

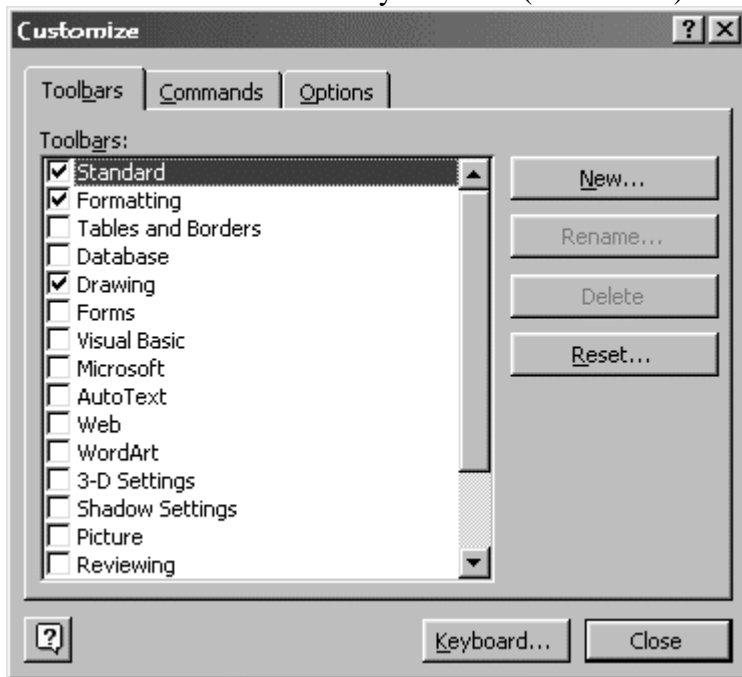
Oh, The Amazing Things You Can Do With Word!

In this document I will share with you some of the tips and tricks I have learned on Microsoft Word over the years. Since I use Word 97, menus and commands will follow that version, but should be easily updateable to Word 2000.

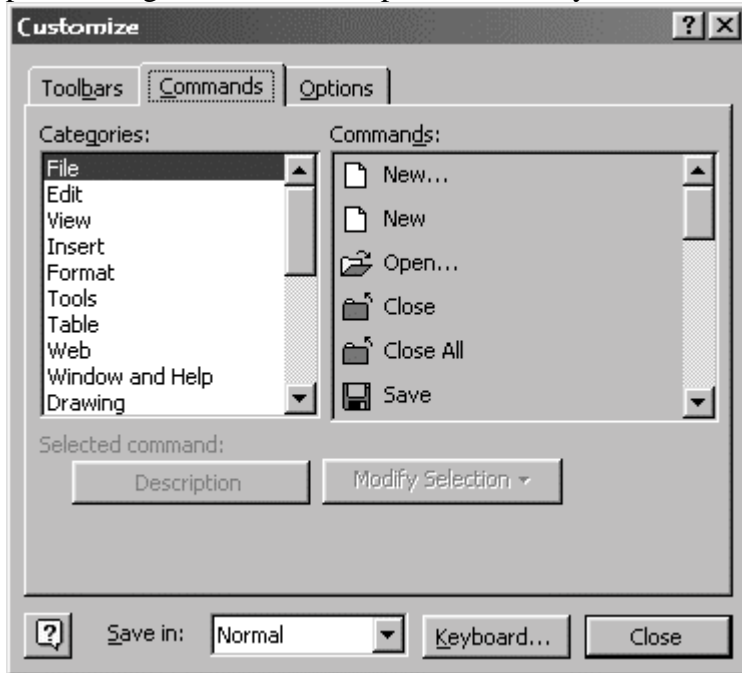
How to Avoid Repetitive Stress Injuries

Reduce the number of repetitive actions that you do by adding new tools to your toolbar by going to **Tools>Customize**.

The **Toolbars** tab will allow you to add (or remove!) entire toolbars.

