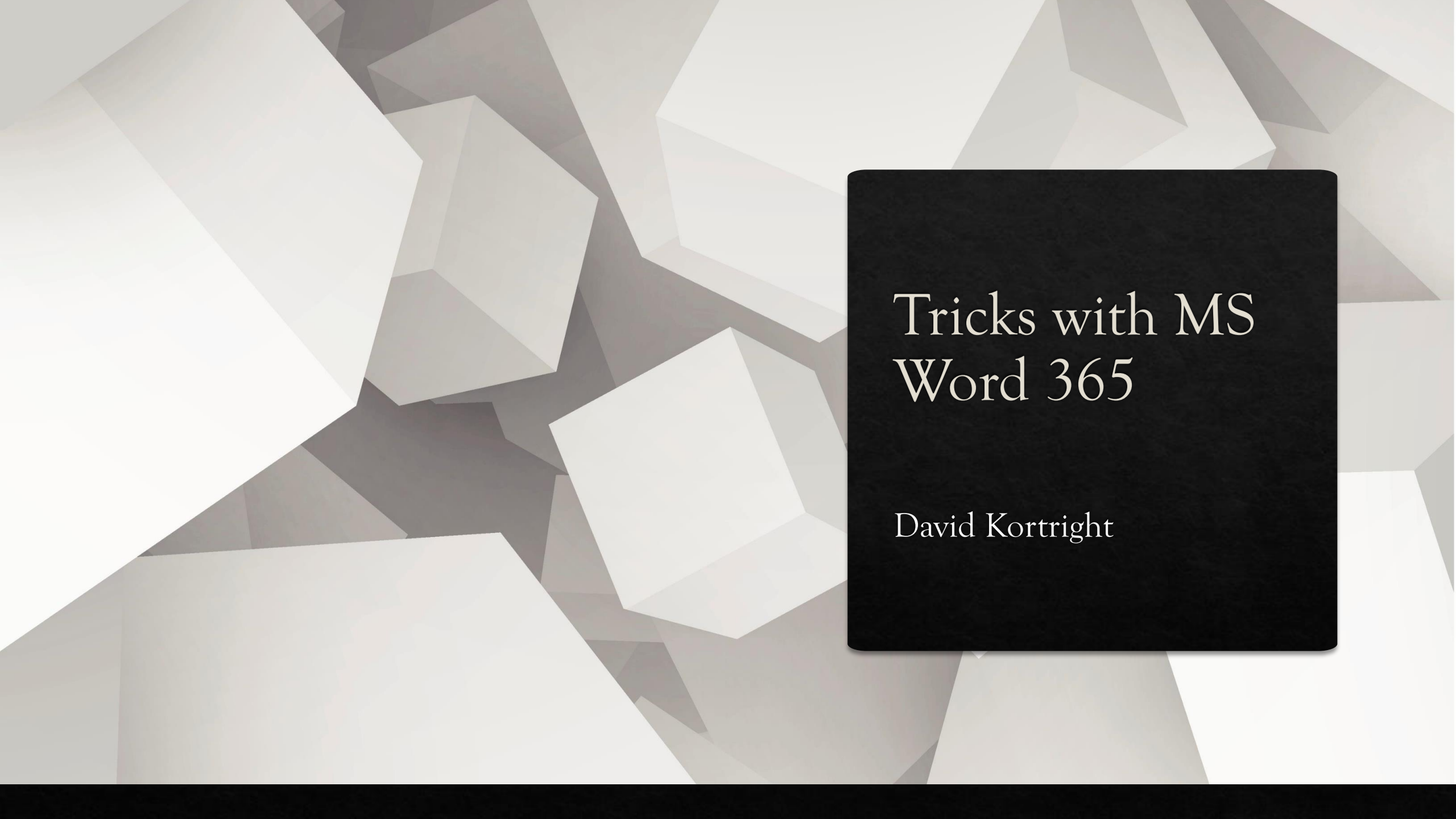




Tricks with MS Word 365

David Kortright

MS Word 365

including



Installation, cost and benefits

Installation

Cost : 1 person £5/99 per month
up to 6 people £7.99 per month

Benefits: 1 TB per person Cloud storage, Sharing, Flexible working

Accents

Symbol	Code
à, è, ì, ò, ù	Ctrl+` (Accent Grave), the letter
À, È, Ì, Ò, Ù	
á, é, í, ó, ú	Ctrl+' (Apostrophe), the letter
Á, É, Í, Ó, Ú	
â, ê, î, ô, û	Ctrl+Shift+^ (Caret), the letter
Â, Ê, Î, Ô, Û	
ã, ñ, õ	Ctrl+Shift+~ (Tilde), the letter
Ã, Ñ, Õ	
ä, ë, ï, ö, ü	Ctrl+Shift+: (Colon), the letter
Ä, Ê, Ì, Ö, Ü	

