

Tips & Tricks in Microsoft Word

UNDO: Press **Ctrl** and **z** to undo the last thing you did. You can press **Ctrl** and **z** repeatedly if you want to undo multiple actions. Usually, Word can undo up to 100 actions.

REDO: Press **Ctrl** and **y** to redo something you have undone.

COPY: Press **Ctrl** and **c** to copy something.

PASTE: Press **Ctrl** and **v** to paste something.

EM DASH (the long dash): If you have a keyboard with a 10 key (the numbers on the right side of the keyboard shown in Figures 1 and 2) on a Windows machine you can press **Ctrl** and **Alt** and the hyphen above the 10 key and on the far right of the keyboard. On a Mac press **Option** and **Command** and the hyphen above the 10 key and on the far right of the keyboard. Another option on a Windows machine, press and hold down the **Alt** key and type **0151** then release the **Alt** key.



Figure 1: Mac 10 keypad



Figure 2: Windows 10 keypad

CHANGE CAPITALIZATION: Click and drag over the text you want to change. Go to the **Home** tab and click the **Aa** button indicated in yellow in Figure 3. Choose the capitalization option you need (Figure 4).

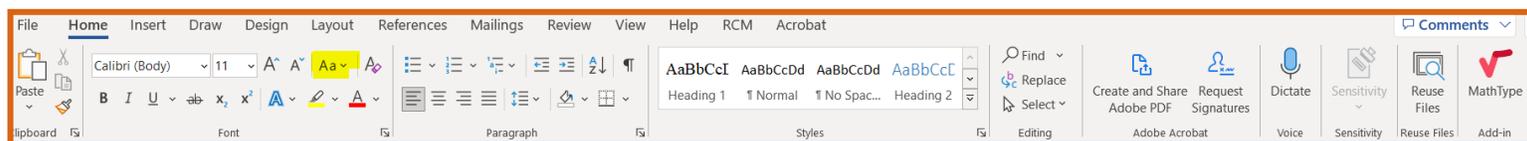


Figure 3

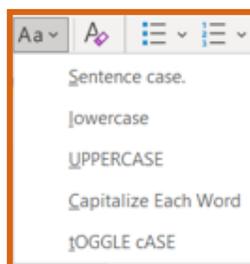


Figure 4

FORMAT FOOTNOTES: They need to be Times New Roman and a 10-point size font for your thesis or dissertation. Press **Ctrl** and **Shift** and **s** to open the Apply Styles dialog shown in Figure 3 below.

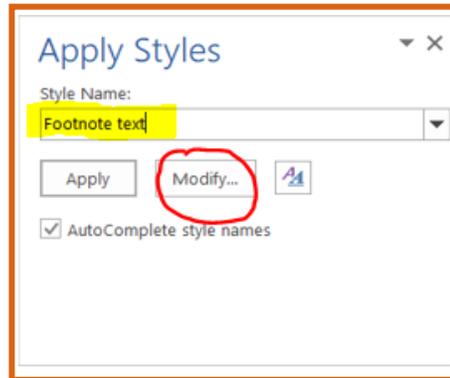


Figure 5

Type **Footnote text** (indicated in yellow above) in the box and click the **Modify** button (indicated with a red circle).

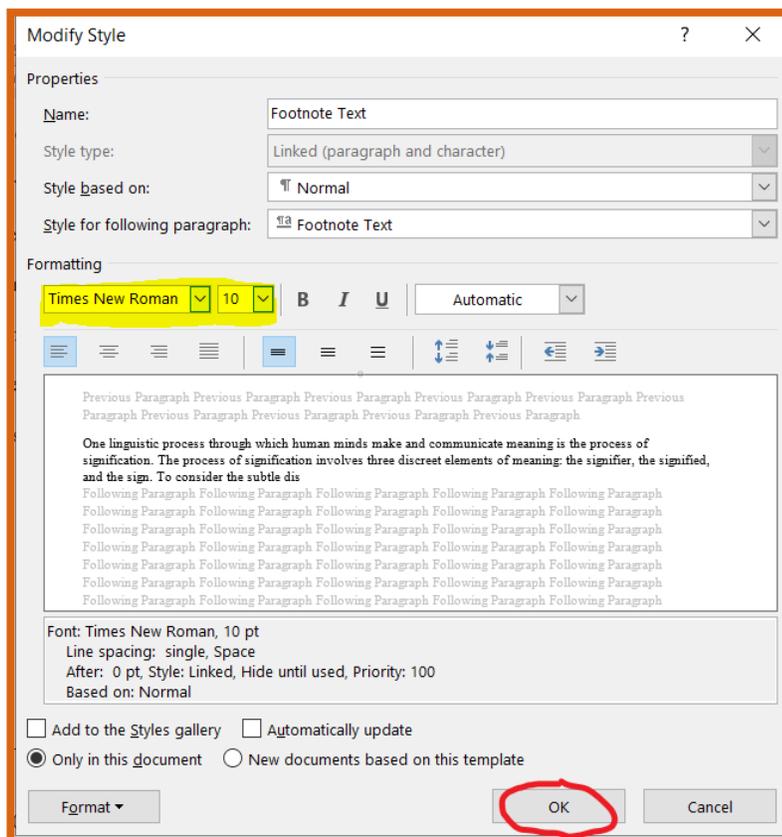


Figure 6

TURN PAGE LANDSCAPE: Go to the **Layout** menu. Click on **Breaks**. Scroll down to **Section Breaks**. Click **Next Page**.

