

MSWORD Tools

Shrink Doc to One Page:

1. With document on the screen, click Print Preview.
 2. Click Shrink to Fit (Word 2003) or Shrink One Page (Word 2007)
- Word will adjust fonts to make the page smaller and fit all of it to one page. IF you don't like the shrink, just click the UNDO or CTRL + Z key to go back to the original.

Calculate in Tables:

You can embed an Excel document in a Word document. To calculate, select cell at the bottom of a column and click Formula on the Table Tools Layout (Word 2007), or select Formula from the Table menu (Word 2003). Word will suggest =SUM(ABOVE), but you can select among over a dozen functions. Besides choosing ABOVE, BELOW, LEFT, or RIGHT to work with all cells in the specified direction, you can reference individual cells and ranges as you do in Excel – for example, =AVERAGE (A1:C3).

Merge to e-mail:

In Word 2007, complete your letter, click Finish & Merge and choose Send E-mail Messages from the menu. In Word 2003, select 'E-mail Messages' at the very first step of the Mail Merge wizard. Either way you'll be prompted for a subject and for a data field that holds email addresses of the recipients.

Compare Two Documents:

In Word 2003 open the old document, choose Compare and Merge Documents from the Tools menu, and select the new document.
In Word 2007 choose Compare|Compare from the Review ribbon and select both the old and the new document.

Document Inspector:

Your Word 2007 documents may contain info that you would rather not share, such as 'tracked changes, comments, hidden text, etc.'. Click the OFFICE button at the top left and point to Prepare. Click Inspect Document. Word 2003 has no Inspect Doc feature, but you can use the Security tab of the Options dialog. Check the boxes "Remove personal information from file properties on save" and "Warn before printing, saving or sending a file that contains tracked changes or comments."

Built-in Translator:

The Research panel in both Word 2007 and Word 2003 includes an option to translate selected text or the whole document in various languages. It's more useful when trying to read a foreign-language than when you're trying to communicate with others who do not speak your language. Try translating a few sentences from English to another language and then back to English.

Create Fancy Equations:

To insert an equation into Word 2007, choose Equation| Insert New Equation from the Insert ribbon and use the tools on the Equation Design toolbar that appears. In Word 2003, select Insert|Object from the menu, choose Microsoft Equation 3.0 and click OK, then use the Equation toolbar that appears.

Math Autocorrect:

Word 2007 only. Click the Office button at the top left, click the Word Options button, select Proofing, click AutoCorrect Options and check the box "Use Math AutoCorrect rules outside of math regions." Now you can type \aleph to insert an aleph, \int for an integral sign or even type quadratic to insert the entire quadratic equation.

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