

Practical Stuff in Word

by Dick Evans

It is all about choice. There are two ways to work with a computer to get the job done. You can think as a task that has to be done-- it is as if the computer is the boss and you work for it. Or you can look at it from the other side. The computer works for you and helps you do your job better. By using it you are more efficient.

You choose. You can learn how to make that happen or you can choose it to be an evil thing that you have to use. Let's explore some ways to kick the experience up a notch.

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Copying from the Internet

When you copy text from the Internet, you often end up with much more than you were looking for. Images and tables appear all over the place making it very hard to make sense of it all.

1. Open Word



2. Open Internet Explorer, and then open the RIC Home Page (www.ric.edu), and then choose **Online Services**

[RIC > Technology](#)

ONLINE SERVICES

3. Select **ONLINE SERVICES**

Library Services and Resources



James P. Adams Library

Access full text resources and library online services.

Page last updated: Tuesday, February 6, 2007

4. Scroll to the bottom of the page, hold down the Shift key, and then click just above "Page last updated:" This is the Shift-Click method of selecting data. Place the insertion point where the selection is to start by clicking or by selecting the first word or more, locate the last item you want included in the overall selection, and then click one just after it. Everything from the first entry to the end is selected.
5. **Right-click > Copy** or Ctrl+C to copy the selected data from the Web page to the Windows clipboard.

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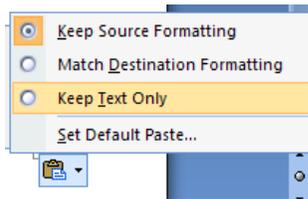


6. Switch to the empty Word document window, and then paste what you copied to the clipboard. **Right-click > Paste**, Ctrl+V, or Home > Clipboard > Paste

7. Everything copied—the text we want, the pictures, the tables, the colors, and the links. All we want is the text. We do not want to override our formatting with whatever the Web page was using. If we want the pictures, we can copy them in one at a time in the format desired.



8. Notice the Smart Tag in the lower right corner of the pasted data. Mouse over it to reveal the purpose and expose the arrow



9. Click the arrow and select **Keep Text Only**

Online Services

[RiConnect](#)

For Students and Faculty

Secure web transactions for faculty and staff. Students can register for [classes](#), add/drop courses, print class schedule, check bills and financial aid.

All Web page formatting and pictures are removed and pure text remains. An alternate way of accomplishing this is to paste the data into Windows Notepad, then copy/paste to the Word document.

Cleaning it Up

Online Services¶

[RiConnect](#)¶

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Secure web transactions for faculty and staff. Students can register for [classes](#), add/drop courses, print class schedule, check bills and financial aid.¶

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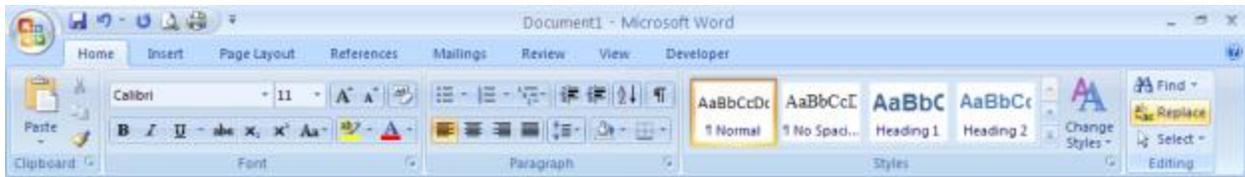
Web-Mail¶

Web-Mail¶

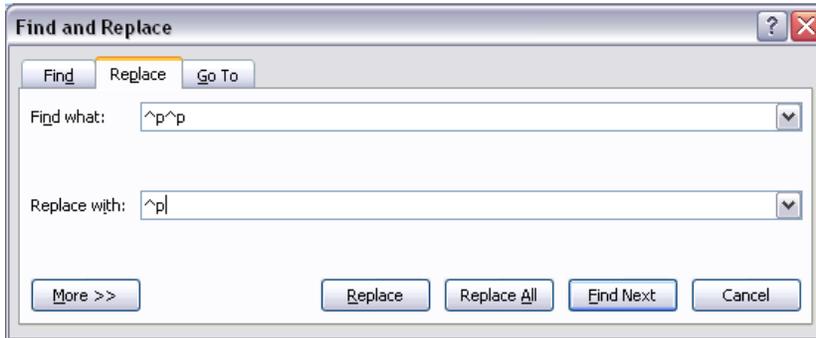
[For faculty, staff, and students to access their email via the Internet.](#)¶

