

Microsoft Word — Intermediate

As of 10/15/2023

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Introduction

When used with a more intermediate-to-advanced skill, Microsoft Word can approach the level of a desktop publishing program. The number of companies allowing employees to work from home is growing. A valuable employee is one who can, not only get the most out of Word, but who can use features that are important to a team of co-workers and supervisors who are not located in the same area.

For this handout (in color) and more, visit my teacher's website at:

www.clearcutcomputing.com/school



Microsoft Word — Intermediate

Breaks (on the *Layout* ribbon)

Many people know how to create a Page Break in Word, but fewer know and use the other kinds of breaks that can be used in Word.

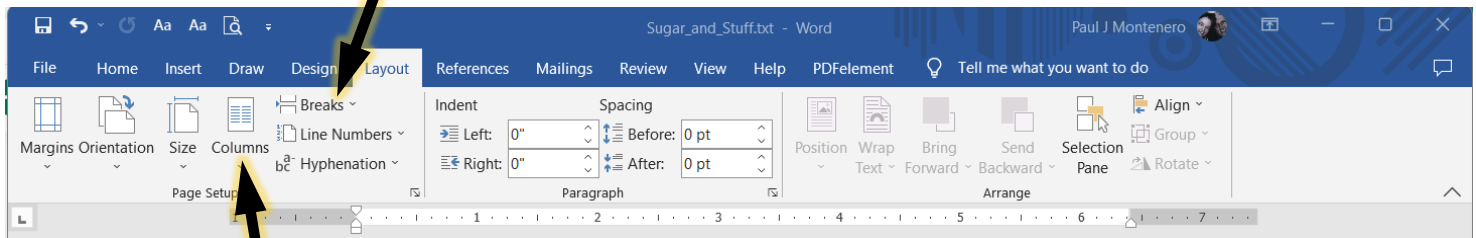
Page Breaks

Page	Terminates the current page and begins a new page.
Column	Ends the current column and force the next text to be at the top of the next or new column.
Text Wrapping	Controls how text wraps around another object (you also find this control in the pictures and shapes related ribbons and controls).

Section Breaks

-Allow you to change page margins, orientation, paper size, columns in a “section of the document”

Next Page	Starts a new section at the next page (similar to a page break).
Continuous	Starts a new section without starting a new page.
Even Page	Starts a new section on the next EVEN-numbered page.
Odd Page	Starts a new section on the next Odd-numbered page.



Columns (on the *Layout* ribbon)

Create a newspaper or magazine effect by dividing text into two, three or any number of columns.

Sugar and Stuff
138 Liberty Place
Albertson, Long Island-11534

Mr. George Hershey
Candyland Chocolate
1 Cherry Loop
Batavia, New York-10762

July-7, 2023

Dear Mr. Hershey

Thank you for accepting our bid to supply your factory with our Grade AAA products. Our products have received the highest marks for quality in the candy industry. For fifteen out of the last twenty years, including the last five years straight, we have received the *Chocolate Cream of the Crop* award. We hope you will be satisfied with our service. We welcome honest feedback from our customers.

Just as you have built your reputation on being the finest candy producer in the Northeast, we have established ourselves as suppliers of the finest candy-making ingredients. We look forward to a long business relationship. If you have any questions, please do not hesitate to contact me.

Getting our products to you while they are as fresh as can be is our prime goal. We pride ourselves on our fast delivery and customer service. Sometimes weather and environmental events occur that affect the timeliness of our deliveries. We will always inform you of anticipated delays in product delivery and work with you to insure alternative solutions and terms. All we ask is for your understanding and uninhibited communication with us. Your satisfaction is our greatest concern. We have a plaque hanging in multiple places in our facility that reads, "A satisfied customer is the sweetest kind to have."

Sincerely,

Pamela Browne
Account Executive
(800)-555-1212
PB:jm

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Section Break (Continuous)

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Section Break (Continuous)

Original document—One Column

Full document in Two Columns

Section Break—Continuous (last 2 paragraphs) in Two Columns

Microsoft Word — Intermediate

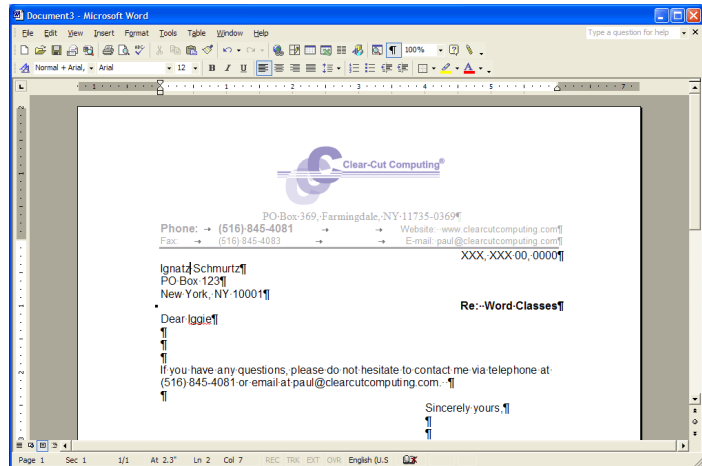
Microsoft Word — Printing Envelopes & Labels

Have you ever wanted to print just one address label? How about a sheet of return address labels? Or maybe your printer has the ability to print directly to envelopes, but you never use it. Dedicated label printers can be expensive, especially when you add in the cost of the replacement labels and ink cartridges. Microsoft Word has the ability to print directly to envelopes or a full sheet of labels, or a single label on a sheet.

To get started, choose...

- Word 2002/3: **Tools—Letters and Mailings—Envelopes and Labels.**
- Word 2007: **Mailings**, and then click either the **Envelopes** button or the **Labels** button.

Word is “smart enough” that if you put the cursor somewhere in the address in a document (as shown below), and then go to the **Envelopes and Labels** feature, Word will usually detect the address and pre-load it into the *Delivery Address* box.



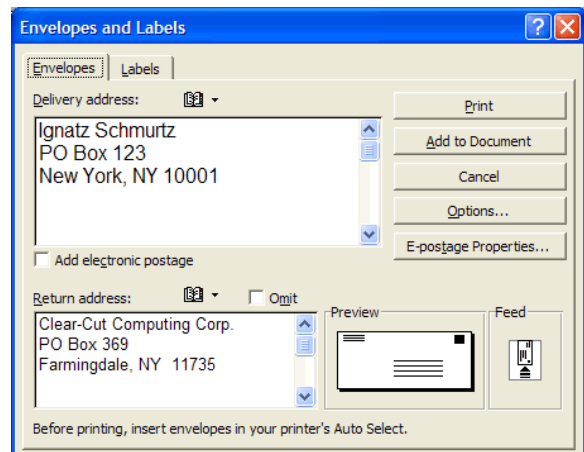
Printing Envelopes

Here we see the **Envelopes and Labels** window with the **Envelopes** Tab selected.

TIP: The return address will automatically fill in from the User Information that is set in Word when you originally installed the program. If it is blank, or incorrect, fix it on the Options screen

Tools—Options—User Information

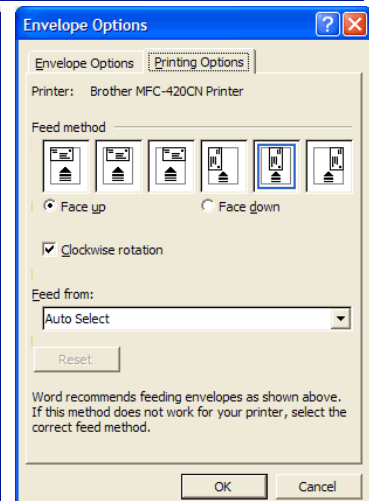
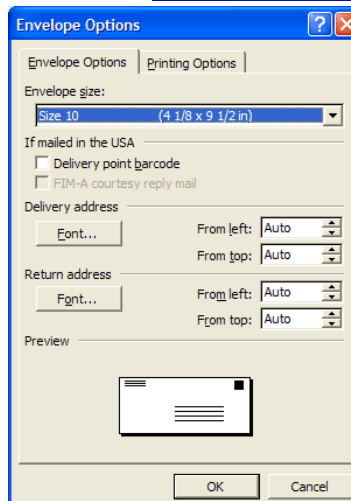
You can either print the envelope or add it to your current document, which adds a new section in your Word document (similar to a new page but the paper is the size of an envelope).