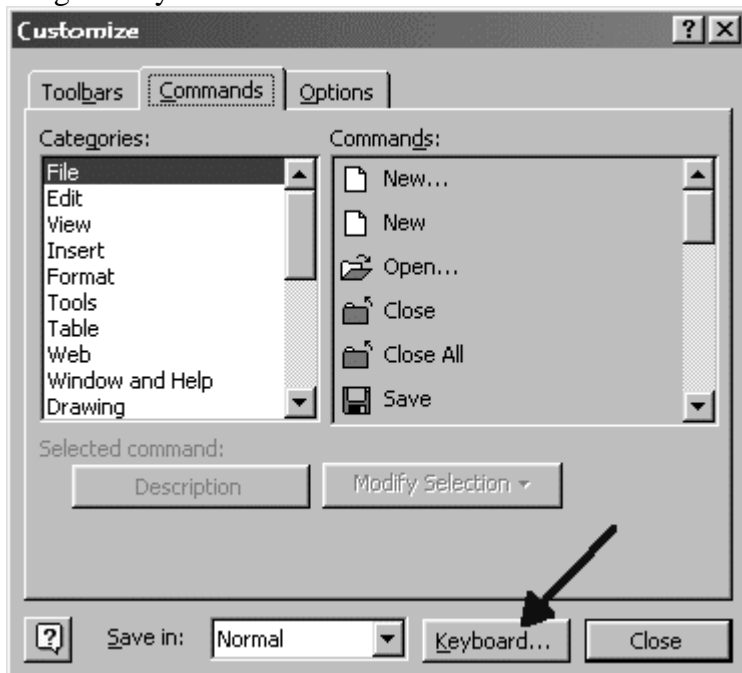


The **Commands** tab allows you to add individual tools by dragging new buttons to the pre-existing toolbars at the top or bottom of your Word screen.



Almost any time you see an icon in a pull-down menu it can be added to the toolbars. Be creative and adventurous! Stop wasting time looking for those commands you like to use!

And if you prefer to use keyboard shortcuts instead of tools or menus, click on the **Keyboard...** button and add them in. Just be careful not to overwrite previously assigned keyboard shortcuts.

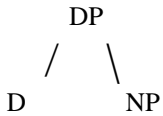


You can also write your own little “Word programs” called macros by going to **Tools> Macro**. This is somewhat too complicated to cover in this tutorial, though.

How to Create Really Cool Trees

You've created all these beautiful trees and diagrams, but they keep floating all over the page and are a pain to align and edit. Here's how to get your trees to behave:

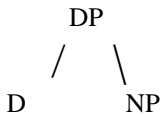
1. Create your tree or diagram. It may be easiest, especially for large ones, to do this in a separate document.




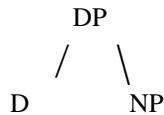
2. Create a table cell by going to **Table>Insert Table**. Copy your tree into the cell.

<pre> DP / \ D NP </pre>

3. Reformat your table to "none", by going to **Table>Table Autoformat>(none)**.

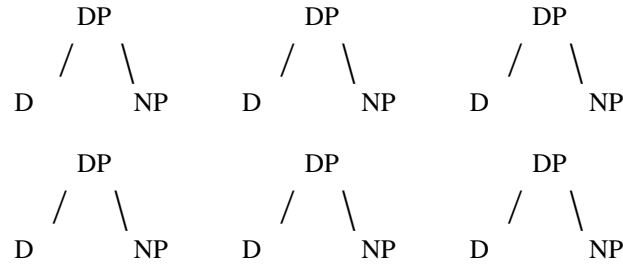


4. If you wish to center the tree, select the table (**Table>Select Table**) and then click on the "center button" . If you can't find the "center button" go to **Format>Paragraph>Indents and Spacing>Alignment**.



5. Several trees can be placed in a row by creating a table with more than one column. Then follow the above formatting instructions.