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Now we have this messy document. We can go through it one line at a time cleaning up the excess paragraph breaks, or we can let Word do it for us by taking advantage of Find/Replace



1. Home > Editing > Replace or Ctrl+H



2. The paragraph mark is entered as ^p (shift 6 followed by a lower case p). This can be accessed by clicking More>> and selecting it or a number of other special characters.

This will take every place where there are two paragraph marks and remove one of them. Click Replace All as many times as necessary to remove all the duplicates—until there are 0 changes.

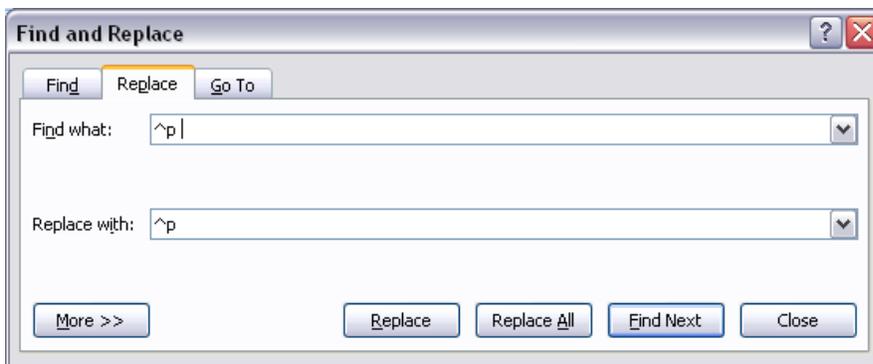
For Students and Faculty

Secure web transactions for faculty and staff. Students can register for classes, add/drop courses, print class schedule, check bills and financial aid.

Web-Mail

Web-Mail

3. Notice the extra space in front of the first word in some of the lines?



4. Replace ^p space with just the ^p mark to remove them

For Students and Faculty

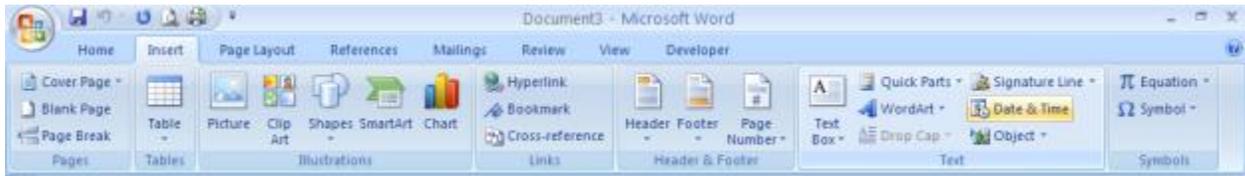
Secure web transactions for faculty and staff. Students can register for classes, add/drop courses, print class schedule, check bills and financial aid.

Web Mail

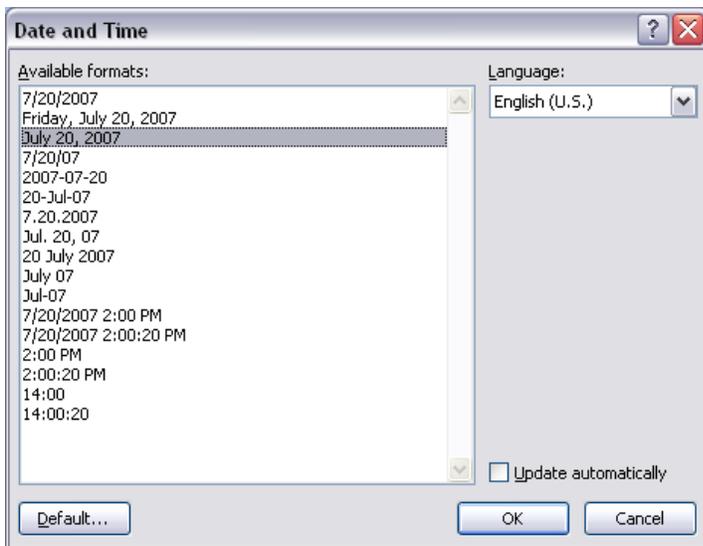
Web Mail

The data has been cleaned up and ready to me formatted for the new document.

