



IT Tips and Tricks #12

We thought that we would have another look at some interesting ideas for Word for this time's ITT&T; hope that you find them useful...

1. Change your capitalisation on the fly

Have you ever typed a piece of text and then decided that you want to capitalise it? Here's how to do so without needing to retype:

- Select the text.
- Go to the **Format** menu and select **Change Case**.
- Select your preferred option and click **OK**.

2. Use curly quotation marks like a pro

Would you like your quotation marks to be the curly kind you see in books? Here's how to ensure that they look that way:

- Go to the **Tools** menu and click **AutoCorrect**.
- Select **Change 'Straight Quotes' to 'Smart Quotes'**.
- Click **OK**.

3. Use the hidden Work menu to quickly navigate around your files

If you want quick access to your regularly used files, why not include the Work menu on your menu bar for an easy route to your work? Here's how:

- Go to the **Tools** menu and choose **Customise**.
- Click the **Commands** tab.
- Choose the **Built-in Menus** category.
- Drag the **Work** menu up to your menu bar.
- Click **Close**.

Now, whenever you're working with a file you regularly use, you can click on your new **Work** menu and choose **Add to Work Menu**.

4. Increase your line spacing when you use Automatic Numbering

Automatic Numbering is incredibly useful, except for one thing: If you want a blank line in-between your numbered points, Word won't let you press Enter twice without turning the numbering off! In future, if you want to insert a blank line between your numbers on a list, press **Control 0** instead. This tells Word to put a 'space above' and will be remembered for the rest of your list.

5. Start your page numbers on the second page

When you have a document that has a title page, it can be a pain if the page that you consider your first is numbered as 2. Here's how to get around it:

- Go to the Insert menu and select **Page Numbers**.
- Select where you want the numbers to be positioned and what you want them to look like.
- Click **OK**.
- Go to **File** menu and select **Page Setup**.
- Click on the **Layout** tab and tick **Different First Page**.
- Now you need to tell Word that you want your page numbering to start at 0. In Word 97 and 2000 go to the **View** menu, select **Header and Footer**, and click the **Format Page Number** button on the **Header and Footer** toolbar.
- In older versions, go to the **Insert** menu and select **Page Numbers**. Then click **Format**.