<pre> DP / \ D NP </pre>	<pre> DP / \ D NP </pre>	<pre> DP / \ D NP </pre>
<pre> DP / \ D NP </pre>	<pre> DP / \ D NP </pre>	<pre> DP / \ D NP </pre>



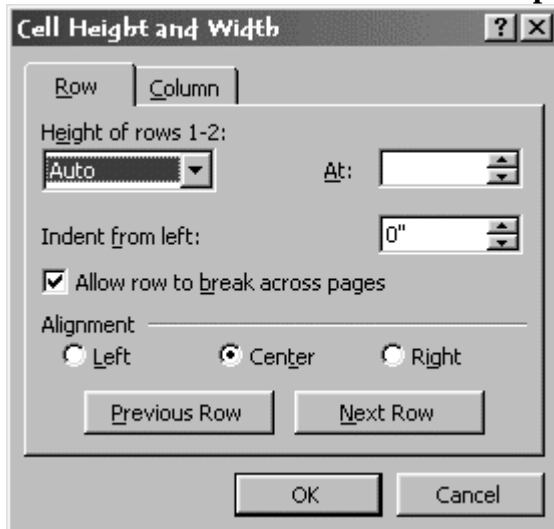
6. Arrows are added to the tree using the Drawing tool bar. Make sure you are in Page Layout View, otherwise you won't be able to see any of your arrows.



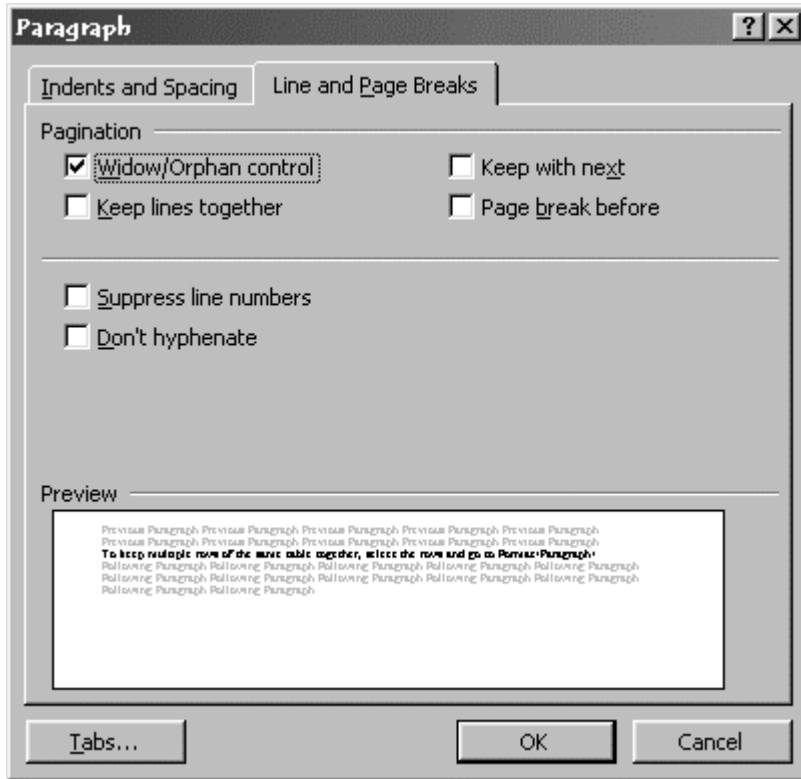
Select **AutoShapes>Lines>Curve** from the Drawing Toolbar. Draw the appropriate curve. Add an arrowhead by using the **Arrow Style** button.



7. To prevent your trees from breaking across a page break select your "tree table" and go to **Table>Cell Height and Width** and select the **Row** tab. Then **uncheck** the box labeled "**Allow row to break across pages**".




8. To keep multiple rows of the same table together, select the rows and go to **Format>Paragraph>Line and Page Breaks** and check the box labeled “**Keep with next**”.