Entering Today's Date



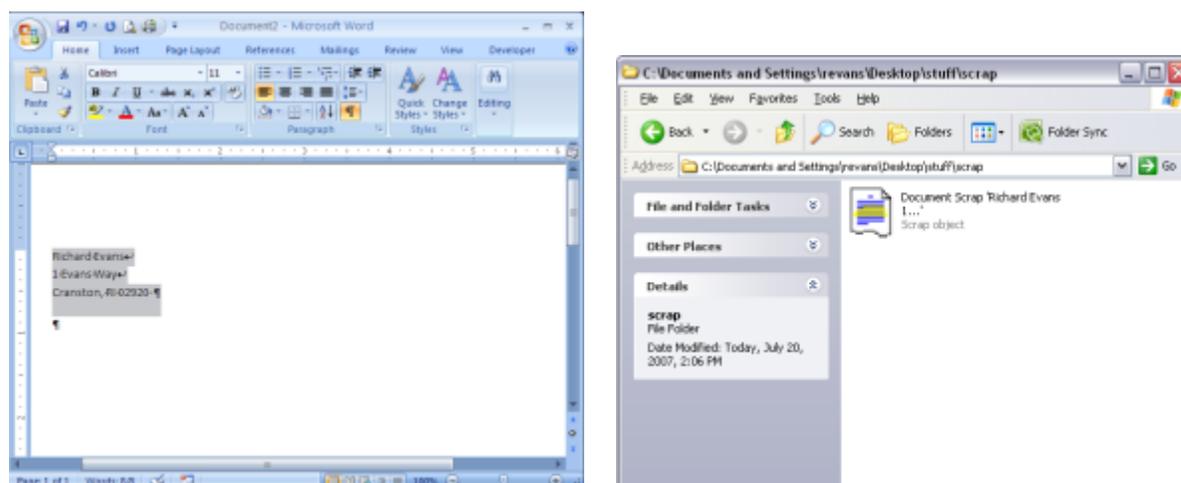
1. Home > Text > Date & Time



- This opens the Date and Time dialog box. The current default format is selected. Click OK to insert the date in this format. To use another format, select it, and then click OK. The default format is not changed. To change the default format, select the desired format, and then click Default. Checking the Update automatically check box formats the date in the document so it always displays the current system date. If you open the document tomorrow, it will display tomorrow's date.

An easier approach to most date insertions is to type **Shift+Alt+D**; and the current system date in the default format is inserted.

Document Scrap



1. Select and drag a portion of a document to the desktop or into a folder and Document Scrap is created.

This "scrap" can then be inserted into any other document by simply dragging it into the document. This is great for name and address block, closings with signatures, and other places where the same information is used over and over again.

Email Cleanup

One of my pet peeves is getting email from someone else that has been forwarded from a forward from a forward and so on – If it is good enough to send me, then it is good enough to be cleaned up before it is sent

A little Copy/Paste magic instead of the Forward button will fix this email right up.

1. Using Find/Replace the barely readable document is converted to a formatted Word document that can then be copy/pasted back to email to be sent—you can even send it from Word if you are using Outlook or Outlook Express.

Those that get the email message from you will really appreciate the new format. I know I would.