Clicking the **Options** button reveals the bottom two-tabbed screen. The most important thing the *Envelope Options* tab allows you to change the size of the envelope you wish to print onto.

The *Printing Options* tab is where you choose how your printer feeds the envelopes.

Printing onto envelopes is more widely used where printers have a separate tray for envelopes. On smaller printers, especially where one must remove the paper to print an envelope, it becomes more cumbersome to print envelopes. These are where printing onto label paper is more useful. A sheet of labels need only be placed on the top of the paper tray. Let's now look at printing labels.



Microsoft Word — Intermediate

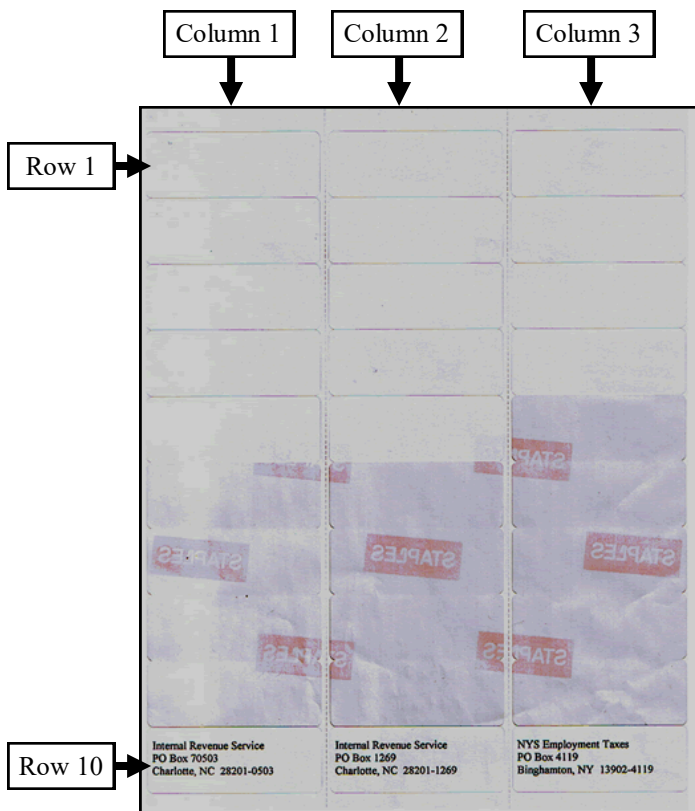
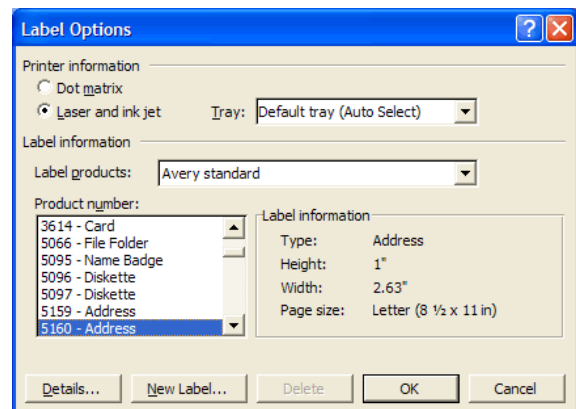
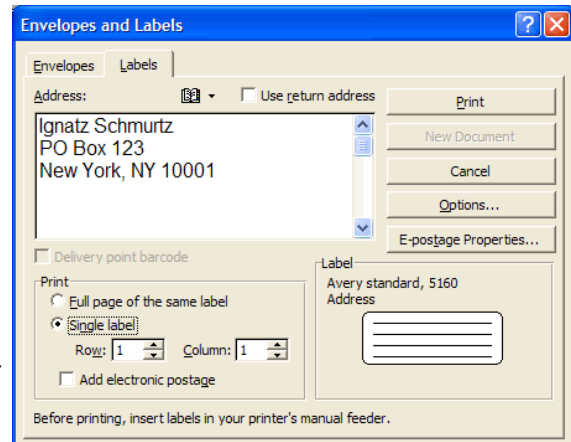
Printing Labels

Back at the **Envelopes and Labels** window, click the *Labels* tab and you will see the diagram to the right. Here you can choose to print a onto a wide variety of label paper.

Click the **Options** button to reveal the **Label Options** window. Here you choose the label manufacturer and the label product number. Almost all label manufacturers make their labels compatible with the Avery brand, so when you shop for labels, make sure the box has the Avery compatible number on it.

TIP: the 5xxx label series are for laser printers and the 8xxx are for inkjet. For best results, choose the right labels for your printer.

Once you have set your options, you can choose one of the two printing modes. If you want to print a full sheet of the same label—as in return address labels—be sure to click the radio button labeled *Full page of the same label*. However, let's say you want only a single label. You can save a sheet for this purpose. Choose *Single label* and then set which label you want to print to by selecting the *Row* and *Column*.



To the left is a picture of a label sheet compatible to the Avery 5160 (and 8160). The columns have been labeled so you can understand how to choose a single label.

TIP: When you print a single label, begin with the labels in the last row (row 10). This way the paper keeps it's firmness as you repeatedly feed it through the printer to print subsequent labels. If you choose to start from row 1, the paper will become flimsy after a few rows and might crumble and jam you printer.