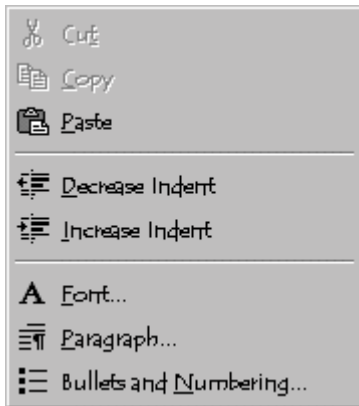


Preserve Your Sanity with Numbered Lists

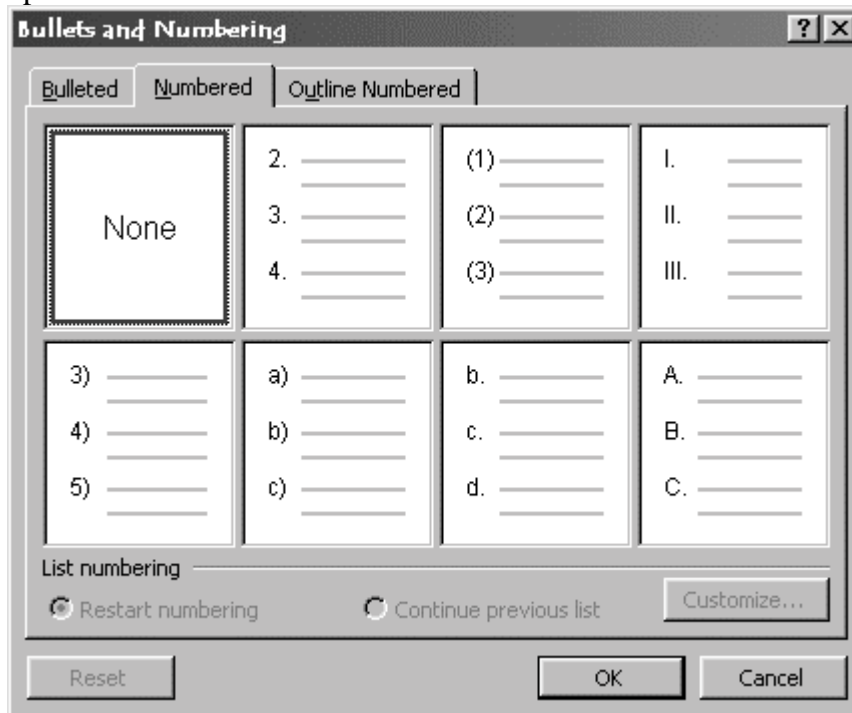
You're working on a really long document (e.g. thesis, dissertation, QP) and you keep having to renumber your examples. Here's how to have Word automatically number your examples **and** automatically update the references to them in the text!

1. When numbering examples in your document use the Numbered List command. There are two ways to access this command:

- a) Click the "numbering" button on the toolbar . This will automatically insert a number wherever the cursor is in the document.
- b) Right click on the location in your document where you would like to insert the number and select **Bullets and Numbering....**



This option also allows you to format your numbered list, as well. It will pull up the following menu -- choose the tab labeled numbered to select your numbering options.

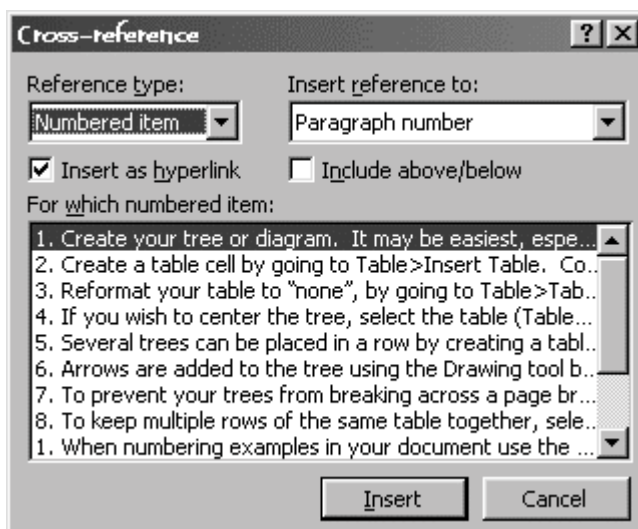


Right clicking on a previously added number will also let you format it. For example, you can enclose it in parentheses, or you can start a new list or continue the numbering. Word often randomly restarts the numbering process, so you may have to do this quite frequently.