>>>On the Insert tab, the galleries include items that are designed to coordinate with ¶
 >>>the overall look of your document. ¶
 >>>You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document ¶
 >>>building blocks. When you create pictures, charts, or diagrams, ¶
 >>>they also coordinate with your current document look. ¶
 >>>¶
 >>>You can easily change the formatting of ¶
 >>>selected text in the document text by choosing a look for the selected ¶
 >>>text from the Quick Styles gallery on the Home tab. You can also format ¶
 >>>text directly by using the other controls on the Home tab. ¶
 >>>Most controls offer a choice of using the look from the current theme or using a format that you
 >>>specify directly. ¶

2. It comes in looking something like this—all those >>> and paragraph marks in the middle of sentences.

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>>>specify directly. ¶
```

3. Using a little known feature, select the first three items in each line by holding down the **Alt key and drag down** with the mouse to select just the left three columns of characters. After selected, press **Delete** to remove them.

```
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directly. ¶
```

4. Using Replace (Ctrl+H), change the double paragraph marks to %%. Then change the single paragraph marks to a space. Finish by changing the %% back to two paragraph marks.

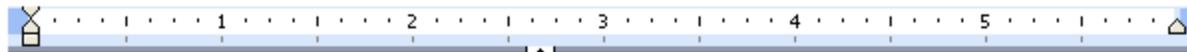
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document-building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

The text is cleaned up and ready to copy/paste back to email and send out.

Hiding White Space

In addition to white space on the left and right of every page while you are in the Print View, there is white space between pages at the top and bottom. One of the things many like about Normal View is the absence of white space.