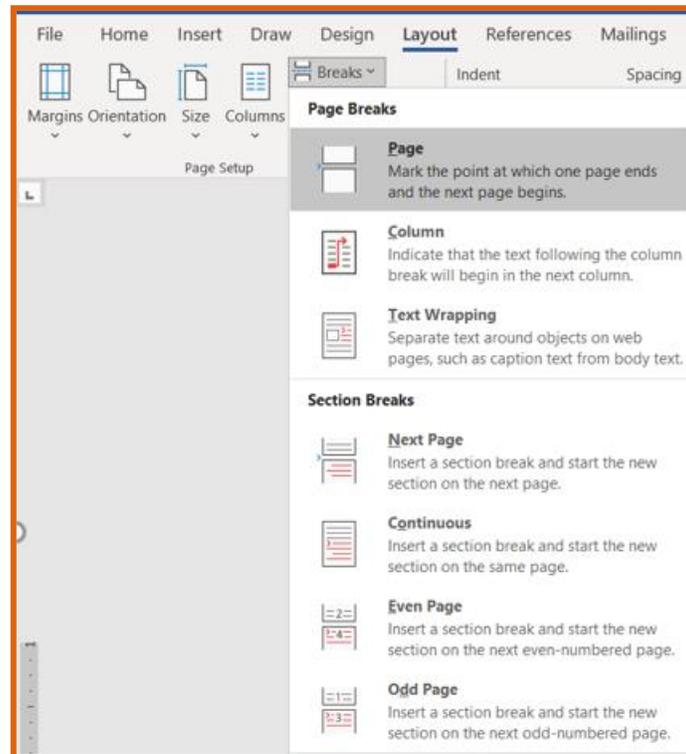


Figure 7

On the new blank page, make sure you are still in the **Layout** menu. Click on **Orientation**. Select **Landscape** from the dropdown menu.

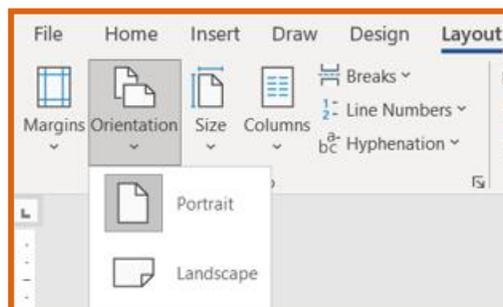


Figure 8

When you are ready to turn the pages back to portrait, go to the **Layout** menu. Click on **Breaks**. Scroll down to **Section Breaks**. Click **Next Page** (Figure 7). On the new blank page, make sure you are still in the **Layout** menu. Click on **Orientation** (Figure 8). Select **Portrait** from the dropdown menu. Because of the page breaks, your page numbers will start to renumber.

PAGE NUMBERS: To change the page number, highlight the incorrect page number then right click on the page number to see the menu shown in Figure 9. Select **Format Page Numbers**. You should now see Figure 10. Go to Start at: indicated by the red arrow. Use the up and down arrows to select the correct page number.

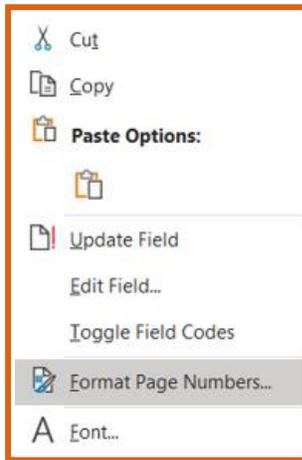


Figure 9

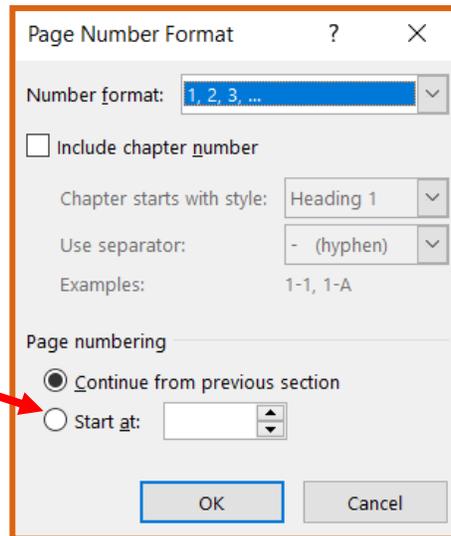


Figure 10

DICTATE TEXT: You can dictate text into Microsoft Word. In the **Home** menu, at the far right indicated below in red, you will see the **Dictate** tool.

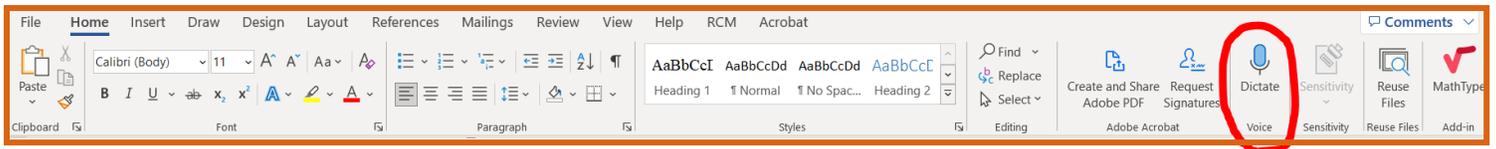


Figure 9

You may need to give Microsoft Word permission to access your PC's microphone.