2. To add letter subheadings, press tab after you have inserted the number and then type the letter (it is not advisable to insert both letters and numbers using the Numbered List command). The size of tabs can be adjusted by going to **Format>Tabs**. Here we have an example list:

```
The following example is very important!
1. a. Linguistics is fun!
   b. Linguistics is very fun!
2. a. But teaching technology is even better!
```

3. To refer to an item in a numbered list, type out your sentence, and then go to **Insert>Cross Reference**. The menu below will pop up. Make sure that **Reference type** is **Numbered item** and that **Insert reference to** is **Paragraph number**.



Word will then automatically insert the number to your reference. For example, here I'm going to refer back to the first step by inserting a cross-reference to 1.

4. If you would like to update your in-text references, right click on any in-text reference number and you'll pull up the following menu:



Select **Update Field** and all your references will be automatically updated. Also, references are automatically updated when you print your document.

5. You may also reference tables and figures if you have used Word's automatic captioning option. When you create a table or figure, select it, and go to **Insert > Caption**.

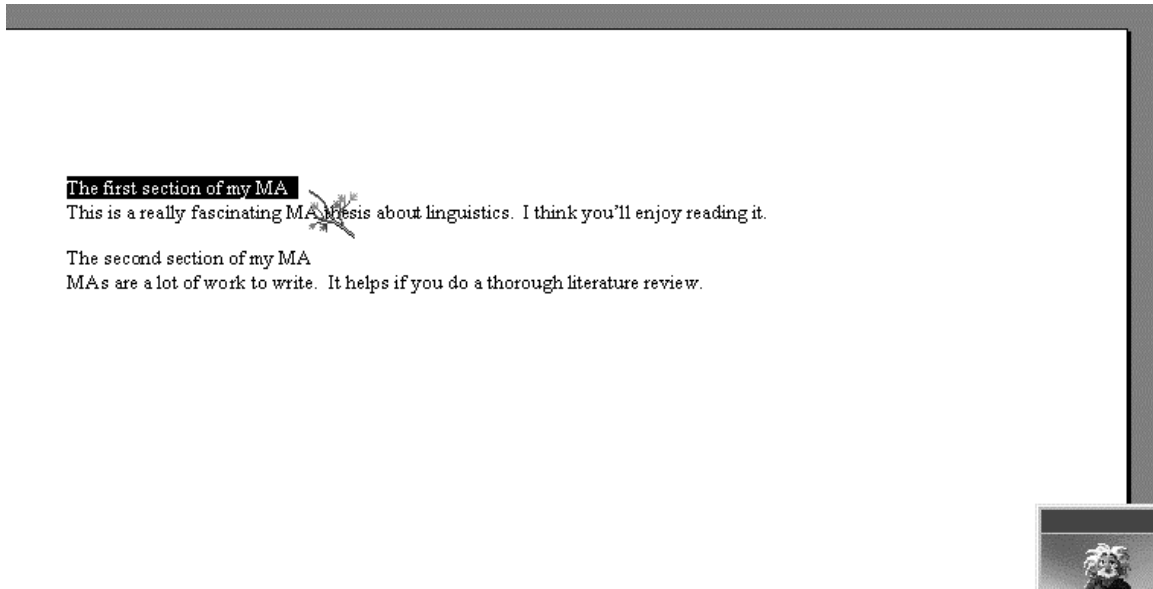
Creating Table of Contents and Some Other Cool Formatting Stuff

1. To create a table of contents, you first apply the built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in the table of contents. This is most easily done from the Formatting Toolbar.