A Personal Observation about Technology and a Garage Sale!

By [REDACTED] 6-2-2004

Last week my wife and I had an old fashioned garage sale. During the sale we noticed a guy spending a lot of time near our used book table. He was quickly turning over each book and passing his Motorola phone over the bar code on the back of each book, then looking at the readout, punching a

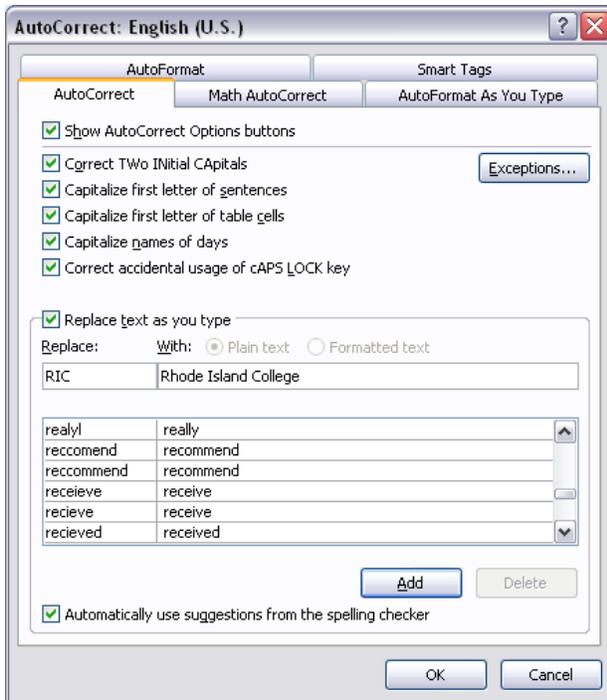


1. With Toggle White Space you can still have the left and right margins to use for selection and eliminate the top and bottom white space. Mouse to the line between the paragraphs until the pointer changes to a double box with arrows. If the white space is gone, click to bring it back. If the white space is present, click to hide it.

Using AutoCorrect for other purposes

AutoCorrect does a great job fixing your typing while you type, but it can do a lot more if you take the time to set it up.

2. **Office > Word Options > Proofing > AutoCorrect Options...**



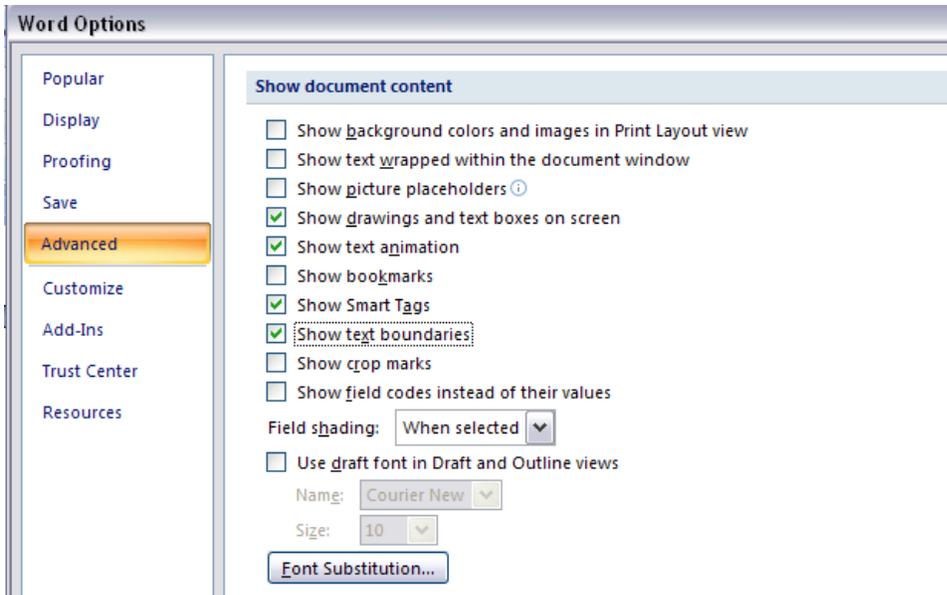
The screen shot shows how I have associated the typing of RIC with the spelled out version. When I type RIC, Word changes it to Rhode Island College as soon as I press the space bar, any punctuation, or the Enter key.

I make up my own abbreviations and have Word substitute words or phrases that I use on a regular basis, such as MX for Microsoft.

While this screen is open, look at the other Word options that can be changed.

Turn on Text Boundaries

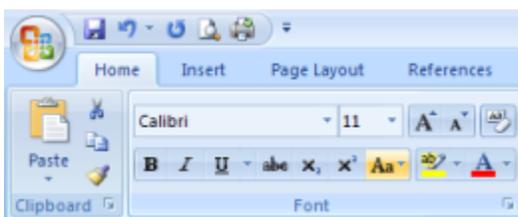
While you are in the Word Options dialog box, look at some of the other features you can turn off or on.



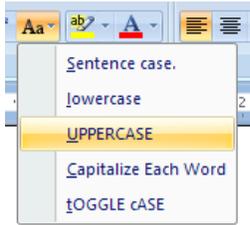
"Show text boundaries" displays the workspace by drawing boundaries between the defined margins and the text area. WordPerfect has always had this feature on by default. Try it.



Changing Case



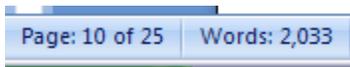
1. Home > Font > Change Case



