Tech Tip of the Week
April 27th, 2020

Microsoft Word Tips and Tricks

Here are some shortcut keys and tips to help you use Microsoft Word efficiently.

Copy, Paste, and Cut

a. Copy = Ctrl + C (highlight the word words you want to copy. Hold down Ctrl and press C.)
b. Paste = Ctrl + V (to use hold down Ctrl and press V)
c. Cut = Ctrl + X (Hold down Ctrl key and press X)

Are you using an Apple computer? Use the Command Key instead of Ctrl.

Erase an entire word at once

Press Ctrl + Backspace
If you are using an Apple computer press Command + Delete
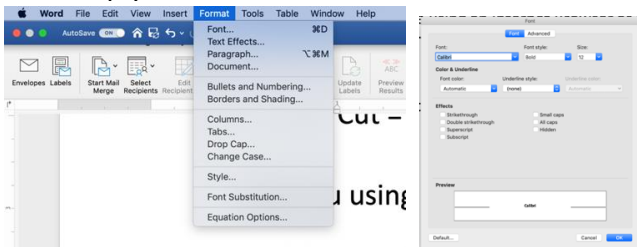
Open the Find Command

Click Ctrl + F (This works when you're using an Internet Browser as well)
Apple computer users can press Command + F

Choose your own Default Font

To set up your own font click Format > Font, select the attributes you want, and click Default.

If you are looking for some new fonts to use, visit **https://www.dafont.com/**.

Insert links into the document

Click Ctrl + K
Use Command + K if you are using an Apple Computer.

Formatting Shortcuts

a. **Bold** = Ctrl + B
b. *Italic* = Ctrl + I
c. Underline = Ctrl + U)

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Use Multiple clicks to select a chunk of text

Double click a word with the left mouse button to highlight a word.
Triple click with the left mouse button to highlight an entire section.