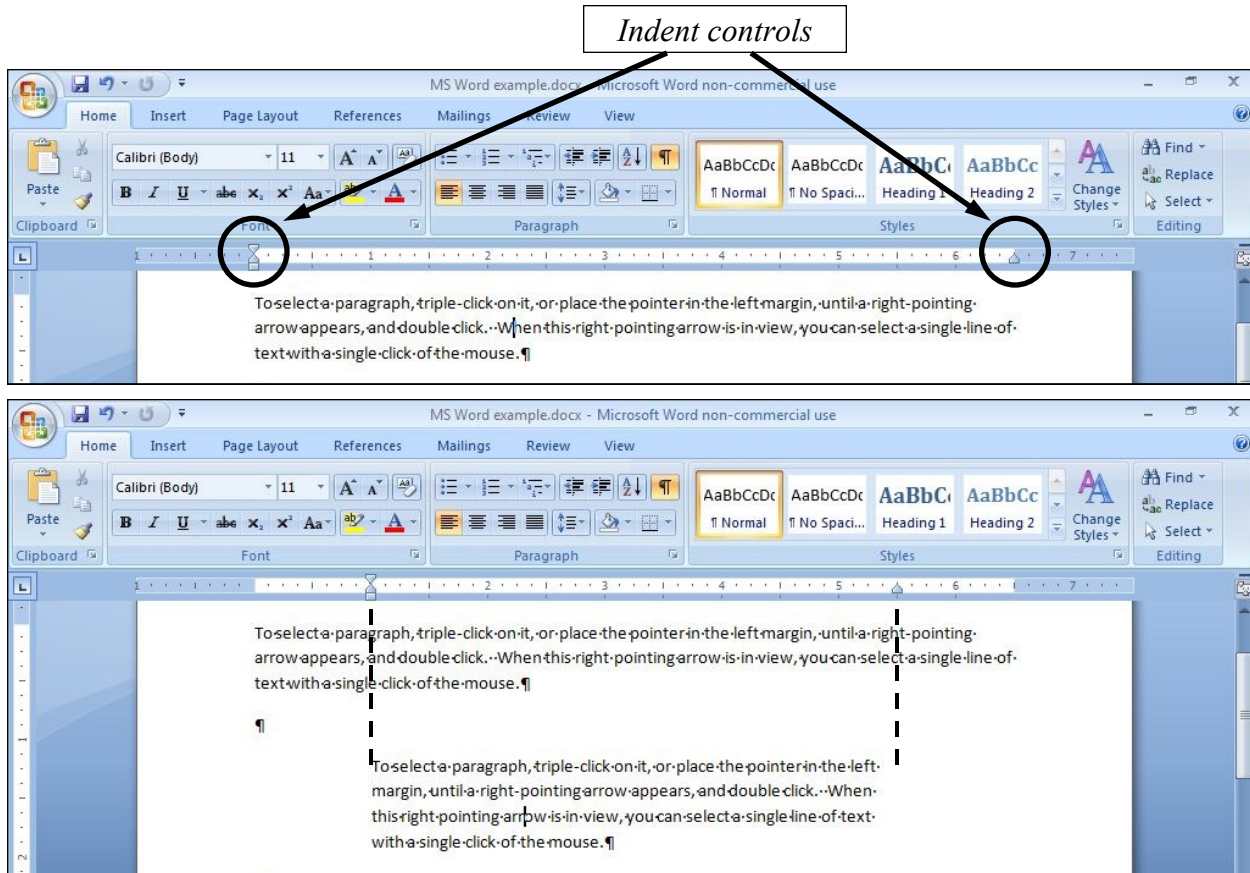
Microsoft Word — Intermediate

Paragraph — Indenting & Tabs





Word will automatically wrap the text you type, as you reach the right margin, to the next line along the left margin. So, there's no need to "manually" press the Enter key when you feel the line is long enough.

Ruler

The ruler is more than just a measuring tool to help you place text in the right locations. To display the ruler bar, click the View ribbon and check the Ruler box. By moving the left and right indent controls, you can control the width boundaries of your text..



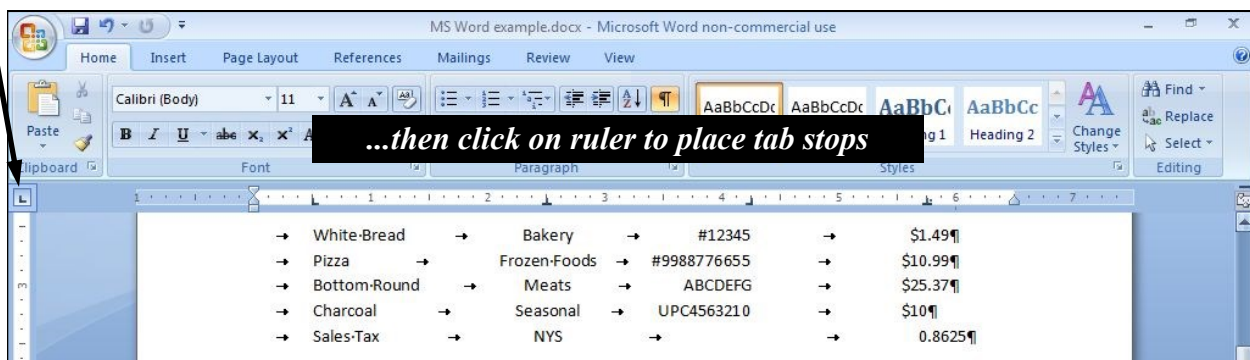
Click to select Tab type...

-  -Left Align Tab
-  -Right Align Tab
-  -Center Tab
-  -Decimal Tab

Tab stops





You also use the ruler bar to control where you place your tab stops. There are four kinds of Tab stops: Left justified, Center, Right justified and Decimal tabs.

A Decimal tab stop is the numeric tab stop— it will line up numbers vertically by their decimal point.



Microsoft Word — Intermediate

Click to select Tab type...

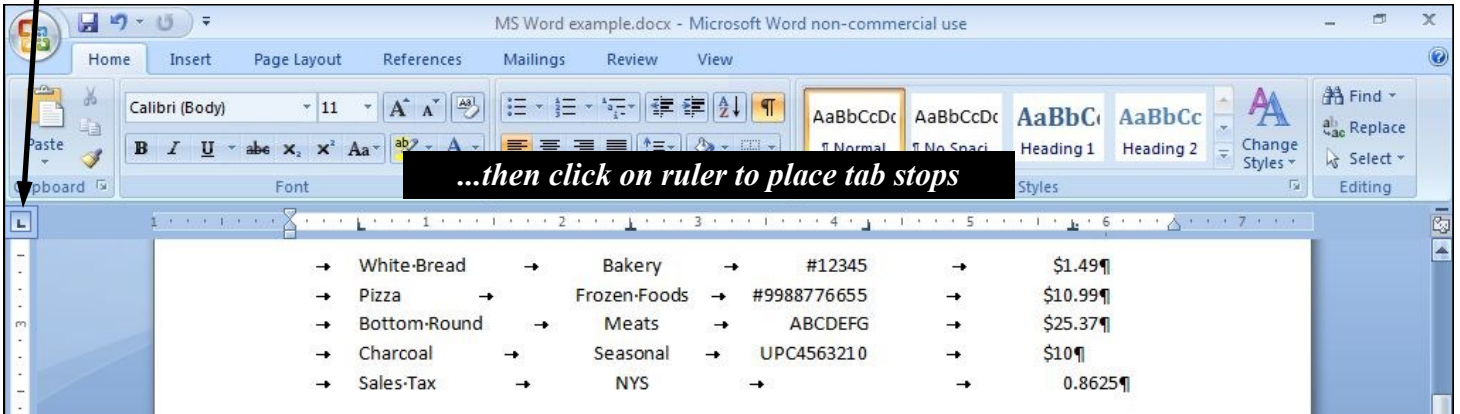
-  -Left Align Tab
-  -Right Align Tab
-  -Center Tab
-  -Decimal Tab

Tab stops

You also use the ruler bar to control where you place your tab stops. There are four kinds of Tab stops: Left justified, Center, Right justified and Decimal tabs.

A Decimal tab stop is the numeric tab stop— it will line up numbers vertically by their decimal point.