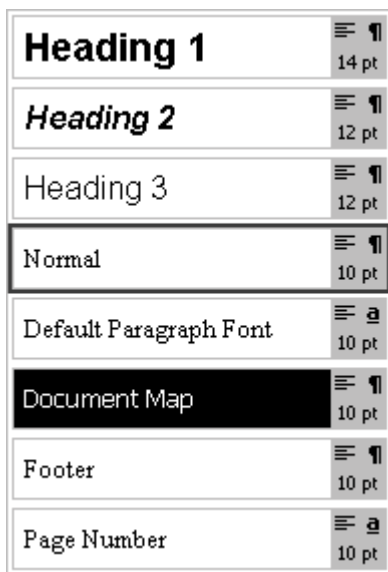


The menu on the far left is the **Style Menu**.

2. Select the text you wish to be in the heading.



Then, pull down the style menu and select the appropriate heading style for the heading you have chosen.

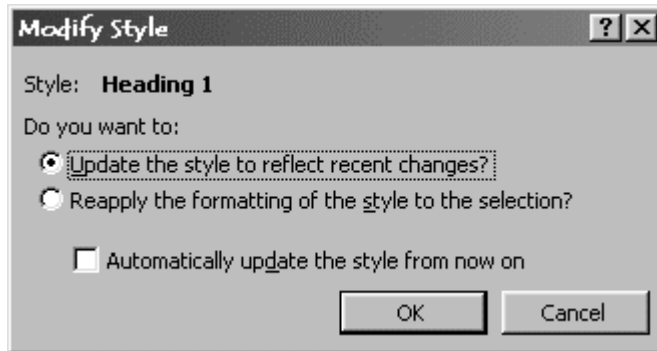


3. If you don't like the pre-set format for the style, change the formatting of the text (e.g. 12 pt Times Roman italic). Select the text, then double click on the style in the

style menu (i.e. in the following menu you would double click on the word “Normal”) and press the **Enter** key on your keyboard.



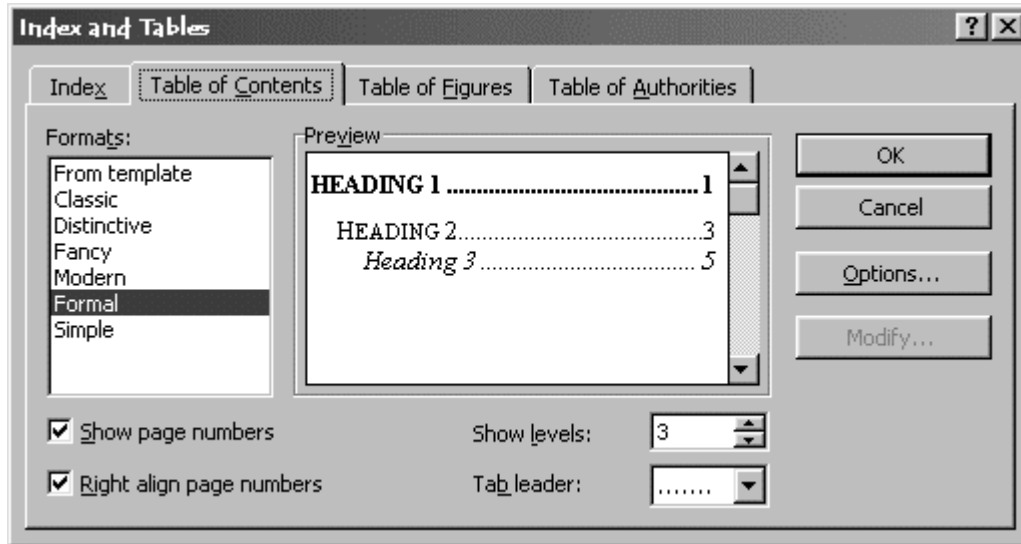
This window will then come up:



