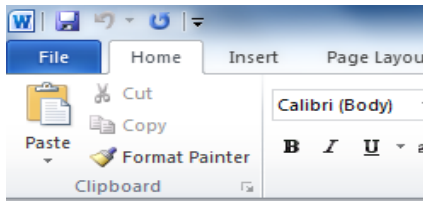


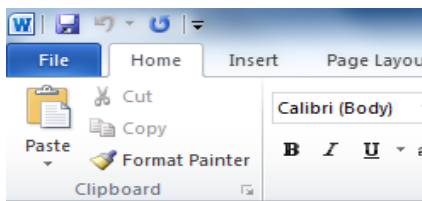
How to make the most of MS Word 2007

1. Quick access toolbar



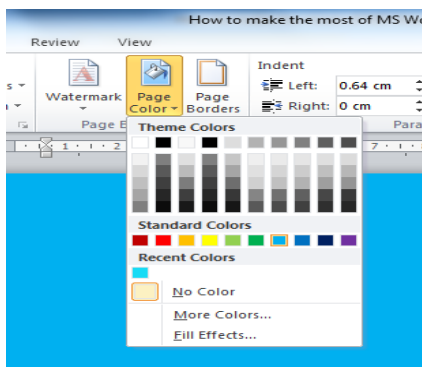
Click on the **expand button**. Click on 'more commands'. Under 'choose commands from' select 'all commands'. You will then get a list of all the functions available in Word. Select the ones you use a lot and want to be available in one click and when you start up a word document.

2. Undo



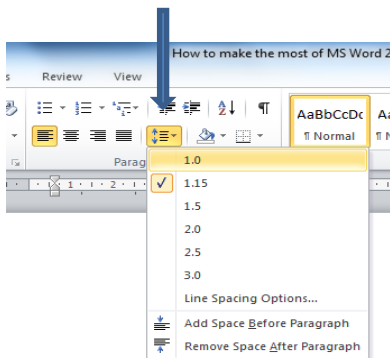
'Undo' is very useful to get back to a stage in a piece of writing where it still made sense. It also allows things that have miraculously disappeared to reappear.

3. Page colour



Click on 'Page Layout'. Then select page colour. This allows you to customise the background colour of any document.

4. Distance between lines

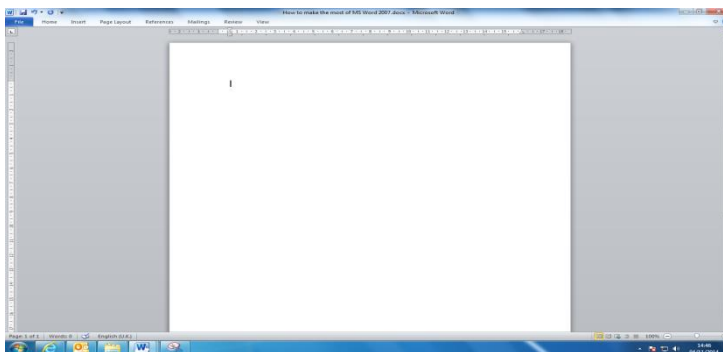


Click on the 'Home' tab. In the paragraph section select the distance between lines you require.

5. Text to speech

Click on the expand button as for section 1. Find 'speak' under 'all commands' and add it to your quick access toolbar.

6. To hide everything except the quick access toolbar

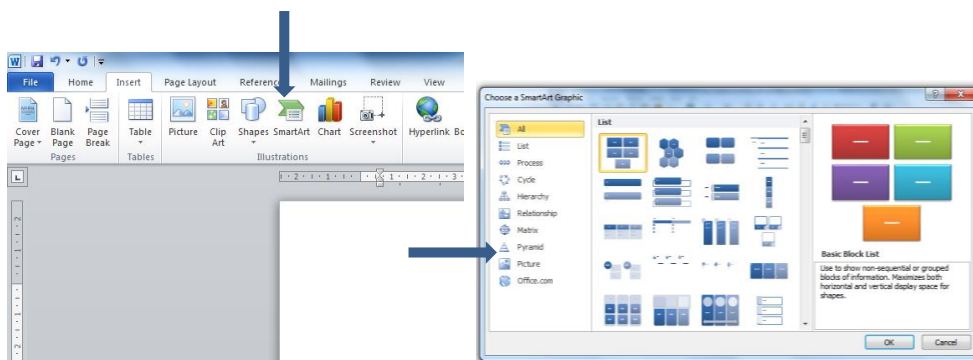


Press Fn and F1 or Ctrl and F1 at the same time.