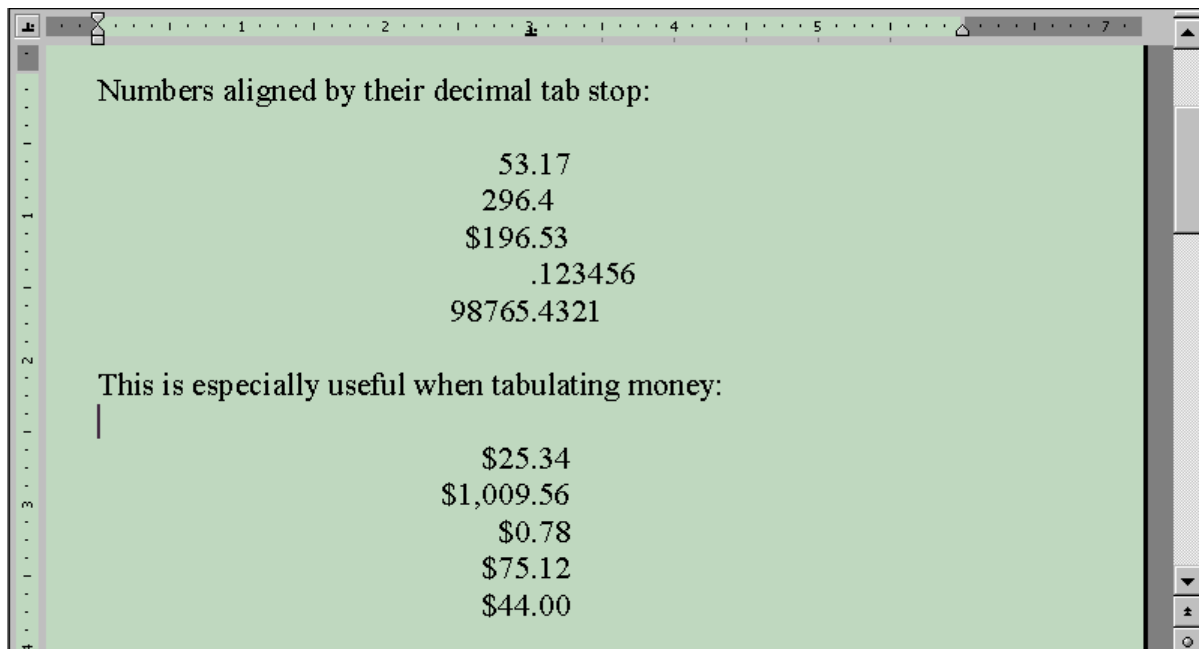
...then click on ruler to place tab stops



“Number” Tab stop

You can also control where you place your tab stops. There are three kinds shown in the figure above: Left justified, Center and Right justified tabs.

A fourth kind of tab stop is the numeric tab stop, which will line up numbers vertically by their decimal point (as illustrated below).

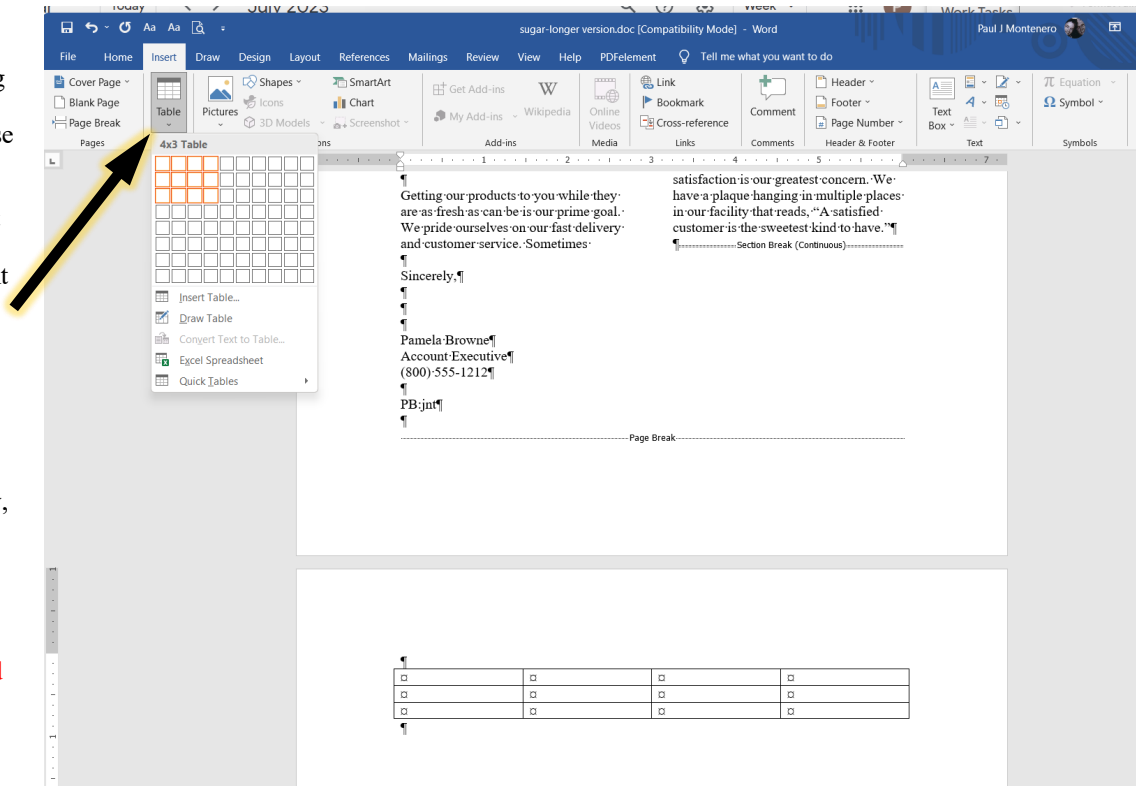


Microsoft Word — Intermediate

Tables

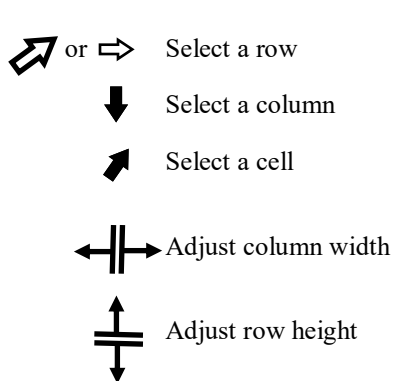
The popular alternative using *Tab Stops* to organize your information is through the use of *Tables*. A quick and easy table can be applied via the *Tool bar Table* button. First position your cursor, in the document, to where you want to place the table. Then, on the *Insert* ribbon, click the *Table* button and select the desired size of the Table you need. If you need more rows than what's presented to you, don't worry — when you are in the last cell of the last row, and you press the *Tab* key, another row will automatically be added to your table.

TIP: clear any Tab stops and reset Indent Controls before inserting a table.



MODIFYING THE TABLE STRUCTURE

Perhaps one of the most powerful things about tables is the ability to modify their structure—their look and layout. The key to adjusting the table layout is to pay attention to the mouse pointer—as you move it over different parts of the table, you will see the pointer change shapes...each shape allows you to do something different. BUT REMEMBER: you can only do that special function while the pointer is shaped for that function. For example, to select a column, you need to see the “down-arrow” as pictured below. You can only see this arrow when pointing above a column.



TABLES			
Paul J. Montenero			
Phase	Status	Target Date	Comments
Planning	Complete	3/31/00	All rooms assigned. Final floor plans signed off by all department heads.
Cleanout	Underway	5/31/00	Trash bins are in place.
New Office Construction	Underway	6/15/00	Status of individual disciplines: <ul style="list-style-type: none">→ Sheetrock completed→ Painting completed→ Computer network wiring completed→ Painting touch-up→ Furniture: 75% installed
Computers	Awarded	7/15/00	Vendor selected; Equipment purchase order being drafted.
Move	Open	7/31/00	Moving company hired; packing boxes delivered to staff.

