USEFUL WORD TIPS

1. BUILD YOUR OWN FRACTIONS
2. LEARN TO USE FORMAT PAINTER
3. FONTS

BUILD YOUR OWN FRACTIONS IN MICROSOFT WORD

Word's AutoCorrect feature builds common fractions for you, replacing your
clumsy text with fraction characters. Sadly, Word has only a few of these
fraction characters++*(see below)*
When you need your own, custom fraction, such as $\frac{3}{64}$

Create it this way:

1. Press Ctrl+Shift+the equal sign (=), the keyboard shortcut for the superscript command.

2. Type the *numerator* (3) for the top part of the fraction.

3. Press Ctrl+Shift+the equal sign (=), again to disable superscript.

4. Type the forward slash character (/).

5. Press Ctrl+ the equal sign (=), to activate subscript.

6. Type the *denominator* (64) — the bottom part of the fraction.

7. Press Ctrl+ the equal sign (=), to turn off subscript.

There's your fraction.

++ ¼ ½ ¾

FORMAT PAINTER

Format painter is one of the most useful tools there is. It allows you to copy the formatting of any piece of text and apply the exact same formatting to another piece of text. It means that the font, the font size, bold, italic, bold italic, paragraph spacing, line spacing and even any hidden formatting such as hyperlink (although why you would want to copy this is not clear) will be copied and applied to the new, unformatted, or differently formatted text.

Using format painter means you can make your document look more professionally formatted. To use format painter, you will need to highlight whatever it is you want emulated, then click on format painter and drag your cursor over the new text to be formatted to change. DO NOT click anywhere other than the format painter while doing this or it will not work. If you double click on the format painter icon this allows you to change the formatting of several pieces of text and the same formatting would be available until you clicked on the format painter icon again, thus releasing it.

FONTS

In the main section of the **HOME** ribbon, you can see which font and size you are using, along with several buttons to allow you to increase the font size by one point, reduce it by one point, change the case, (e.g. all uppercase, sentence case, etc). There is also a button for removing all formatting. Another button allows you to use Word Art, to highlight, add shadow, reflection, etc., but be aware that some of these effects are only visible on a computer, and will not be available on a printed copy.

Formatting fonts can be exciting and can make any text look interesting. There are many different fonts, some of which are handwriting styles, some of which are wingdings ☎◆≋⨝◆ ⨝◆ ☞ ◆☞○□●♏① (there are a couple of wingding fonts) and webdings ➋⬗➤⊞ⓘ❓ ⓘ❓ ✔ ❓✔❢🚗✦🎁 ➍◼. Fonts can be change by clicking on the little arrow in the right-hand bottom corner to open up a new window with many choices. Here you can not only select a different font and font size, you can also change the colour of the text apply bold, italic, bold italic styles, underline style and colour.

You can also make your text ^{superscript} or _{subscript,} for example to add the degree point for temperature, e.g. 200°C.

However, you will need to do this last one by inserting a symbol from the *symbol tab* from the extreme right of the insert ribbon and finding the correct symbol. You can also add foreign language characters, mathematical symbols and lots more interesting things. When you have time, explore this function at length. Now, where was I, you can also use strikethrough and double strikethrough, small caps, all caps and hidden but I have never found the latter useful as it cannot be seen unless you have the show/hide button activated (the backward P).

On the **Advanced** tab you can also change the spacing of the text but this is normally not necessary unless you are creating technical manuscripts.

THE END

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