

MICROSOFT WORD TIPS AND TRICKS

01

CTRL KEY SHORTCUTS

CTRL + K- Insert hyperlinks
ALT + P- Insert the current page numbers
CTRL+ Shift +F5- Return to the last edit location
ALT+ Shift+ D- Insert the Current Date

CTRL KEY SHORTCUTS CONT.

CTRL + C/V/X- Copy, paste, and cut text
CTRL+ Z- Undo the last action
CTRL + Y- Redo the last action
CTRL+ A- select all text in the document

02

INSERTING A TABLE

1. Click Insert
2. Click Table
3. Adjust the rows and columns

03

SMART LOOKUP

Use Word's Smart Lookup (located at the top of the document) to quickly locate definitions, translations, or information within the document

04

PROTECTING YOUR DOCUMENT

1. Click on the Review tab above the toolbar
2. There will be a Protect button and you are able to choose how you want to protect your document
3. A window will appear and you can make a password to protect your document

05