

# Save time and your sanity: Increase your efficiency with Microsoft Word

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**Note:** All examples/file paths etc. are from Windows 7/10 and Word 2010 and/or 2013/2016.

## Show everything

### Show general formatting marks

Home tab > ¶ (pilcrow icon)

- Black squares—paragraph settings apply
- Arrows—tab; auto/manual tabs look the same
- Pilcrow—end of paragraph
- Dots—space between words
- Left-turn arrow—soft line break
- ‘Degree’—nonbreaking space
- Breaks—double dotted line: section break; single dotted line: hard page break

### Show special formatting

- **File** → **Options** → **Advanced** (show bookmarks on; field shading = always)

### Show styles

Display styles for each paragraph on the side and look for incorrect styles:

1. Open the Styles pane (Ctrl+Shift+Alt+S)
2. Set width in **File** → **Options** → **Advanced** → **Display** subsection → **Style area pane width...**
3. Switch to Draft mode: Word 2010: Icon at bottom right of window; Word 2013/2016: **View** tab (or **Ctrl+Alt+N**)

### Show track changes

- **Review** tab: Turn on insertions/deletions and comments; turn off formatting
- Use **Next/Previous** to jump to each change
- Flip between views: Word 2010: Final/Final Showing Markup; Word 2013/2016: No Markup/All Markup

## Set up your workspace

- Customize your Quick Access Toolbar and put *below* ribbon for easier access: <http://cybertext.wordpress.com/2014/07/15/microsoft-office-quick-access-toolbar-productivity-benefits-how-to-customize-it/>
- Create your own ribbon: <http://cybertext.wordpress.com/2015/02/02/word-create-a-custom-tab-for-your-most-used-tools/>
- Right-click in status bar to customize it
- Copy your settings: [http://wordribbon.tips.net/T009920\\_Copying\\_the\\_Quick\\_Access\\_Toolbar.html](http://wordribbon.tips.net/T009920_Copying_the_Quick_Access_Toolbar.html)
- Backup your settings: <http://www.howtogeek.com/72670/how-to-backup-and-restore-your-office-2010-ribbon-and-quick-access-toolbar-customizations/>

## Automate tasks

### Table of contents etc.

- Use heading styles, auto captions, and Word functions to auto insert TOC, lists of figures/tables.
- **References** tab has insert/update options. Update TOC etc. as a final step (**Update entire table** updates page #s AND text changes in headings/captions)
- Tip: Copyedit headings/captions via TOC etc. – Ctrl+click page # in TOC to change in body

### AutoCorrect

- AutoCorrect = consistent EVERY time. Set here: **File** → **Options** → **Proofing** → **AutoCorrect Options**
- Use codes/abbreviations you’ll remember; add a symbol (e.g. period, underscore) if the code is a real word/abbreviation, or to place the entry at beginning of the list
- Use for words/phrases AND paragraphs

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- Word only: Option to retain formatting
- Location of autocorrect files:  
**C:\Users\*<username>*\AppData\Roaming\Microsoft\Office**. Copy the set of ACL files to the same location on another computer

## Quick parts

- **Insert → Quick Parts** to insert building blocks, autotext, fields, doc properties
- Create your own or use defaults. Tip: Add underscore in front of name to put at top of list
- Share your settings:  
<https://lawyerist.com/40659/sharing-autotext-and-quick-parts-with-others/> and/or  
[http://gregmaxey.mvps.org/word\\_tip\\_pages/building\\_blocks\\_autotext.html](http://gregmaxey.mvps.org/word_tip_pages/building_blocks_autotext.html)

## AutoText

Ideal for long passages of often-used text (e.g. copyright/legal statements; safety warnings, notes, 'About' info), or for placeholder preformatted tables etc.

- Select the text, then **Insert → Quick Parts → AutoText → Save selection to AutoText Gallery**
- To insert it later, **Insert → Quick Parts → AutoText**, then click the passage

## Keyboard shortcuts

Examples of lesser-known shortcuts:

- Ctrl+Shift+e: Toggle track changes on/off
- Ctrl+Alt+m: Insert a comment
- F4: Repeat immediate last action
- Shift+F3: Toggle case
- Ctrl+Shift+space: Insert a nonbreaking space
- Ctrl+= / Ctrl+Shift+=: Make selection sub/superscript
- Ctrl+Shift+c / Ctrl+Shift+v: Copy / paste the selection's style
- Ctrl+hyphen: Insert a nonbreaking hyphen

All Word keyboard shortcuts:

<https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-9a2e0234-e682-49ff-a4aa-999f07b51bf3>

Make your own: **File → Options → Customize Ribbon**

## Use the power of find/replace

- Find and replace: basic: Ctrl+F; advanced Ctrl+H
- Wildcard find and replace worth learning—beware of 'replace all' when first starting

## Other automation tools

- PerfectIt (<http://www.intelligentediting.com>)
- EditTools (<http://www.wordsync.com>)
- PhraseExpress (auto correct/text expansion for ALL programs/websites, not just Office; <http://www.phraseexpress.com>)

## Resources

- <http://cybertext.wordpress.com/category/software/word/>
- <http://cybertext.wordpress.com/tag/keyboard-shortcuts/>
- <http://cybertext.wordpress.com/tag/macros/>
- <http://cybertext.wordpress.com/tag/find-and-replace/>
- <http://cybertext.wordpress.com/tag/wildcards/>
- <http://cybertext.wordpress.com/tag/toc/>
- <http://cybertext.wordpress.com/2011/03/08/word-use-the-power-of-autocorrect-to-save-heaps-of-time/>
- Full presentation:  
<http://cybertext.com.au/tips.htm> or  
<http://www.slideshare.net/rbracey/presentations>

## Contact

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