
Formatting Tips and Tricks – Word 2003 (2007 version)


Ever thought "*there must be a quicker way to do this*"? This information sheet will provide you with some 'quick wins' relating to the day to day things we do in Word and some can be used in packages such as PowerPoint and Publisher.

Selecting Text

Select a Word

Double-click on the word.


Select a Line of Text

Take the mouse to the left of the text, so your mouse pointer changes to  Point to the line and click once with your left mouse button.

Select a Sentence

Move anywhere in the sentence, press the **Ctrl** Key and then click once with your left mouse button.

Select a Paragraph

Take the mouse to the left of the text, so your mouse pointer changes to  Point to the paragraph and double click with your left mouse button.

Selecting Multiple Items using the mouse

1. Select the first item.
2. Hold down the **Ctrl** key on the keyboard.
3. Use the left hand mouse button to select any additional items.

This is my first line of text

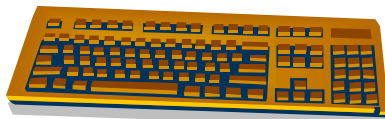
This is my second line of text

This is my third line of text

Selecting the whole document

Hold down the **Ctrl** key on the keyboard and press the letter A.

Selecting Text using the Keyboard



Hold the **SHIFT** key down on the keyboard and use the four directional arrow keys to select.

Lost your text? Let Undo help you ...

If you have selected text and suddenly lost it, you may have pressed the space bar or the Enter key. Don't panic, if the text has disappeared, click on the **Undo** button (located on the Standard toolbar) and the text will re-appear.



Formatting Documents

Formatting documents can be tricky if you format text (change line spacing, text colour) as you go along. Much better to follow these steps:

1. Type text and save
2. Proof read and spell check
3. Format document



Format a single word (eg emphasise with Bold)

Click into the word (not either edge of the word) and click on bold, italics, etc.

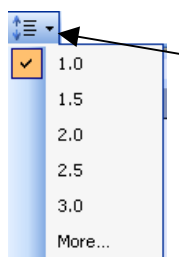
Line Spacing

Click into the paragraph you wish to edit and use the following keyboard combinations:

Ctrl + 1 for single line spacing **Ctrl + 2** for double line spacing **Ctrl + 5** for 1.5 line spacing

Tip - If you wish to change the line spacing for the entire document, use Ctrl + A first.

Line spacing using the toolbar



Line spacing is now on the formatting toolbar – click on the down arrow to the right of the line spacing button and choose line spacing.

Increase/decrease the Font Size

Select the text you wish to edit first of all. Then hold down the Ctrl key and press the right bracket key (**]**) to increase font size, or the left bracket key (**[**) to decrease font size.

Repeat last action

You need to apply formatting many times in a document? Use the F4 function key on your keyboard to repeat your last action.

Apply Capitals quickly

Select the text first of all, then press Ctrl + Shift + A.

Apply Change Case Feature

Select the text first of all, then press Shift and the F3 function key – keep pressing the combination until you see the style you wish.