Quick tips

•Random Text

- Type =rand(8,10) or =lorem(5,4) and then pressing Enter will automatically generate random text you can use for testing the page formatting, fonts, etc. Numbers relate to number of paragraphs and number of sentences in each paragraph

•Highlighting

- To select an entire paragraph make three rapid clicks anywhere in the paragraph
- Ctrl + click selects sentence. Click anywhere in a sentence while holding Ctrl key down will select the sentence

•Etc.

- Create a horizontal line: Type 3 hyphens and then press Enter
- Subscript and Superscript: Ctrl+ makes a word subscript and Ctrl Shift + makes a word superscript
- Delete last word: Press backspace while holding Ctrl key down deletes the preceding word
- Transfer Format settings: Use Format Painter feature to quickly apply a particular format to a new area.
- Font Size: Select some text -now if you will press Ctrl + Shift + > the font size of the selected text will increase. To decrease the font size use Ctrl + Shift + < combination, or use the symbol in the Font section of the taskbar A[^] or A^v.
- Change case. Use Symbol in Font section of taskbar Aa

Wrap Text

To include an image with text in a Word document, click on Insert>Pictures> select image required and click on it.

The image will appear on the page but cannot be fitted into the text.

Right click on the image, click Wrap text>Square. The image can now be place where you want it and the text will wrap around it

Dictation

The dictation symbol is at the right end of the tool bar on MS Word 365. Just click it wait for the blue symbol to show and start talking. You can see the text coming onto the screen

Read Aloud

Place cursor over a document and right click, then click on Read Aloud from the drop down menu

