







Cool Things You Can Do With Word

1. Use Format Painter 
2. Insert & modify bullets (*Format/Bullets and Numbering/Customize/Font*)
3. Add buttons to toolbar (*Right-click or View/Toolbars/Customize Toolbars/Commads*)
4. Insert a border and shading (*Format/Borders and Shading*)
5. Insert and manipulate graphics (wrapping, cropping, formatting)
6. Make a watermark and insert it into a document (*Format/Picture/Color/Watermark*)
7. Insert a movie (*Mac-Insert/Movie*) (*Win-Insert/Object/Create from File*)
8. WordArt Picture fill (*Format WordArt/Fill Color-Fill Effects/Picture*)
9. Create a hotlist  (*Insert/Hyperlink*)
10. Hyperlink a set of curriculum pages  (*Insert/Hyperlink*)
11. Create a math worksheet (*Insert/Object/Microsoft Equation*)
12. Create a worksheet with text boxes and a screenshot    Paste
13. Preferences (making Word do what you want) (*Win-Options*) (*Mac-Preferences*)
(*Tools/AutoCorrect*)

14. Merge names into a certificate (*Win-Tools/Letters & Mailings/Mail Merge*)
(*Mac-Tools/Data Merge Manager*)
15. Selecting non-contiguous text (*Win-Control drag*) (*Mac-Command drag*)
16. Find/Replace (*Win-Control H*) (*Mac-Shift Command H*)
17. Typing Symbols (*Insert/Symbol- Double-click symbol or click Insert*)
18. Scholastic Keys (*Windows Only*)
19. Click & Type (*Click and then type*)
20. AutoText (*Insert/AutoText/Pick type*) (*Can also type first word*) Create
21. Stationery with date (*Insert/Date and Time/Choose format/√Update automatically*)
22. Spell √ - (*if underlined, right-click*) (*Tools/Spelling and Grammar*)
 - a. Add word
 - b. Reading level (*Tools/Spelling and Grammar/Options/Show readability statistics*)
23. Text boundaries for brochures & newsletters (*Win-Tools/Options*) (*Mac-Word/Preferences or Edit/Preferences*) Both (*View tab/Text boundaries*)
24. Font (*Format/Font*)
 - a. Kerning (*Character Spacing*)
 - b. Text Effects or Animation
 - c. Increase 1 point (*Win-Control J*) (*Mac-Command J*)
 - d. Increase 2 points (*Win-Shift Control >*) (*Mac-Shift Command >*)
25. AutoSummarize (*Tools/AutoSummarize*)