

Improve your skills, Any age can LEARN

To disable automatic grammar checking

- Click on the Tools drop down menu.
- Select the Options command.
- Click on the Spelling & Grammar tab.
- Remove the check from the Check grammar as you type check box.
- Click on the OK button to close the dialog box.

To display additional toolbars

- Right click on any toolbar and from the pop-up menu displayed, select the toolbar that you wish to display.

To display the Find and Replace dialog box

- Double click on the Word status bar, (normally located at the bottom of the Word screen).
Control F for Find and Control H for Replace or under Edit Find/Replace

To display white text on a black background

- Select the text that you wish to be displayed in 'reverse colors'.
- Click on the Format drop down menu and select the Borders and Shading command.
- Select the Shading tab.
- Click on the color black.
- Click on the OK button.

To draw perfect circles or perfect squares

- Depress the Shift key when creating an oval to create a perfect circle, or when using the rectangle tools to create a perfect square.

To force a document to fit on to one page

- Click on the Print Preview icon.
- Click on the Shrink to fit icon.

To generate paragraphs of sample text

- Enter the command:
`=rand(x,y)` For Example, `=rand(30,4)`
- Where x is the number of words per paragraph
and y is the number of paragraphs

A number of sample text paragraphs will then be generated allowing you to experiment with the various Word commands. This does not appear to work on some installed versions of Word. Try it and see! By the way, guess what phrase you will see repeated.....

The quick brown fox jumps over the lazy dog.

To increase or decrease font size

- Select the text that you wish to increase the font size of.
- Press Control+]
- To decrease the font size press Control+[