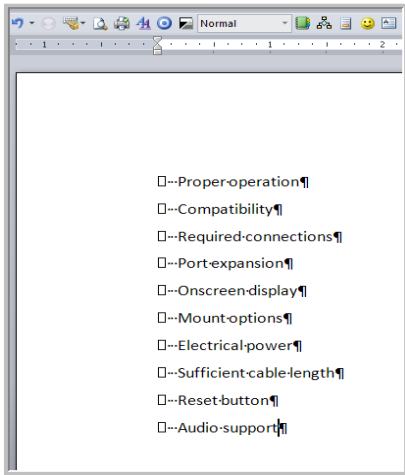


MS Word Tips

Make vertical text selections

At times you may want to select a vertical row of text. For example, suppose you wanted to delete the leading characters in the following figure.



To make a vertical selection, hold down **Alt** as you drag down through the text you want to highlight. Hit **Delete** and they're deleted. You can also format the selected text. Although text was selected at the beginning of the lines in this example, you can make vertical selections anywhere on the page. Make sure you release the **Alt** key before releasing your mouse button; otherwise you will bring up the Research pane instead of selecting text to format or delete.

Get rid of a persistent border

Word offers an option that lets you insert a border automatically by typing three hyphens on a blank line and pressing **Enter**. If the option is enabled, Word will replace the hyphens with a horizontal line. You can disable this option if you press **Ctrl Z** after Word inserts it. But if you try to select the border and delete it, you're out of luck because Word has applied the Bottom Border format to the paragraph.

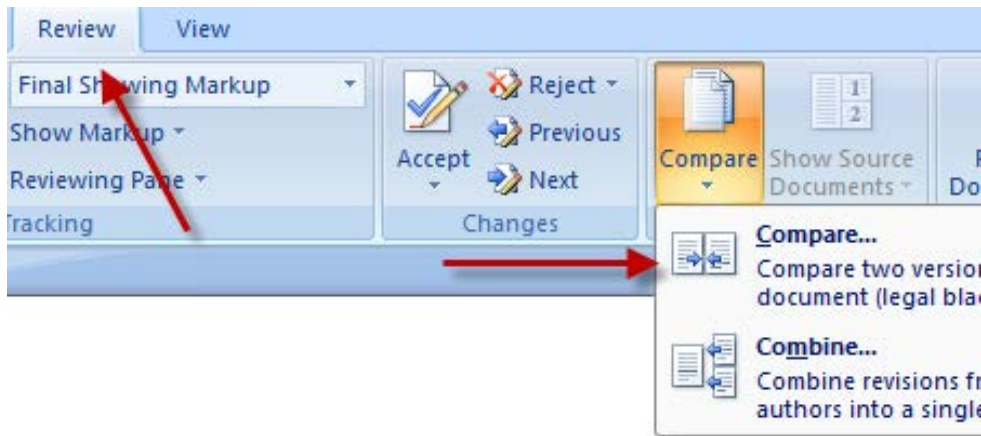
To remove that format in Word 2007/2010, click in the paragraph and then click the **Home Tab > Paragraph > Border**. Just select No Border from the drop-down list.

If you want the automatic border feature, you can trigger different border styles. Typing:

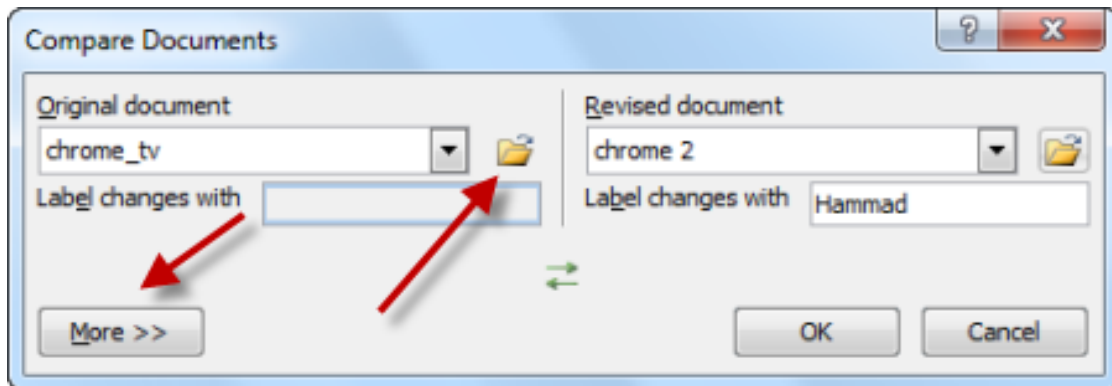
- Three tilde characters (~) will create a wavy line.
- Three underscore characters (_) will create a 1.5-point line.
- Three asterisks (*) will create a dotted line.
- Three equal signs (=) will create a double line.
- Three pound signs (#) will produce a "thin thick thin" line.