Microsoft Word — Intermediate

Inserting Pictures and Annotating

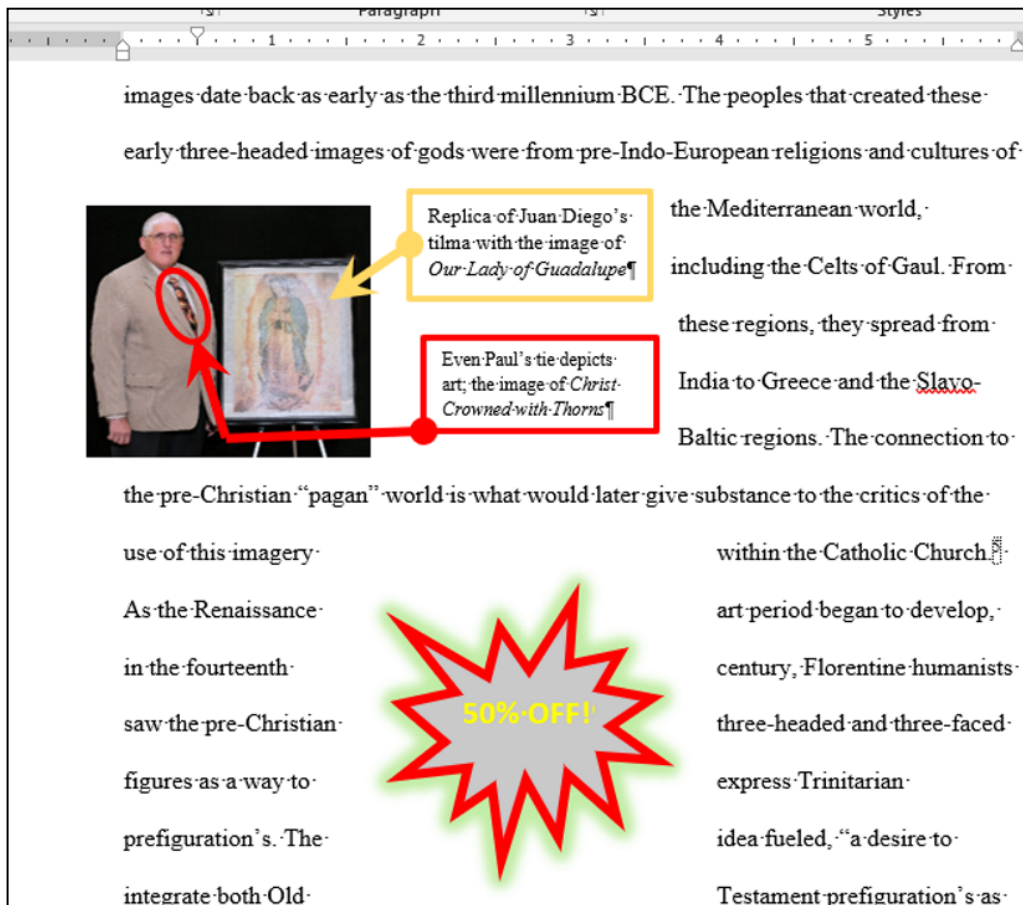
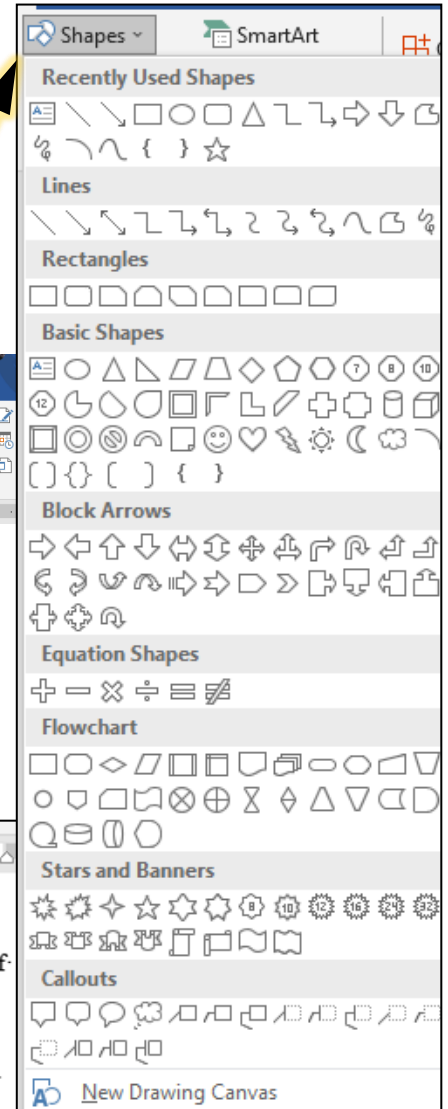
A fast growing need in business today is the ability to clearly detail a need or report using a combination of pictures, shapes and text. The top image in the document below illustrates the use of all three of these. To add these three and more, use the **Insert** ribbon.

Shapes

- Everything from arrows to starbursts, to text boxes

Pictures

- Pictures (from this computer or device)
- Online Pictures



Microsoft Word — Intermediate

Comments and Track Changes—these are very important features when you work in a “team” environment; especially when team members have different hours or work in different locations or work virtually (from home).

Comments	are for communicating ideas, directions and suggestions with members of your Team.
Changes	are editing corrections (formatting, re-wording, capitalization, etc.).

In the document area:

- **Comments** are marked by color to indicate who placed the comment.
- **Changes** are indicated by strikethrough text, underlines, colors, and a verticle bar in the left margin.
- Highlighting and dotted lines may point out the Comment or Change.
- This document shows *All Changes*. You can change how detailed the display of changes are (see next page).

Markup Area

Record of the Comments and
Changes, and by whom.

Microsoft Word Class

Rocky Hills Ranch

Star Guide – Summer 1991

¶

¶ For thousands so years people have grouped the stars together into figures —

¶ “constellations.” The custom probably goes back to when men spent many of their

¶ nights under the stars, watching sheep or tending cattle.¶

¶

¶ They noticed, for example, two bright stars

¶ close together and got to thinking of the

¶ story of Castor and polluxPollux, twin

¶ brothers who loved each other dearly.¶

¶

¶ Castor was killed in battle, and Pollux in his

¶ grief asked Jupiter to let him share the same

¶ fate.¶

¶

¶ So what was more appropriate than that the great God Jupiter should take pity on him

¶ and put the Gemini twins up in the sky where they could be together for all time?¶

¶

¶ To learn some of the constellations, all you need is a good

¶ starting point in the sky.¶

¶

¶ Let the pointers points of the Big Dipper guide you to the North Star.¶

¶

¶ Look around it and you’ll notice that the North Star belongs at the

¶ end of the handle of a smaller dipper: The Little dipper.¶

¶

¶ During tonight’s outing to BigFoot Ridge we are going to start our

¶ stargazing by looking for the Big Dipper and the Little Dipper.¶

¶

¶ As the evening progresses, we will learn to locate several major star groups or

¶ constellations.¶

¶

¶ Please, remember not to wander off from the

¶ rest of the group. The trails are dark and it

¶ is easy to get lost if you are not familiar with

¶ the area.¶

¶

Paul J Montenero

Consider putting this all on one line to save a 3rd page if a line or two spills over.¶

Paul J Montenero

Formatted: Font: Italic

CC Clear-Cut

“God” is always capitalized — out of respect!¶

Paul J Montenero

Formatted: Font: Bold

Paul J Montenero

Formatted: Font: Bold

Paul J Montenero

It is no longer considered proper in writing to have two spaces after a sentence.¶

Page Break

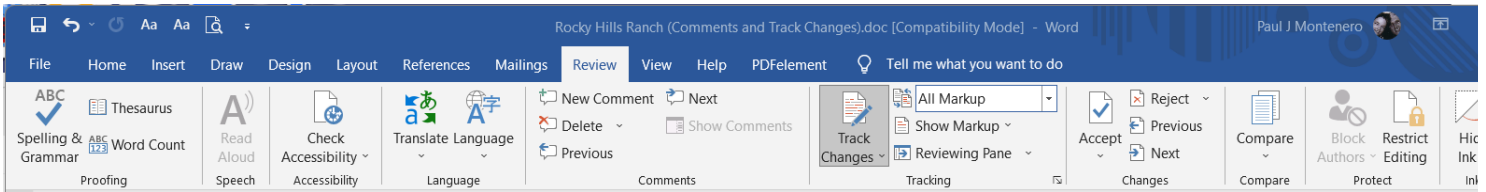
Paul Montenero

→ 07/07/2306/09/10 → Page-1¶

Microsoft Word — Intermediate

Review ribbon –holds the controls for placing and controlling Comments and Changes..

