

Welcome to “ITS Technology Tips,” where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Microsoft Word is a popular application at Loyola and the ITS team is always looking for ways to use it that can make our lives easier. And as you know, Word is quite a powerhouse, jam-packed with features that can really make a difference in our workday. We could have hundreds of Word tech tips and not even cover half of the features in Word. But won't make you suffer through hundreds right at this moment. We'll just share four of our favorite ways Word can save you a lot of time in your word processing life (you can thank us later). Technically, it's more than four, but we won't quibble with the particulars.

4 Ways to become a Speed Demon in Word: Timesaving Tips

1. Speedy Ways to Select Texts: Quit Your Dragging!

Did you know Word gives you many ways to select text with easy mouse clicks instead of tiresome dragging? No longer do you have to try to manipulate your mouse up and down the page to select sentences. Try these handy tips:

Select a word: just double-click on the word and bingo, it will be highlighted!

Select a sentence: hold down the CTRL key and click anywhere in the sentence. Yes, the whole darn things will light up. Well, maybe not light up...

Select a paragraph: Triple-click in the paragraph! Click-click-click and yes, all of the lines will be selected. No scrolling for you!

Select a page: CTRL-A. That means “Select All”.

2. Learn the Undo feature

Our favorite shortcut! CTRL +Z is the shortcut to “Undo”. It allows you to take back changes you have made to your document. Ignore it if you don't make mistakes or have any regrets in your typing life. No longer do you have to freak out if you accidentally delete an entire paragraph that you magically selected by triple-clicking. You can just hit CTRL +Z. Now if only there was a CTRL +Z feature in life...

3. Save Options

Microsoft Word has a lovely AutoRecover feature, but if you have been traumatized in the past by computer crashes and lost documents, you can adjust this interval and make Microsoft Word save your documents every 2 minutes if you like. Go to **Tools | Options** and click on the **Save** tab. Check the “Save AutoRecover info every” option and type a number in the “minutes” box. In addition to this, learn CTRL-S, which is the shortcut for “Save”. This will save a lot of heartache. However, you won't be able to use the excuse, “I can't get that file to you because I forgot to save it.”

4. **Shrinkage: Fonts.**

You can change the size of your font without even going to the toolbar. Give your mouse a break. You can go the geezer route and go to **Format | Font** and select the point size. You can also go to the tool bar and fiddle with the font there. But you can avoid movement all together. Select the word you want (remember how to select text?). Then press Ctrl + { } (open and closed brackets). The left bracket { shrinks the font; the right bracket } makes it larger.

Want more ways to become a Microsoft Word speed demon?

Check out these links:

12 Tips for Creating Better Documents

<http://www.microsoft.com/atwork/getworkdone/documents.mspix>

Allen Wyatt's Word Tips: 1600 Word Tips (goodness!)

<http://wordtips.vitalnews.com>

PC Magazine Directory of Word Tips

<http://www.pcmag.com/category2/0,4148,2141,00.asp>

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