Tips and Tricks

Hyperlink. Copy the URL you need. Highlight the word or phrase you'd like to add a link to. Press Ctrl+K to bring up a box. Type Ctrl+V+OK to paste in the URL.

Capitalization. Highlight the text. In the Home tab, find the "A a" button, then choose the capitalization option you need. (Or, select text and hit Shift+F3 to toggle)

Line spacing. Click anywher**e** in a paragraph. Ctrl+2 will double space your text; Ctrl+1 will single space it. Ctrl+5 will give you 1.5 spaces. You can use these shortcuts on multiple paragraphs

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Tips and Tricks

Move text. Ctrl+X = cut and Ctrl+V = paste. You can also highlight the text you wish to move, then hit F2. Put your cursor where you want to move the text and hit Enter.

Customize AutoCorrect. Open File, Options, Proofing. Click AutoCorrect Options. Now you can create your own auto-replace rules for text.

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