How to compare two documents in Word

To compare and determine the differences between two documents click on **Review > Compare**.

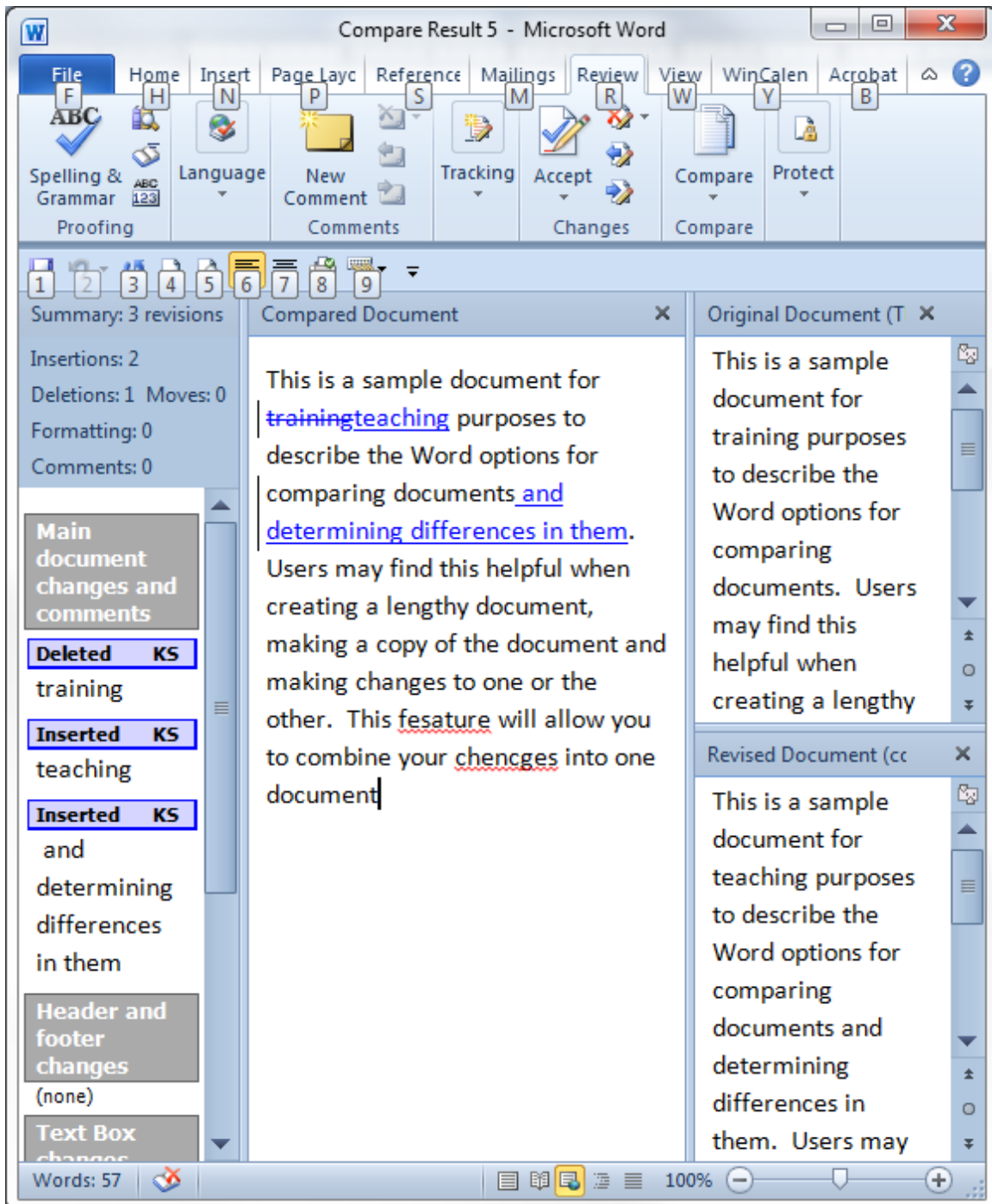


This will open the Compare Document dialog box where you can browse for the documents you want to compare.



