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To select a paragraph

- Move the mouse pointer to the left of the paragraph. Click three times.

To select a word

- Double click on the word.

To select the entire document

- Move the mouse pointer to the left of the text, press Control+A.

To set the default location of documents

- Click on the Tools drop down command.
- Select the Options command.
- Select the File Locations tab.
- Double click in the File types section of the dialog box and enter the required default file location.
- Click on the OK button to close the dialog box.

To use animated text characters

- Click on the Format drop down menu and select the Font command.
- Select the Animation tab.
- Select the required animation type and close the dialog box.

To use different bullets types

- Select the list to wish you wish to apply customized bullets.
- Select the Format drop down menu and click on the Bullets and Numbering command.
- Select a bullet type and then click on the Customize button.
- Click on the Bullet button.
- In the Font section of the dialog, click on the drop down arrow and select Wingdings from the list displayed.
- Select the required bullet types and close the dialog boxes.

To use fonts larger than 72 points

- Enter the font size required into the font size box located on the Formatting Toolbar.

To use the format painter more than once at a time

- Instead of single clicking on the Format Painter icon, double click on the icon. The Format Painter icon will then remain active until you re-click on the Format Painter icon or press the Esc key.

Date And Time Keyboard Shortcuts

- Insert the current date into your MS Word documents, Press **Alt+Shift+D**, Insert the current time, Press **Alt+Shift+T**.