Comments are for communicating ideas, directions and suggestions with members of your Team.
Changes are editing corrections (formatting, re-wording, capitalization, etc.).



Comments

Comments are the easiest to use:

When adding Comments:

1. Select the text or position the cursor where the comment pertains to.
2. Click **New Comment** on the *Review* ribbon and type your comment.

When reviewing comments inserted by others on your team, or your comments:, use the following buttons in the *Comments* section:

- **Next** –to advance to the next comment in the document,
- **Previous** –to move backward to the previous comment,
- **Delete** –to remove the current comment that you are reviewing (the pull-down on the Delete button allows you a choice to delete all comments in the document).

Track Changes

There are more buttons to manage the *Track Changes* feature:

Adding Changes:

1. There is no “manual way” to add Changes. You simply click **Track Changes** button to turn it on. Click it again when you want to stop tracking changes.
2. Then just edit the document as you normally would.

When reviewing changes made by others on your team, or your own, You need to tell Word whether you want to **Accept**, **Reject** (or ignore) the change. Use the following buttons in the *Changes* section:

- **Next** –to advance to the next change in the document,
- **Previous** –to move backward to the change.
- The **Accept** and **Reject** buttons have their own additional pull-down choices, allowing to apply your choice to all changes as well as which way to navigate next.

The other buttons in the *Tracking* section allow you to control what level of markups you see:

- The top button changes what you would see in the document and the **Markup Area**:
 - **Simple Markup** –shows only a short, red vertical line in the left margin of the paragraph.
 - **All Markup** –shows the most details.
 - **No Markup** –shows the revised document with all the changes in place; the **Markup Area** is hidden.
 - **Original** –shows the document with no changes applied; again, the **Markup Area** is hidden.

These additional buttons are rarely used:

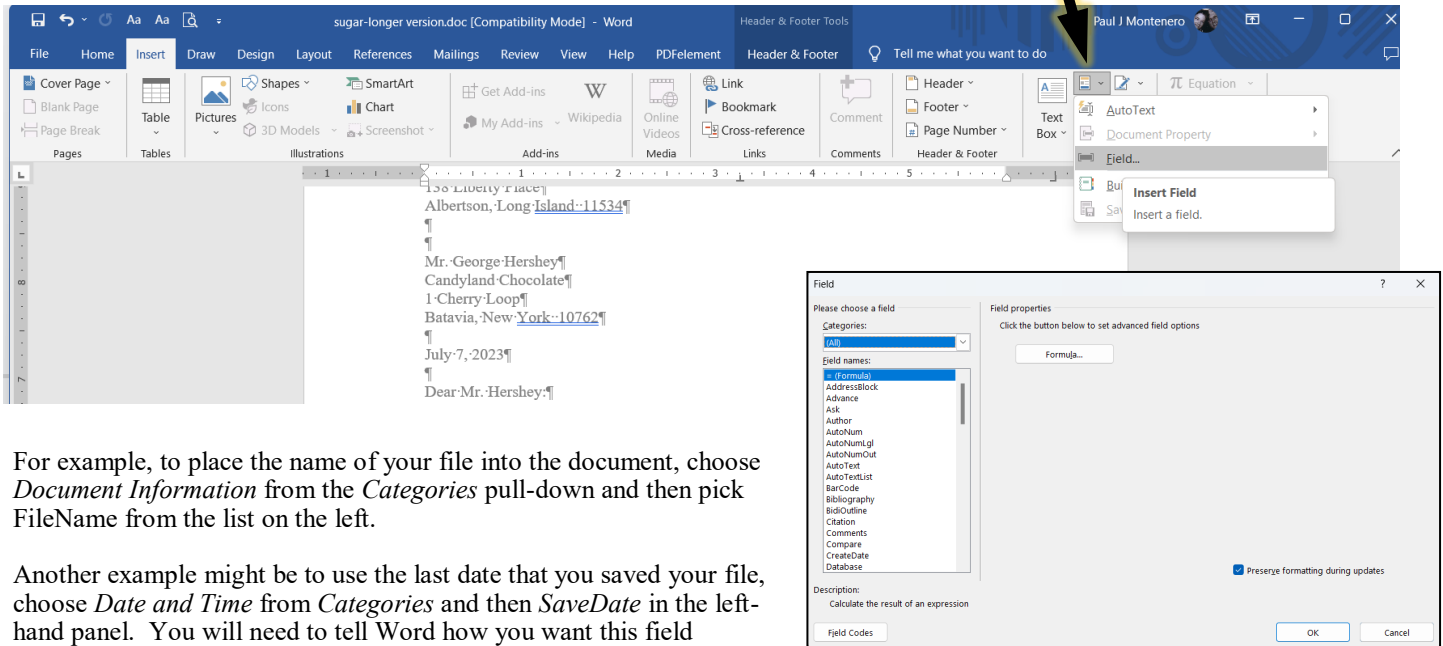
- **Show Markup** –allows you to turn off the displaying of markups.
- **Reviewing Pane** –opens a list of the changes and comments either on the left or the bottom of the document

Microsoft Word — Intermediate

Fields

Available at your disposal, are various fields to place intelligent text into your documents. From the **Insert** ribbon, you can see that you have popular choices available to you such as **Page Numbers** and **Date and Times**.

You also have an entire library of fields available to you. Clicking the **Explore Quick Parts** button on the **Insert** ribbon (see figure) will bring up the window at the right. The pull-down, labeled *Categories*, allows you to choose the type of field you want, then select the actual field (or variable) from the left panel, below Categories.



For example, to place the name of your file into the document, choose *Document Information* from the *Categories* pull-down and then pick *FileName* from the list on the left.

Another example might be to use the last date that you saved your file, choose *Date and Time* from *Categories* and then *SaveDate* in the left-hand panel. You will need to tell Word how you want this field formatted, so click on the **Options** button, choose a format, click the **Add to field** button and then click **OK**.

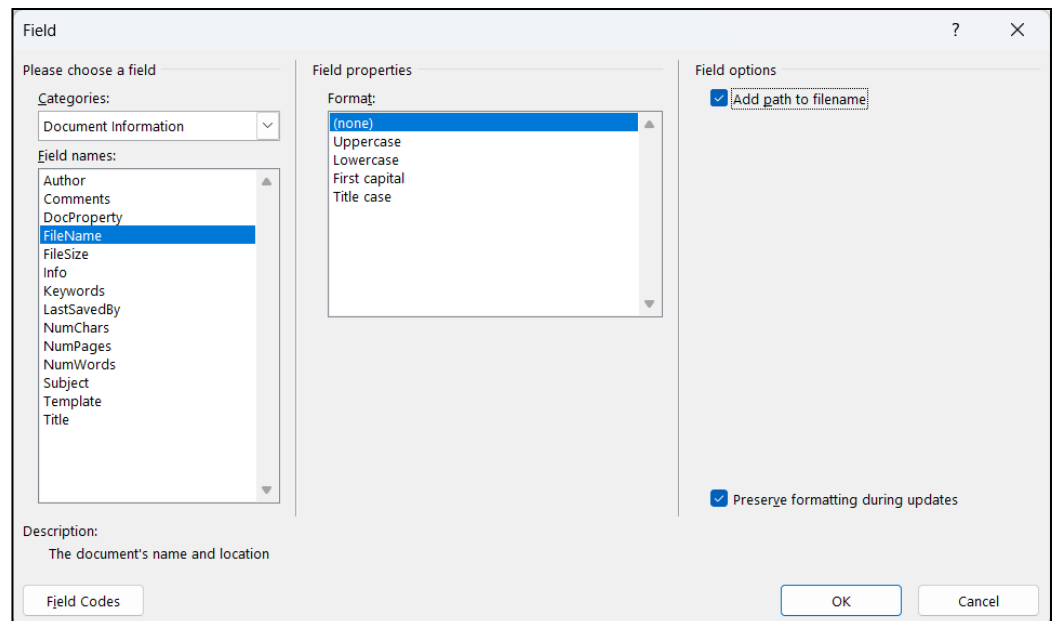
Some of the more useful fields are:

