**MICROSOFT OFFICE TIPS AND TRICKS**

1. Insert a picture from the Internet by simply dragging it into Word.
2. -----------, \_\_\_\_\_\_\_\_, \*\*\*\*\*, ======= Create lines and then press Enter and it will create lines across the page.
3. In a table if you want to resize the columns place your mouse on the dividing line between columns at the very top of the spreadsheet. When you see the 🡨|🡪 symbol, double click your mouse and the column will resize to fit the widest data.
4. To number rows in a table, select the left column, and then on the **Home** tab, in the **Paragraph** group, click **Numbering**.

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1. To number columns in a table, select the top row, and then on the **Home** tab, in the **Paragraph** group, click **Numbering**.

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1. A quick way to undo is ctrl + Z , to redo use ctrl + Y
2. To rearrange the paragraphs in a document select the paragraph you would like to move, hold down the Shift + Alt, then use the arrow keys to move the paragraph up or down.
3. To view Readability and Word Count, go to the Office Button >Word Options > Proofing. Check the box in front of **Show Readability Statistics**.
4. Add AutoSummary Tools to the Quick Access Toolbar

Click the **Microsoft Office Button** Button image, and then click **Word Options**.  
Click **Customize**.  
In the list under **Choose commands from**, click **All Commands**.  
Scroll through the list of commands until you see **AutoSummary Tools**.  
Click **AutoSummary Tools**, and then click **Add**.  
The **AutoSummary Tools** button now appears in the Quick Access Toolbar.

1. You can zoom in or out on any web page by pressing Ctrl and the + or – keys.
2. You can tap the Space bar to scroll down on a webpage one screen. Add the Shift key to scroll back up.
3. Selecting text: double-click to highlight a **word**; triple-click to highlight a **paragraph**; to highlight a **contiguous text** select one end, hold the shift key down and select the other end.
4. Make your toolbars disappear by pressing F11. Press F11 again to get tools back.