Common Word features in A-Z order

Use **APA** or MLA References Tab/APA

Backup options Options, Save, **auto recover** to set every few minutes. **FileTab/Options** click advanced scroll to the same group and select always create backup copy clk ok176

Bibliography References Tab/Bibliography

Borders and shading HomeTab/Borders & nShading/make select what wantedp 212

Breaks are on Layout Tab and Insert tab

diamond bullet to the selected text. **Diamond bullet Wingdings**

Caption, assign to table Clk in table/References Tab/Caption

Change case   Home/Change case or use Alt H 7 Then U for Upper Case L for Lower Case, T for toggle case, S for first character of a sentence, and C to capitalize each word

Insert **Citation** and **source** 336   ReferencesTab/Insert Citation/Add new Source/ clk typs of source arrow/k Section

Make Citation for website References//Citation/▼ website

find colors rest pointer over a color and a note appears telling you its name like Text 50% darker

Columns are on **LayoutTab/Columns** select what you want

compatibility checker, FileTab/Inspect Doc 177 document inspector is used to reveal any hidden or personal data in your file. Some of the stuff that the inspector removes cannot be brought back by und

add **Comment**   Select word or phrase to be commented. **ReviewRTab/New Comment** type the comment

Reply to Comment Rt Clk the comment/Reply

Convert to 2016 format   file save as docx or to any other format with type ▼ in save or save as

Convert Text to Table **Insert Tab/Table/Convert Text to Table**

Count words 142 Click the review tab Quick word count Also look at the status bar

Copyright symbol type (c) without the spaces or **InsertTab/Symbol**

cover page 345

Customize Quick access toolbar from shortcut menu pick icon wanted

Customize Ribbon Clk FileTab/Options/Customize Ribbon 151

Delete something First select it hit delete key or Ctrl x Some things have to be turned off or replaces like shading, underlining, bold

Document themes 223 is on **design** tab

Insert document File name go to header or footer/

Footnotes and **end notes** 340 349 **ReferencesTab/Insert Footnote**

Format footnote **References/Footnotes dialog box/ number format**

Heading style click **HomeTab Styles button** at bottom right of styles click on style wanted

  Modify Style right click on the style in Styles box select modify

Insert the **hyperlinks**

 index References/Insert Index 344 350

insert header type text in header **insert tab clk header** p165 add file name to header
`different header` with header of footer selected, On Design Tab, in Options Group **Select Different First Page**
Insert Text Insert Tab/Object(at far right) ,TxtfmFile 146

Justify HomeTab Justify

add keywords to keywords field in doc properties **file/properties** advanced properties ▼tabs show more

Line Spacing box select

Mail merge 306-116

margins layout Tab/clk margins custom margins ok

Mark words for Index Ctrl F to turn on Find/ type word to mark/search ▼/References/Mark Entry/ Mark all
Markup, All on the ReviewTab. ▼All Markup proceed to Next   p 355
non breaking hyphen CtrlShift-
non breaking space CtrlShiftspace

Non Printing Characters HomeTab Non Printing Characters icon

Numbered-List format (1., 2., 3.) to the three types of bonds in the Bonds section. **HomeTab Bullets and numbering page 213 221**

Outline view Views Tab/Outline   use show box to tell it how many levels to show. Use ▼▲ to move
sections see pages 229 and 325 for pictures of this

Page Break InsertTab/Page Break or **CtrlEnter** p163 also on LayoutTab

Page orientation layout tab click orientation select landscape or portrait

Page Number   footer **InsertTab/Page Number select**
Different page number first page check different page number
To get different page numbers on different pages you may have to insert a continuous section break

 Insert picture
Change the height of the picture to 3"
Top and Bottom text wrapping.
Picture effect   Select picture/Picture Tols/Format/Effects/select Offset Center Shadow picture effect
Picture Styles   select picture/Picture Tools/.Format/styles/make selection
  Rounded Diagonal Corner, White picture style

remove doc properties and personal info Document Inspector can remove doc properties

Save Quick Access save icon Or FileTab save or **save as**

Section breaks are on Layout Tab
Show/Hide non printing characters **HomeTab/ShowHide** (Paragraph Symbol)
Spelling ReviewTab **Spelling**, or **Thesaurus** Use Ctrl F to use Find to find a word, then click on that word so it
does not go away when you close Find

Create a Style Home/ Styles More, Create a style, fill out the box
Styles are on page 227 and are on the home tab
There are also Table Styles in tables
MLA Style   ReferencesTab/clk Style arrow, select MLA

insert raised asterisk **symbol** code 002A insert degree symbol 00B0 **InsertTab clk symbol** 159, 169
   Insert Symbol/More Symbols, Look at Special Characters Tab, Look at ShortCut Key

Convert text to **table** page 294 304 select text Insert tab, Table include a caption page 295 modify **caption style** page 296
Create a **table** Click **Insert** Tab, click **table**
Change table **row height** or column with page 274 split or merge cells, format tables, applied table styles page 275 and 284
The above is on my either the **design**   or the **layout   for tables** format table text just like any other things
Making formulas page 287 sort data page 290 298 include a recurring table header page 291 298

table of contents References Tab/Table of Contents 343 350 To update References Tab/update table on left side

In Tables
Auto fit In Table Tools layout/ click on Autofit
Borders select area/rt click borders and shading/ select
Insert row or column clk in place/click Insert Icon/ Select Insert above or below or Insert column to right or Left
Merge cells   select cells/ Click on merge
Shade a column or row select/Click on shading icon
Change font color select text/ click on change font color icon
Formulas in Tables Click in cell where formula is wanted/ Table Tools/Format/Formula   There are several boxes that give you the formulas and the type of number fjormats.

insert Text box

Thesaurus ReviewTab/Thesaurus just to right is Smart Lookup/ Define, point to word wanted & select Insert

Document **tracking** 353 36

 add a **comment** 355 replying to comments 356 **tracking changes** 357 **PDFs** 358 361   **accept** and **reject** changes 362 382 **one drive** 364 real link 371 e-mail 372 present a **document online** 377 383 to

 watermark DesignTab quick watermark select which one you want
    To remove DesignTab clk remove
text wrapping.

View document as **multiple pages**, View Tab click on Multiple Pages, return the view to 100%.