Date and Time

- **Date** - today's date
- **PrintDate** - changes to the current date only when a print command is executed
- **SaveDate** - keeps the date the document was last saved
- **Time** - the current time on your computer's clock

Document Information

- **FileName** - the name of the file; and it's location (aka "path")
(excellent for locating the file when you need it).
- **NumPages** - the total number of pages in your document
- **SaveDate** - keeps the date the document was last saved
- Many of these fields are linked to the information saved in the **File—Properties** screen



Microsoft Word — Intermediate

Mail Merge with Microsoft WORD & EXCEL

For the most common Mail Merge process, you need to first setup and populate a database in Excel, and then employ the Mail Merge Helper in Word.

Your Excel data should be setup to look something like this:

Title	First Name	Last Name	Address	City	State	Zip
Mr.	Sean	Connery	123 Secret Service Rd	London	NY	12345
Mr.	Dick	Clark	1 Times Square	New York	NY	10001
Mr.	Joseph	Smith	53 Broadway	Westbury	NY	11590

Once you've created and saved your data in Excel, you can open a Microsoft Word document. From the Mailings tab, select **Start Mail Merge** ➔ **Step by Step Mail Merge Wizard**. The window, shown at the right, will be displayed.

The wizard will guide you through six steps to complete your Mail Merge. Let's examine these three steps in more detail.

STEP 1—choose a Mail Merge job type

- The first step allows you to select the type of mail Merge document you want. For this example we'll select **Letters**. *The **Mailing Labels** example will be discussed briefly later on.*
- Click Next: Starting document on the bottom to move to the next step.

STEP 2—choose a document

- Next to choose a document. Select Use the current document if you want to add mail merge data to the current document displayed in Word; otherwise choose Start from a template, which allows you to choose from any Word templates you have on your computer. Or, if you've typed document and want to convert it to a Mail Merge form letter, choose Start from an existing document.
- Click Next: Select Recipients on the bottom to move to the next step.

STEP 3—Select recipients

- For this example, we need to choose Use and existing list, and then click the Browse button.
- A file open dialog window will appear. Be sure to set the Files of type box at the bottom of the window to "Excel files" and then navigate to your excel file.
- After you choose the worksheet, you will get the window below showing all of the records (your data) in the file. All will be checked off, to exclude any records, simply uncheck them.

Mail Merge

Select document type

What type of document are you working on?

☒ Letters
☐ E-mail messages
☐ Envelopes
☐ Labels
☐ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

Next: Starting document

Mail Merge

Select starting document

How do you want to set up your letters?

☒ Use the current document
☐ Start from a template
☐ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Mail Merge

Select recipients

☒ Use an existing list
☐ Select from Outlook contacts
☐ Type a new list

Use an existing list

Use names and addresses from a file or a database.

Browse...
Edit recipient list...

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	Last Name	First Name	Title	Address	City
Mail Merge DB (In...)	Clark	Dick	Mr.	1 Times Square	Ne
Mail Merge DB (In...)	Tolstoy	Ronda	Ms.	30 Cucumber Avenue	Gre
Mail Merge DB (In...)	Struddle	Marilyn	Ms.	235 N. Pond Avenue	Fre
Mail Merge DB (In...)	Newsworthy	James	Dr.	2 College Way	Gar
Mail Merge DB (In...)	Smith	Walter	Mr.	56 St Patrick Avenue	Gar
Mail Merge DB (In...)	Dino	Robert	Mr.	720 Northern Blvd	Bro
Mail Merge DB (In...)	Smith	Joseph	Mr.	1053 Broadway	Bro
Mail Merge DB (In...)	Balle	Diane	Ms.	PO Box 11576	Bro

Data Source: Mail Merge DB (Inv Aging).xls

Refine recipient list

Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...

Edit... Refresh

OK

Microsoft Word — Intermediate

STEP 4 –Write your letter (above)

- The first four choices in this step are suppose to help you do a “block” of field placements. I’ve foud that the last choice, More items, is easiest and more versatile.
- Start writing your letter, and where you want to put a field (a placeholder for data that will change from record to record), click the More items button.
- Select the field you want and click Insert. The field is place where your cursor was. Click Cancel to close the window.
- Repeat these last two tasks above until you’ve completed your letter.

STEP 5 –Preview your letters

- You can use this step to move record-by-record through your data and see how it will look.

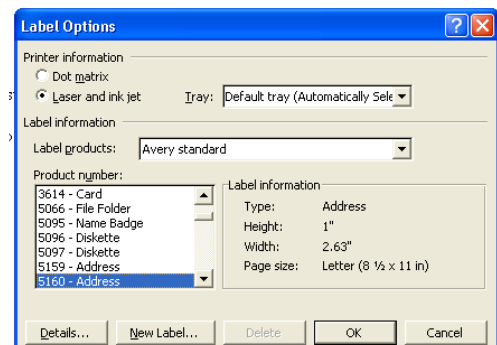
STEP 6 –Complete the merge

- **Print...** finishes the merging and immediately prints your letters to the printer.
- **Edit individual letters...** finishes the merge and displays the results in a new Word document—one page per record. This is great if you want to perform some custom editing on a few individual’s letters. Another beneficial use of this step is that you get to save the resulting merge to a separate file, so you have a record of these specific merged documents.

MAILING LABELS

In Step 1, we had the opportunity to choose Labels. Had we done so and clicked next, Step 2 would have contained a button for *Label Options*, which would bring up the window below. Here you get to pick from a library of standard label sizes or create a new definition.

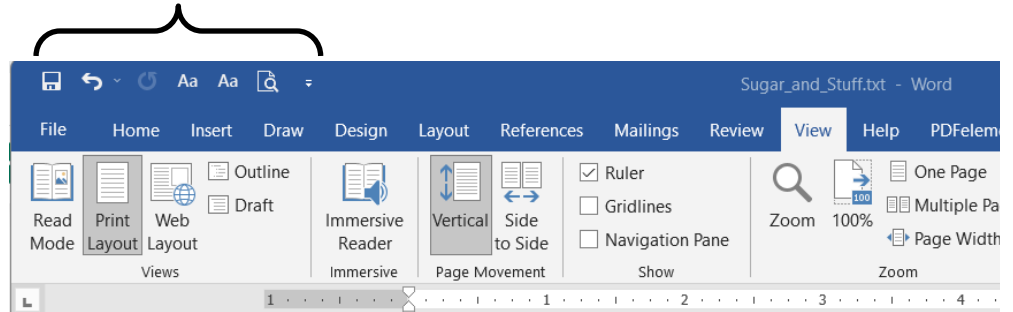
Once you click the OK button, you then proceed with Step 3 and, more importantly, Step 4—which would allow you to once again insert fields onto the label matrix. The matrix is simply a word table configured to the dimensions of the labels you chose. IN THE UPPER LEFT CELL ONLY, you insert merge fields just as you did in step 4 of the letter. When you are done defining this first label, you click the Update all labels button and proceed to step 5 as in the above instructions.



