


TIPS AND TRICKS IN WORD

Action	Shortcut Keys
Zoom in or out on a document	Control + wheel on mouse forward or backward
Change case of text	SHIFT + F3 (Function key)
Increase Text Size	Control + Shift + >
Decrease Text Size	Control + Shift + <
Bold	Control B
Italics	Control I
Underline	Control U
Produce a single line	--- (3 hyphens) press Enter
Produce a double line	==== (3 equal signs) press Enter
Produce a right-pointing arrow	-- 2 hyphens + greater than symbol >
Produce a right-pointing arrow	< + -- + less than symbol
Access Desktop	 Windows Key+ D
Access Start Menu	Windows Key
Access My Computer	Windows Key + E
Synonyms	Right click on a word and point to synonyms Click on the desired word
Shortcut to symbols and text	Tools, AutoCorrect Options Type what is on the left and press the spacebar to produce what is on the right. Make up your own shortcut to text by typing the shortcut on the left and typing what is desired on the right. Click Add, Click OK. Type the shortcut and press the space bar.

