

Four Simple Ways to Save Time With Microsoft Word

How many of you have actually had training on Microsoft Word? Very few of us have, yet many of us work with it every day. These four simple tips will help you use Word (and PowerPoint and Excel) more efficiently.

Icons Mentioned in this Article



Format Painter



Undo



Redo

F4

When you hit the F4 key on the top row of your keyboard, Word repeats whatever you just did. Say, for example, that you just inserted a row into a table. By hitting F4, you can insert another row, and another row.

This can save a lot of time, particularly when you repeat actions that usually require multiple clicks. (For example, to insert a row, you usually need to click on Table on the menu bar, and then Insert, and then Rows Above.)

- **Keep in mind**

- o For some reason, F4 doesn't work with highlighting.
- o F4 doesn't always work in PowerPoint and Excel, though it works often enough to give it a try.
- o It repeats exactly what you did last. For example, after making a word bold, you may delete an extra space without thinking about it. If you hit F4 expecting it to make the next word bold, F4 will actually then delete it because that was the last action you did (which is why "undo," discussed below, is so wonderful).

Format Painter

Say you decide that, instead of underlining the words you want to emphasize, you will make them bold. And you want them to be Comic Sans 12 instead of Arial 14. If you are emphasizing many words, this can turn into quite a project.

However, with Format Painter, all you have to do is make one word Comic Sans 12 bold. Then click on that word and click on Format Painter. Then go to the next word you want to change and click on it. Voila! It's Comic Sans 12 bold.

If you click on Format Painter once, it will just change the next item you click on. If you click on Format Painter twice, it will change everything you click on until you click on Format Painter again or on another icon. Beside saving a ton of time, it's fun to use.

- **Keep in mind**

- o It will sometimes happen that you click on something you didn't mean to, changing its format. Then you'll want to reenter it or hit "undo." Either way, Format Painter will no longer be active unless you click on it again.

Undo

Woops, you didn't mean to delete that paragraph! Does that mean you have to retype it? No, just hit undo, and it reappears.

- **Keep in mind**

- o You can undo more than just the previous action. By clicking the icon repeatedly, you can undo all of your past actions in reverse order.
- o You can also undo just, for example, the thing you did three actions ago. Click on the little down-facing arrow to the right of the icon, and your recent actions will be listed. Simply click on the one you want undone, and it's undone.
- o You can also undo things by using Control-Z on your keyboard.

Redo

The redo icon allows you to redo something you just undid.

- **Keep in mind**

- o You can redo more than just the previous action. By clicking the icon repeatedly, you can redo all of your past undo's in reverse order.
- o You can also redo just, for example, the thing you undid three actions ago. Click on the little down-facing arrow to the right of the icon, and your recent undo's will be listed. Simply click on the one you want redone, and it's redone.
- o You can also redo things by using Control-Y on your keyboard.