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Quick Access Toolbar

The toolbar will either be on the left of the *Title Bar*, or below the ribbon, on the left. It is always visible—no matter which ribbon you have displayed. Best of all, you can customize it to hold your favorite command buttons!

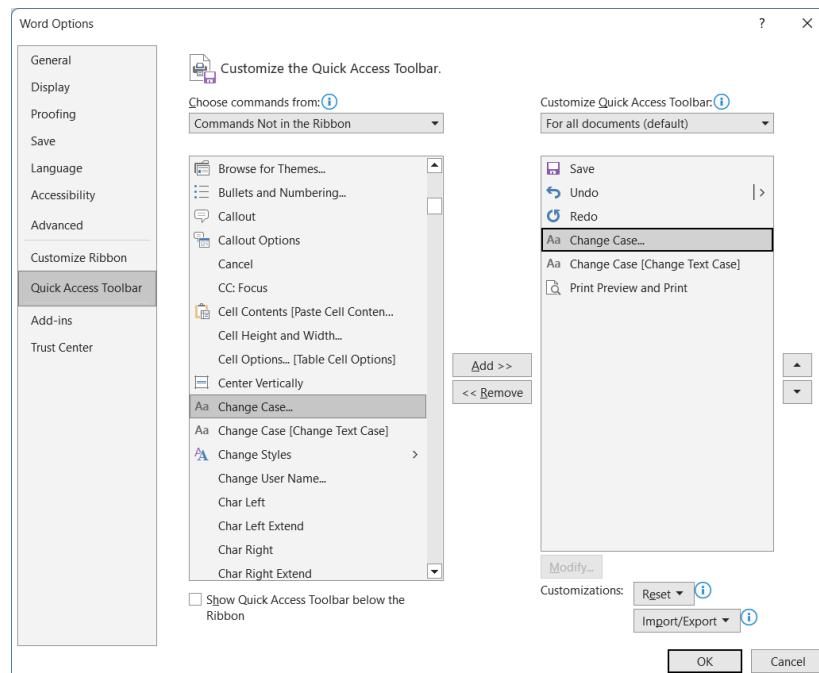
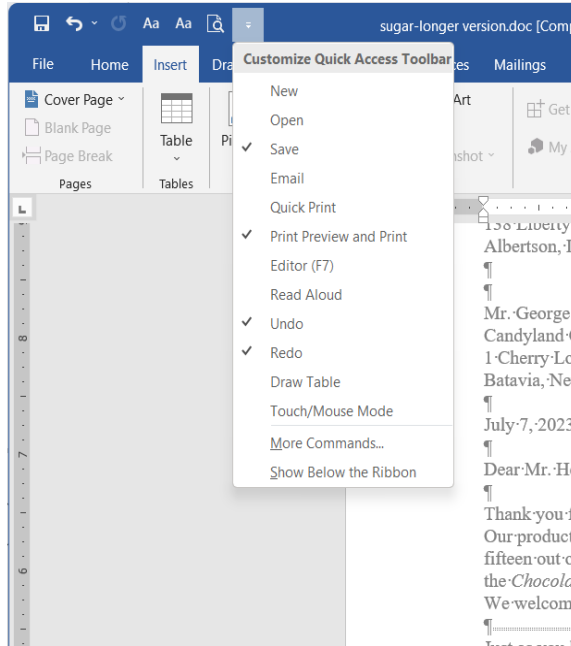


Click the arrow button at the end of the *Quick Access Toolbar* to reveal a list of buttons you can quickly add to your toolbar. Just click on each one you want.

However, there are hundreds of buttons available to you if you click choice near the bottom of the list labeled, *More Commands...*

The screen below will appear:

- To add a button, choose a category above the left column and that column is filled with the list of choices (most are very long).
- Select the command you wish to add to your *Quick Access Toolbar* and
- Click the **Add** button in the center.
- Then you can use the arrow buttons on the right to move that choice up or down the list.
- To remove a button from the *Quick Access Toolbar*, select it and click the **Remove** button in the center.



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Creating Templates

One of the file types in the **Save As** window was *Document Template*. This allows you to add your own customized “wizard” or starting point to the list of those available on the **File—New** menu command.

Perhaps you want to create your own letterhead, or an empty newsletter frame. Templates is the way to go.

1. Create the “shell” of the document you wish to use over and over again.
2. Choose **File—Save** or **File—Save As** from the menu
3. Give it a name, but don’t worry about the **Save in** location; it’ll automatically be put in the templates folder.
4. In the **Save as type** box, choose *Document Template*
5. Click Save

Now whenever you want to use this template, call upon it by choosing **File—Open** menu command; your template will be listed there with the *Blank Document* template.

Changing Your Default Settings

Why does Word do so many annoying things automatically?

Two areas of Word might be of interest to you if you have ever asked a question similar to that above:

- **General**
 - To change or update you own name, initials and address
 - Give help tailored to existing WordPerfect users (Help for WordPerfect users)
 - Change the behavior of the program to conform to WordPerfect (Navigation keys for WordPerfect users)
- **Display**
 - Update fields before printing
- **Proofing**
 - **AutoCorrect Options** is where you can make the following adjustments:
 - **AutoCorrect** tab
 - Turn off the automatic capitalization of the first word in a sentence (2nd check box)
 - **AutoFormat as you Type** tab
 - Creating sequentially numbered lists automatically (Automatic numbered lists)
 - Formatting e-mail addresses and web addresses as hyperlinks –blue, underlined text (Internet and network paths as hyperlinks)
 - Turn off the automatic spell check (Check spelling as you type)
 - Turn off the automatic grammar checker (Check grammar as you type)
 - Turn off the choice to Ignore spell checking words in all UPPERCASE
- **Save**
 - Change what folder Word points to automatically when saving or opening a file (Documents choice on list)
- **Advanced**
 - Add your mailing address and Word will have pop-up balloons to quickly insert it.

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Some Useful Keyboard Shortcuts

FONT FORMATTING

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Bold text	Ctrl+B
Italic text	Ctrl+I
Underline text	Ctrl+U
Increase Font Size of Selection	Ctrl+]
Decrease Font Size of Selection	Ctrl+[
Change case (text—Text—TEXT)	Shift+F3
Open Format Font Window	Ctrl+Shift+P
Insert today's date at the cursor	Alt+Shift+D

PARAGRAPH FORMATTING

Single space the paragraph	Ctrl+1
Double space the paragraph	Ctrl+2
Line-and-a-half spacing	Ctrl+5
Center	Ctrl+E
Align Left	Ctrl+L
Align Right	Ctrl+R
Align Justify	Ctrl+J
Indent	Ctrl+M
Create a Page Break at the cursor	Ctrl+Enter
New Line in paragraph (does not skip space)	Shift+Enter

MOVING AROUND

Go to the Beginning of the Document	Ctrl+Home
Go to the End of the Document	Ctrl+End
Go to the Top of the Next Page	Ctrl+Page Down
Go to the Top of the Previous Page	Ctrl+Page Up
Undo the last command	Ctrl+Z
Redo the previous Undo action	Ctrl+Y
Print Preview	Alt+Ctrl+I or Ctrl+P

SELECTION TIPS

- Double click on a word to quickly select that word.
- Triple click on any word to select the entire paragraph.
- Ctrl-click on a word to select the sentence.

MISCELLANEOUS

Delete the word to the RIGHT of cursor	Ctrl+Delete
Delete the word to the LEFT of cursor	Ctrl+Backspace
Insert today's date at the cursor	Alt+Shift+D
New Document	Ctrl+N