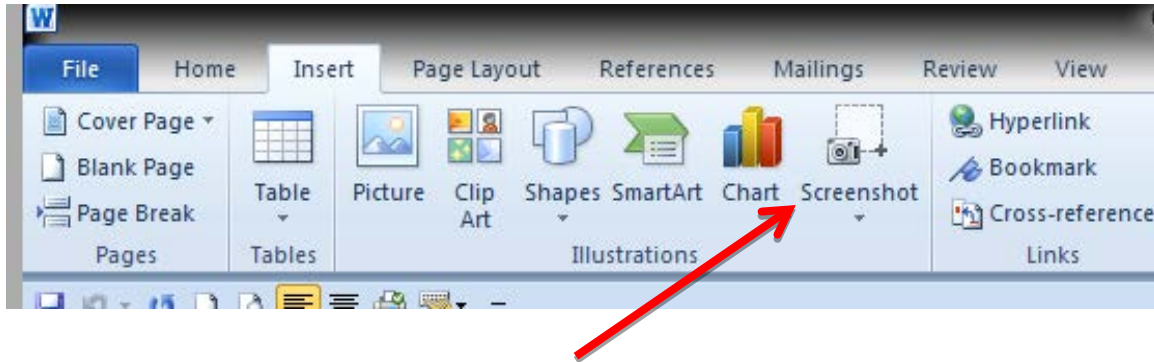
Click on More to view comparison settings and place a check by the data that you want to compare then click OK.

This will open a window that displays the comparison results in a series of columns and panes. In the Compared Document field, the changes between the two documents will be highlighted. You can use this field to compare the two documents and find all of the differences.



How to Take a Screenshot with Word 2010

With Word 2010 you can take a screenshot and paste it directly into the word document. This can be useful if you're writing articles and need to provide images from websites. To take a screenshot, select the **Insert Tab > Screenshot**.



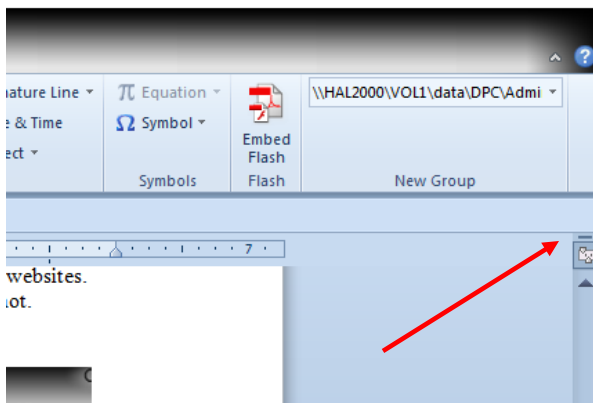
You can view all of the existing active windows that are running. If you want a selective screenshot of a particular area, select the link at the bottom. Once you take the screenshot, the image is automatically pasted in the document and you can do basic editing with the picture tool.

Open the Word Window on Two Different Views (Split Document)

You can view and edit two separated parts of your document at the same time by splitting the document window into two separate panes. You can even change the zoom level in each pane. Scroll to the page where you want to split the document then click **View > Window > Split**. A horizontal divider appears and follows where you place your cursor. Position the divider where you want the document split and the left click on your mouse. There is still only one version of the document; you now have two views of it. You can now scroll or view each independently of the other.

To remove the split, click on **View > Window > Remove Split**.

A quicker way to split your document is to hover your cursor over the divider sign on the top right corner of your document pane.



Your cursor will change to a split icon; you can now drag this down to where you want to split the document, and then release your mouse.