Search

Place cursor over a word, right click and then click Search from drop down menu

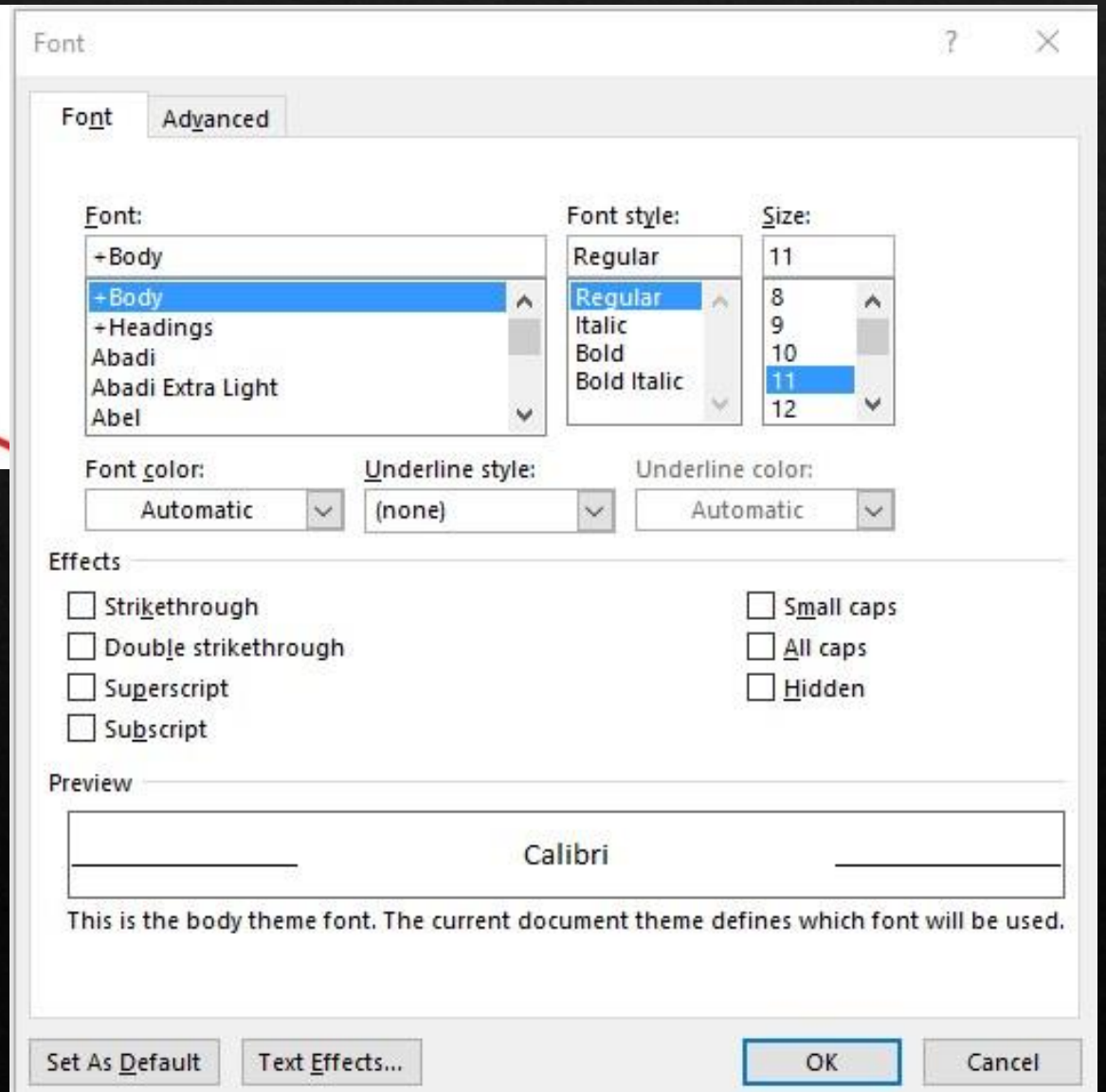
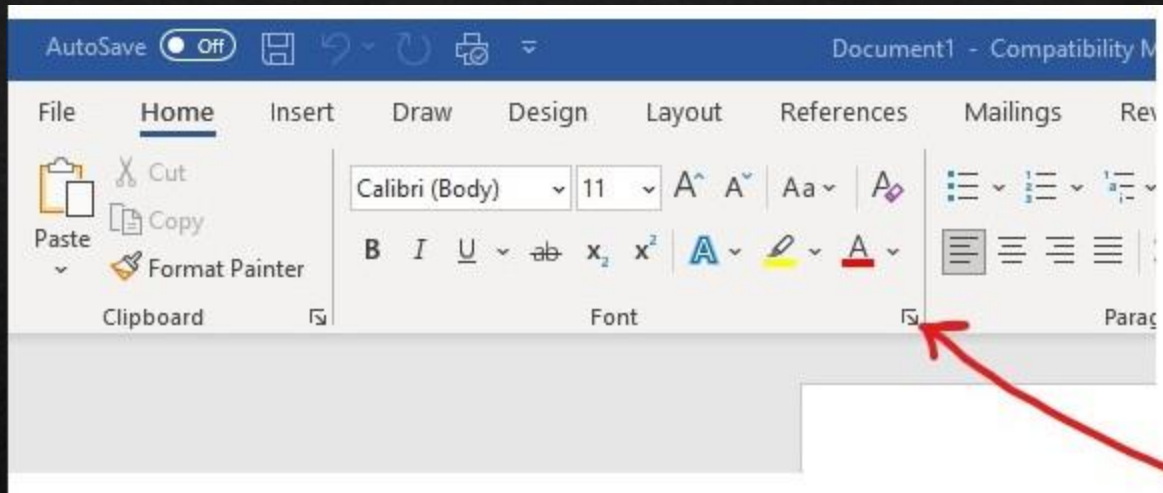
Translate

Highlight text for translation and right click, then click Translate from drop down menu. Text and translation appear on the right of the screen

Degree Symbol.

The easiest method of typing degree symbol in MS Word is to use the key combination of Ctrl+Shift+@ and then press space bar.

Set new default fonts



3D models

Place cursor and click on position you require your 3D model. Select Insert>3D models>Stock 3D models/Select the model you require



Bits and Pieces

God Mode Folder -

God Mode.{ED7BA470-8E54-465E-825C-99712043E01C}

Gmail

Infinite addresses just add +????? After name therefore dkortright9+amazon@gmail.com

Camera in Excel

Quick Access>More Commands>Commands not in the ribbon>Camera

Emoji

Windows key +. 