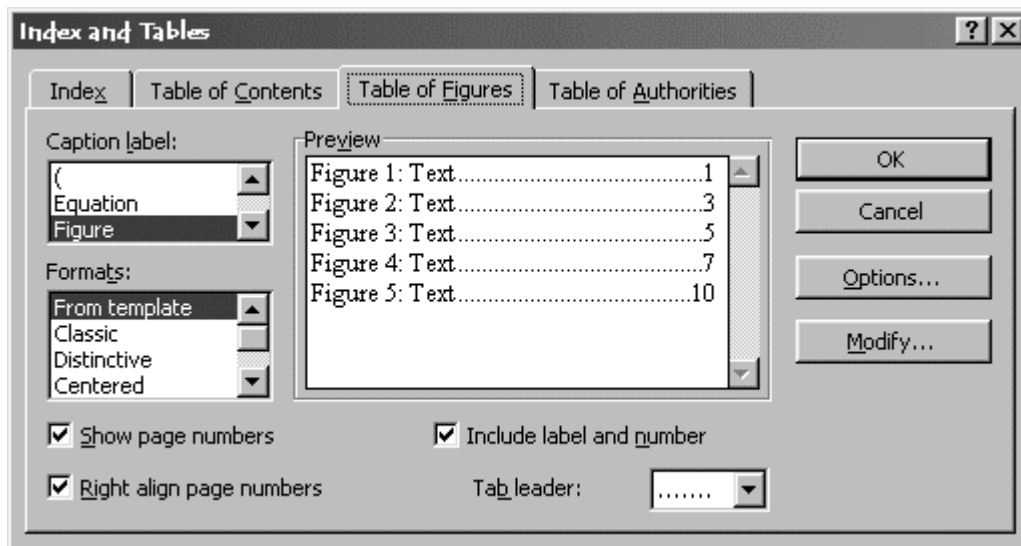
Select “Update the style to reflect recent changes?”. Now, whenever you select Heading 1, or whatever you may have just changed, the format will be the format you have just selected.

You may also use these techniques to change other styles in your document, such as footnotes, page numbers, figure labels, etc. Any style changes you make will only be attached to the document you make them in (i.e. if you change the style of “Normal” text to 16 pt. Helvetica in Document A, it will not be changed in Document B). If you wish to change styles overall in Word you may do so by updating the templates in Word – which is an altogether more complicated topic. If you are really interested in doing this, come see me and we’ll figure it out together. Note that I do NOT recommend using AutoFormat to change your styles. AutoFormat has a tendency to reformat items to a style you may not like or do hidden formatting, etc.

- Now that you have applied styles to all of your headings and subheadings you can create a Table of Contents. Go to **Insert > Index and Tables....** Select the **Table of Contents** tab, and select the style of Table of Contents you would like to have for your document.

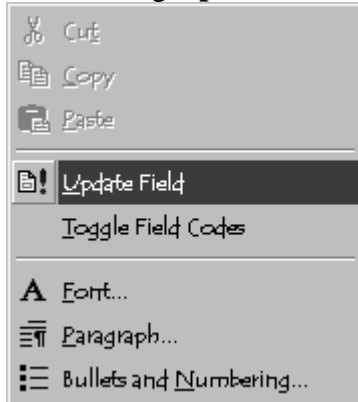


You may also insert Tables of Figures or Tables of Tables using the **Table of Figures** tab.



Select the appropriate **Caption label** for the Table. Most likely you will select either **Figure** or **Table**.

5. Tables of Contents and Tables of Figures are updated by right clicking on them and selecting **Update Field** from the pop-up menu.



6. Once you build a table of contents, you can use it to quickly navigate an online document. Just click any page number in the table of contents to jump to the corresponding heading in the document.
7. One final note, you probably want your table of contents and table of figures to be at the *beginning* of your document. **Insert Index and Tables** is like any other “insert” command and inserts the Table of Contents wherever your cursor happens to be. You will probably want to insert your Table of Contents onto a blank page at the beginning of your document.