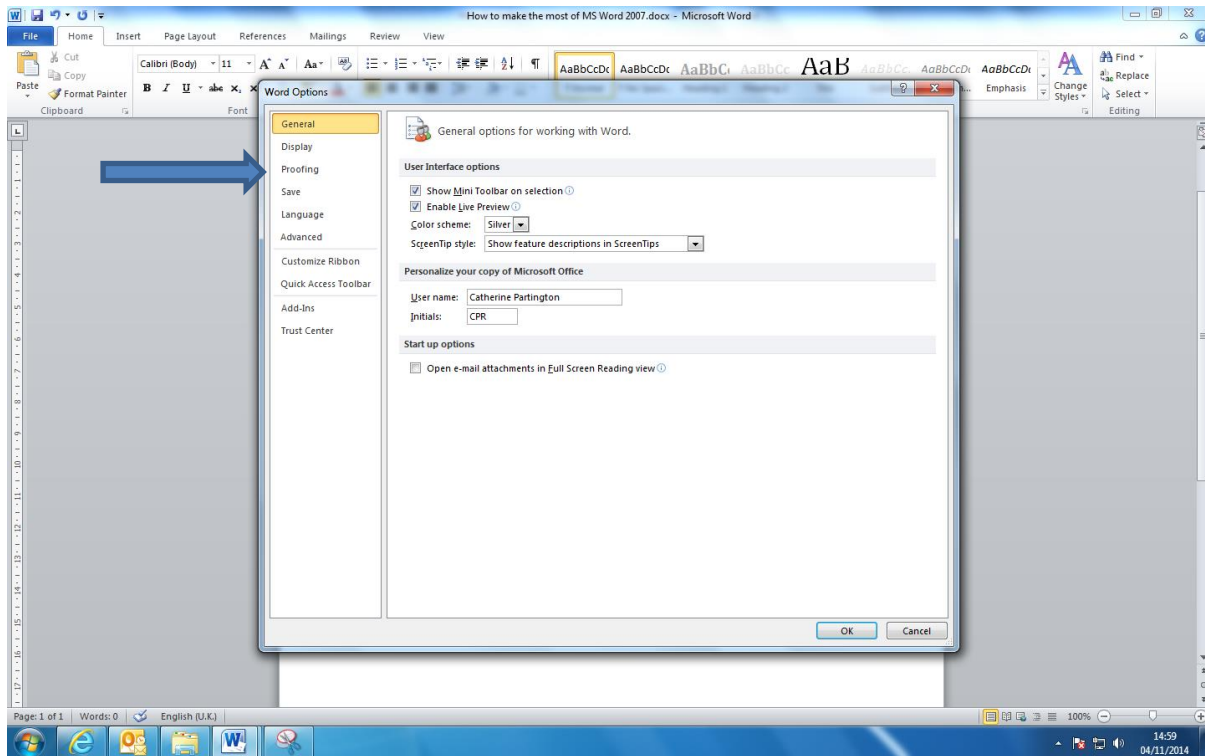
Click here to unhide

7. SmartArt for mind maps

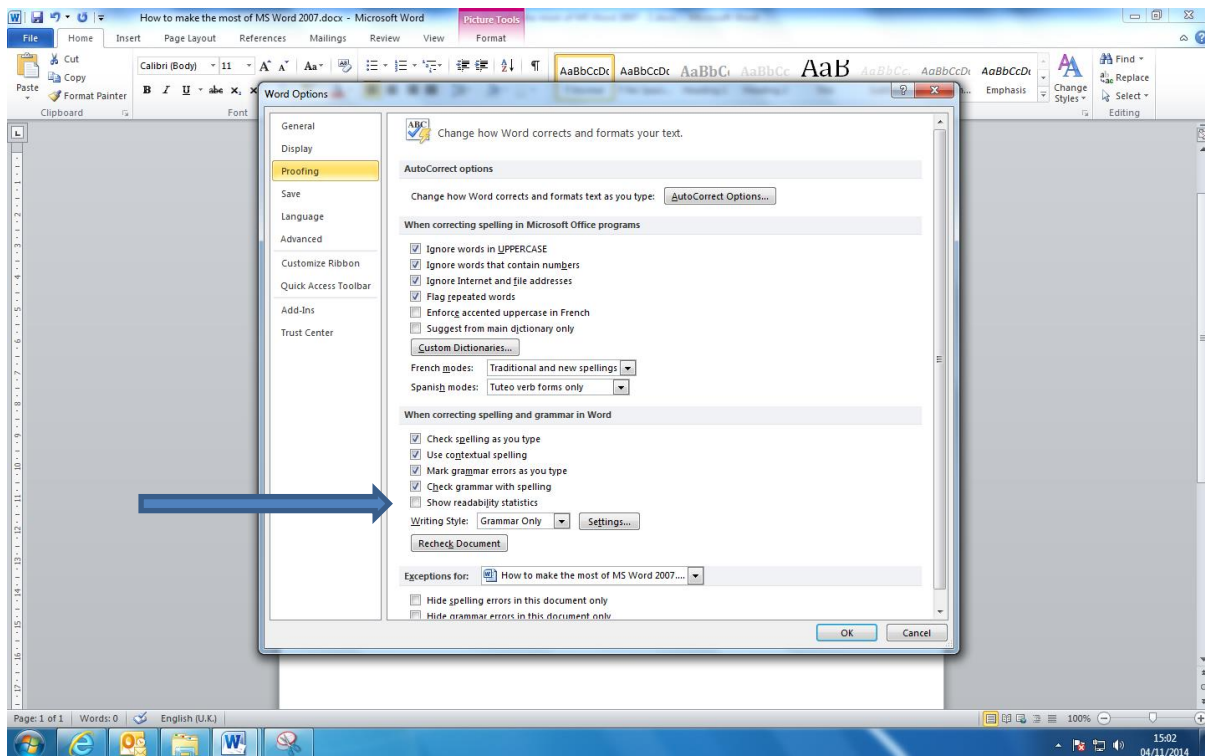


8. Checking readability

In a word document click on 'File' and select 'Options'. Select 'Proofing'.

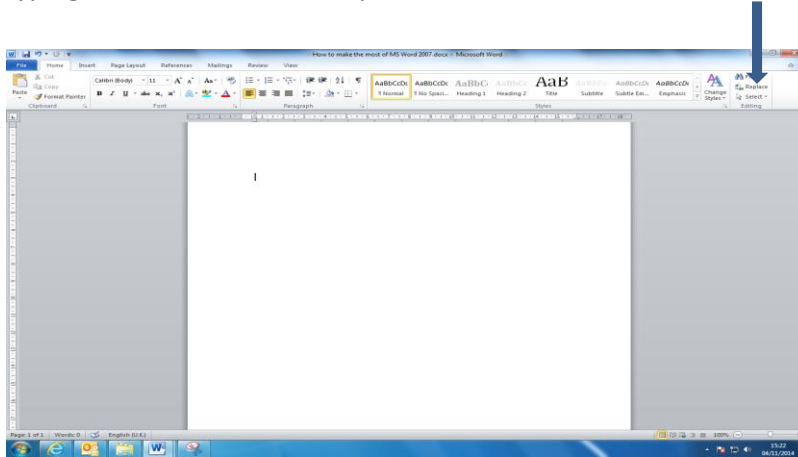


Click on 'readability statistics'

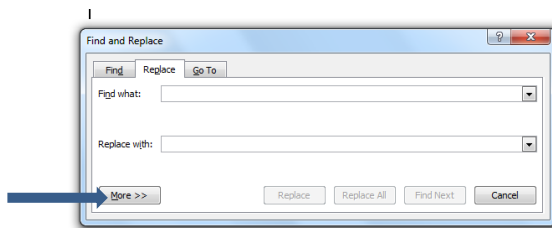


9. Replace

Use **Replace** to correct spelling mistakes made regularly. Click on 'Replace', type the *wrong* spelling into 'find what' and the *correct* spelling into 'replace with'. You can also use this for typing in shorthand, for example 'intl'.



Click on 'more'



and select 'find whole words only'.

Click on 'replace all'.