, the wider the cell will be. You can type a string of plus signs and hyphens then press Enter to create a multi-column table row. For example: **+-----+-----+-----+-----+** will create a row with two equal-sized cells and a third cell that is approximately twice as wide as the first two.

To add multiple rows, create the first row, then held down the Tab key and moved through all the cells in the first row. When the cursor is in the last cell of the row, pressing Tab again adds a new row. Keep pressed the Tab key until Word created as many rows as you wanted.

## Word: Adjusting Superscripts and Subscripts

When you need a superscript or subscript, you simply apply font properties to the selected text. However, so often you need to tweak the

position of that text relative to the baseline of the other text. You can do this relatively easily. Here's how:

1. Choose **Format>Font** from main menu to open Font dialog box.
2. Select the **Character Spacing** tab.
3. Find the **Position** option and choose either "Raised" or "Lowered." In the "By" box, enter the number of points for the adjustment.

**Note:** You aren't restricted to whole numbers where the "By" value is concerned. You can enter a value with one digit to the right of the decimal point. However, the actual value stored by Word may change. For instance, if you enter 1.5 pt, the value stuck, but entering 1.6 pt didn't; Word used 1.5 pt instead.

## Center your Document Title Vertically

There is an easier and smarter way to center your text vertically.

1. Move to the first page and type your document title. **Press Alt + Enter** to insert a page break so that only your title appears on the first page. Word moves you to the top of the following page.
2. Move back to the title page and select your title text.
3. Choose **File/Page Setup** from the main menu. (If the horizontal ruler bar is displayed, you can double-click the shaded area to the left or right of the bar to open the Page Setup dialog box. If the vertical ruler bar is displayed, you can double-click the shaded area above or below that ruler as well.)
4. Choose the **Layout** tab in the dialog box.
5. In the **Page** section, choose the **Center** option from the drop-down list for the "**Vertical alignment**" field.
6. In the **Preview** section, choose "**Selected text**" in the "**Apply to**" drop-down menu.
7. Click **OK** to return to your document.

If for some reason, this impacts the pages after your title page (text on the second page and beyond are now also centered vertically), move to the first improperly formatted page (typically this is page 2), move to the top of that page, open the **Page Setup** dialog box again, and choose **Top** option from the drop-down list for the "**Vertical alignment**" field and "**From this point forward**" for the "**Apply to**" option. This will cause the alignment to return to the "normal" alignment beginning with the second page.

*Continued...*

## Urdu Keyboard Layout

|               |   |   |   |   |    |   |   |   |   |   |   |   |   |   |
|---------------|---|---|---|---|----|---|---|---|---|---|---|---|---|---|
| <b>Caps</b>   | ~ | ! | @ | # | \$ | % | ^ | ط | * | ) | ( | _ | + |   |
| <b>Normal</b> | ` | 1 | 2 | 3 | 4  | 5 | 6 | 7 | 8 | 9 | 0 | - | = | \ |

|               |   |   |   |   |   |   |   |   |   |   |   |   |
|---------------|---|---|---|---|---|---|---|---|---|---|---|---|
| <b>Caps</b>   | Q | W | E | R | T | Y | U | I | O | P | [ | ] |
| <b>Normal</b> | ظ | ض | ذ | ڈ | ث | ّ | ٲ | - | چ | خ | } | { |
| <b>Caps</b>   | ط | ص | ھ | د | ٹ | پ | ت | ب | ج | ح | [ | ] |

|               |   |   |   |   |   |   |   |   |   |   |   |
|---------------|---|---|---|---|---|---|---|---|---|---|---|
| <b>Caps</b>   | A | S | D | F | G | H | J | K | L | ; | ` |
| <b>Normal</b> | ژ | ز | ڑ | ں | ؎ | ء | آ | گ | ي | : | " |
| <b>Caps</b>   | م | و | ر | ن | ل | ہ | ا | ک | ی | ؛ | ' |

|               |   |   |    |   |   |   |   |   |   |   |
|---------------|---|---|----|---|---|---|---|---|---|---|
| <b>Caps</b>   | Z | X | C  | V | B | N | M | , | . | / |
| <b>Normal</b> | - | - | ئے | - | ؤ | ئ | - | < | > | ؟ |
| <b>Caps</b>   | ق | ف | ے  | س | ش | غ | ع | ، | - | / |

