

## **Microsoft Word Typing and Formatting Exercise**

Print the next page of this document, and then try to create an identical document using the features we discussed in the Level 1 Microsoft Word class.

January 7, 2004

## MS Word Tips

Remember:

1. Save often
2. Show nonprinting characters
3. Type first, format later
4. Format *efficiently*:
  - Use indents rather than spaces or leading tabs
  - Use tables rather than sets of tabs
  - Use the numbering feature
  - Use the format painter
  - Use line spacing rather than extra paragraphs
5. Right click for context menus  
(*Left* click for everything else)
6. Use Booster Keys & keystroke shortcuts:  
  
Undo..... Ctrl + Z  
Select All..... Ctrl + A  
Grow Font..... Ctrl + Shift + >
7. Drag 'n' Drop for same page move & copy  
Cut/Copy & Paste for all others

If you follow these tips, you'll create beautiful documents quickly and easily. Good luck!
--

Extra credit if you can figure out how to do a light-colored sideways line like this!