- Turn off “Full Screen Reading” view when opening an email attachment in Word.
  
  **Office Button – Word Options – Popular** – take the check mark off of “open e-mail attachments in Full Screen Reading View”

- Show and hide the “Ribbon”
  
  Double-click on the Ribbon

- Add icons to the “Quick Access Toolbar”
  
  **Right-click on the icon** – choose “Add to Quick Access Toolbar”

- View the text on screen as large as possible without scrolling left to right.
  
  Click on **View Ribbon** then the **Draft** icon

- Turn off capitalize first letter of sentences, capitalize names of days, etc.
  
  **Office Button – Word Options – Proofing – AutoCorrect Options**

- Turn off automatic bullets, numbering, etc.
  
  **Office Button – Word Options – Proofing – AutoFormat As You Type**

- Highlighting Text (do not click and drag)  
  
  **Click – Shift - Click**

  - **Double-click** – word
  - **Triple-click** – paragraph
  - **Ctrl-click** – sentence
  - **Ctrl-A** – whole document
  - **Ctrl-double-click** – words not connected

- Navigating in Document
  
  **Ctrl-Home** – top of document
  
  **Ctrl-End** – end of document

- Combination navigation and highlighting
  
  **Ctrl-Shift-Home** – from that point to the top of the document
  
  **Ctrl-Shift-End** – from that point to the end of the document

- The “paragraph marker” and “spaces” in Microsoft Word retain the formatting.

- Spelling & Grammar, Research, Thesaurus, Translations
  
  Click on the **Review Ribbon**

- Apply same formatting several places
  
  **Home - Format Painter**

- Move to specific page – double-click on the word Page (bottom left)

- Send document as email attachment
  
  **Office Button – Send – E-mail**