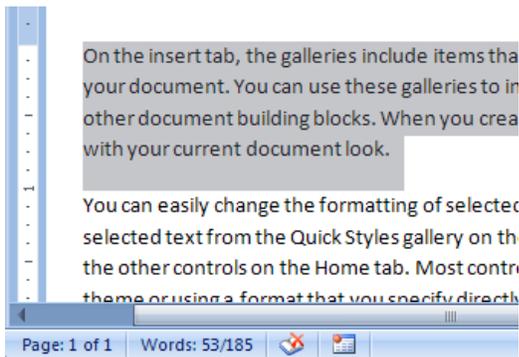
Select the desired format and the selected text in the document will be changed. A quicker method is to use **Shift+F3**. This toggles through the following formats:

1. UPPER
2. Lower
3. Sentence case

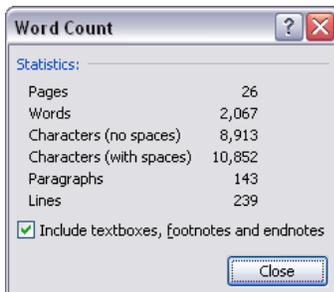
Counting Words



Word count is available on the Status Bar. It always shows the number of words in the document. If text is selected, it shows the count for the selection and the total.



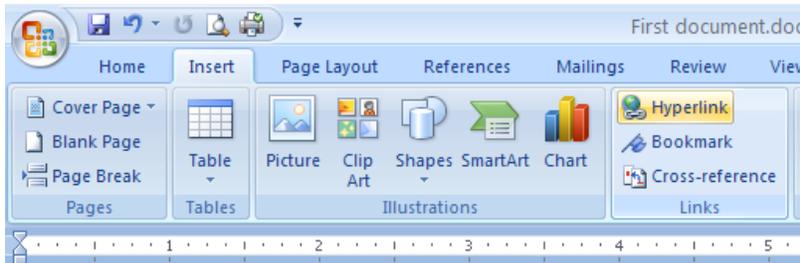
1. In the Status Bar, click **Words**



2. The Word Count dialog box displays. Click **Close**.

Linking Documents

All text does not have to appear in one document. This is useful when you are sending someone documents that are to be read on screen.



First document

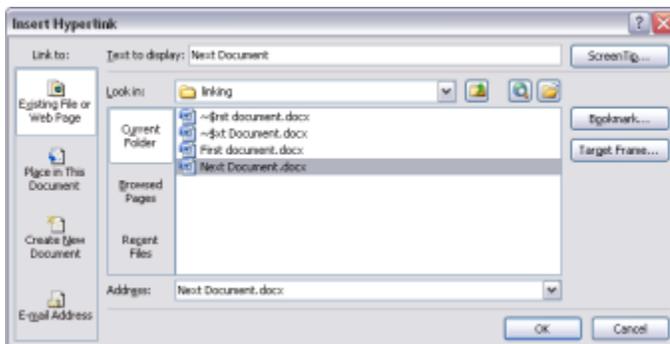
On the Insert tab, the galleries include items that are designed to coordinate with headers, footers, lists, cover pages, and other document building blocks. When you document look.

You can easily change the formatting of selected text in the document text by choosing the font and paragraph options on the Home tab. You can also format text directly by using the other controls on the Home tab. Most format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Design tab, or use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Style Set gallery change the look of your document to the original contained in your current template.

Next Document

Select the text to be linked to another document, then insert > Links > Hyperlink



Select the Next Document, and then click OK

To change the overall look of your document, choose new 1
the Change Cur file:///C:/Documents and Settings/revans/Desktop/stuff/linking/ both the The
look of your do Next Document.docx in your curr

[Next Document](#)

Mouse over the link, Ctrl+Click to open the Next Document

Next Document

