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WORD 97 TIPS, TRICKS AND SECRETS

To increase the number of recently displayed files from 4 to 9

- Click on the Tools drop down menu.
- Select the Options command.
- Select the General tab
- In the Recently used file list, change the number from 4 to 9
- Click on the OK button to close the dialog box.

To add icons to a toolbar

- Right click on any toolbar.
- From the pop-up menu displayed, select Customize.
- Select the Commands tab.
- Select the required category of command, such as File, Edit etc.
- In the command section of the dialog box, select the required icon.
- Drag and drop the icon to a toolbar.
- Close the dialog box.

To copy formatting from one place to another

- Select text containing the formatting that you wish to copy to other text within the document.
- Click on the Format Painter icon, and the mouse pointer will change to a paintbrush shape.
- Drag over other text within the document to apply the formatting of the select text to the second text section.

To change the User Information used by Word

- Click on the Tools drop down menu.
- Select the Options command.
- Select the User Information tab.
- Edit the information as required.
- Click on the OK button to close the dialog box.

To convert Word documents that contain AutoShapes to HTML pages

- When you convert a Word document to an HTML file, you will find that any AutoShapes within the document will not show up in the HTML formatted document.
- To fix this problem, cut each AutoShape to the Clipboard and paste it back as a picture. The file can then be converted to an HTML document.

To count the number of words within a document

- Click on the Tools drop down menu and select the Word Count command.