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To insert trademark and copyright symbols

- To insert the copyright symbol enter (c)
- To insert the registered symbol enter (r)
- To insert the trademark symbol enter (TM)

To jump to a page from a Table of Contents

- Double click on the page numbers as displayed within a Word generated Table of Contents.

To jump to the start of a document

- Press Control+Home.

To open more than one document at a time

- Display the Word Open dialog box.
- Depress the Control key and select all the files that you wish to open.
- Clicking on the Open button will open all the selected files simultaneously.

To password protect a document

- Click on the File drop down menu and select the SaveAs command.
- Click on the Options command and enter a password to open the file and then save the file.

To quickly create a style within a document

- Add formatting to some text and then select the text.
- Click on the Style box within the Formatting toolbar and directly enter a name of the style.
- Pressing the Enter key will assign the style name to the selected text, which can be reapplied to the text within the document.

To rename a file

- Display the Open dialog box.
- Select the file you wish to rename.
- Press the F2 key and enter the new name.
- Press the Enter key.

To delete a file

- Display the Open dialog box.
- Select the files you wish to delete.
- Press the Del key.

To run the spell checker on a single word

- Double click to select the word and then press the F7 key.

To cycle between multiple documents

- Press the Control+F6 key or left click on Window and select the other document.

To see a list of all available styles

- Depress the Shift key, while clicking on the Styles drop down list (in the Formatting toolbar).