On the Insert tab, the galleries include items:
headers, footers, lists, cover pages, and othe

When you create pictures, charts, or diagram
document text by choosing a look for the selk

Return to First Document

Links can also be out to Web sites and documents created in other applications such as Excel workbooks.

Image Capture on a Budget

Use the Print Screen button on the keyboard to capture an image and MS Paint to save it as an image file for insertion into a document

When attempting to use a picture from a Web page, Copy/Paste does not always work . Screen Print is part of the operating system. It captures the entire content of the screen to the Windows clipboard. Alt+ Print Screen captures the current window rather than the entire screen. Resize the window to just fit the image to be captured to make the image easier to crop in the document.

3. Open Word



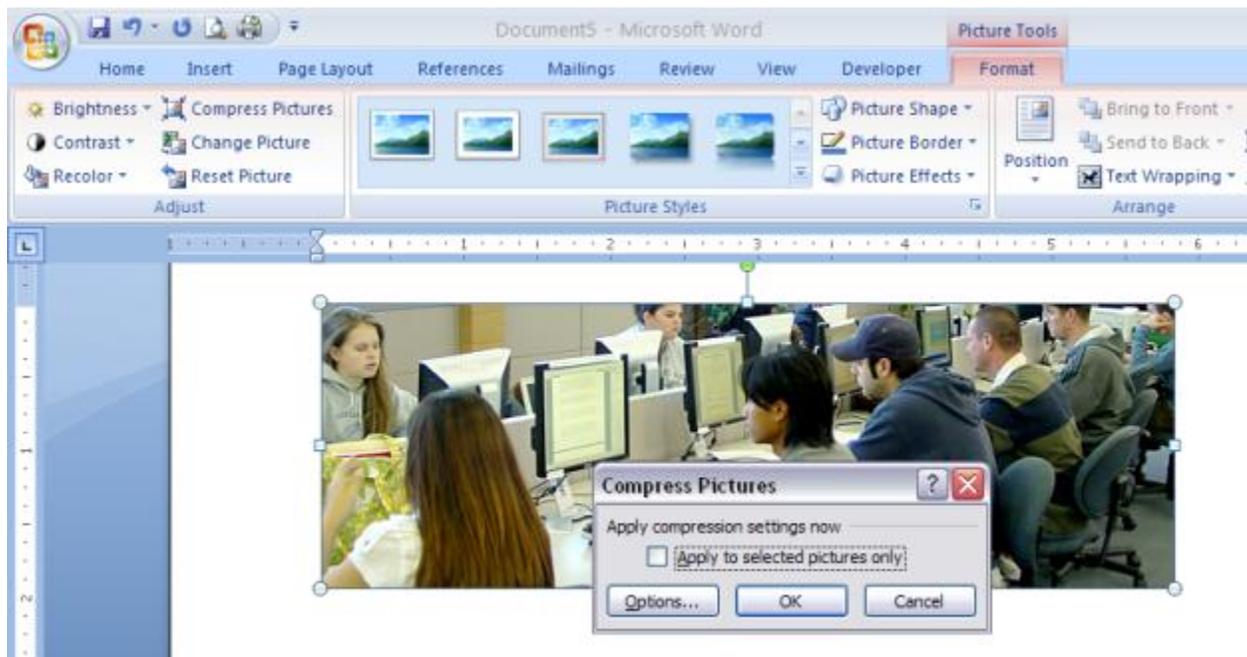
4. Open the Rhode Island College home page, resize the screen to just show the picture to be captured, and then press **Alt+Print Screen**
5. Switch to the Word document, and then **paste** the screen print to the document



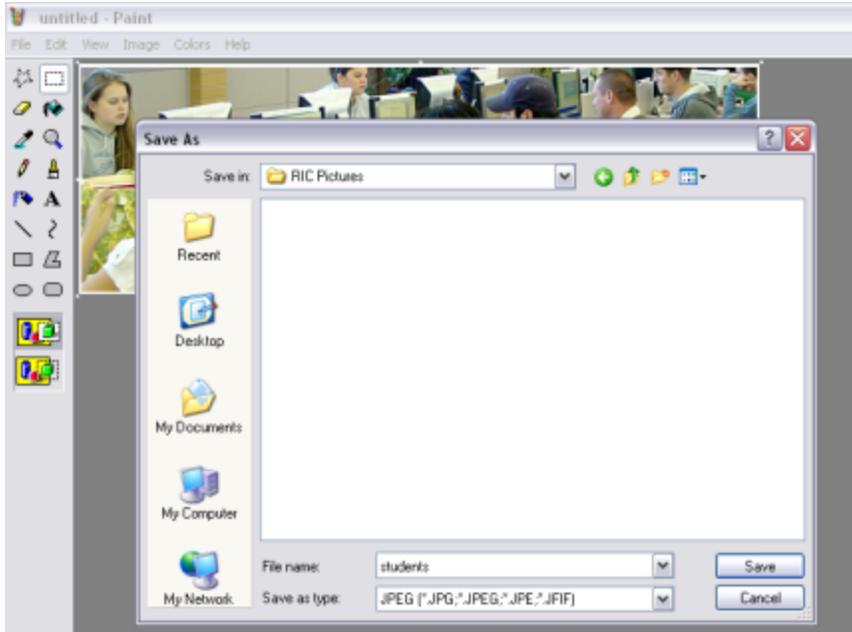
6. Double-click the picture, then **Format > Size > Crop** to display the cropping bars on the edges of the pasted image. Drag the bars in to remove the undesired portions.



7. Click outside the picture to finish the crop



8. With the picture selected, click **Format > Adjust > Compress Pictures**. At the Compress Pictures dialog box, click **OK**. The picture and all other pictures in the document are compressed to take less room in the document. The cropped areas are removed.



9. If you want to save this picture to use in another document, copy/paste it into MSPaint. In MSPaint, File > Save As, select the image format desired (Save as type: JPG) and the location to save it, give it a name, and then click Save.