

## The Magic of Word

The following are extracts taken from the presentation on MS Word 2003 given at the Club on 24 January 2008.

### Easter Eggs

The Easter egg hidden in Word can be found by opening a new document, typing **rand=(200,99)** then pressing enter. The result is 225 pages of “the quick brown fox.....” Sadly due to restrictions placed upon Microsoft by the Monopolies Commission, they are now not allowed to put secret code into the software. So no more Easter eggs, the one found in Word 2003 is probably the last of the MS tradition.

### Font sizing

Using the mouse, the pull-down item on the tool bar gives a choice of letter size between 8 and 72 points in various steps. The available font size is far greater than this and starts from 1 point to over 600 point in single steps.

A much quicker way to achieve the required font size is to high-light the selection of letters in normal way, hold down the “**Ctrl**” key and press the ending square bracket key “**]**”. The selected letters then grow in 1 point steps until the **]** key is released. To reduce the font size hold down the “**Ctrl**” key and press the starting square bracket key “**[**”.

Alternatively, when using the pull-down font size item on the tool bar, instead of accepting the sizes shown, other numbers can be typed in as alternatives.

In a similar way, the zoom size of the page is not restricted to the figures shown on the pull-down list. Any other percentage zoom, within the range of 10 to 500, can be manually inserted.

Using font sizing to reduce the space between paragraphs without distracting from the document appearance can often prevent an annoying small over-spill onto the next page.

## Don't rely on the spell checker

### Owed Two a Spell Chequer

(Found somewhere on the net)

Eye halve a spelling chequer  
It came with my pea sea  
Plane it marques, four my revue  
Miss steaks aye kin knot sea

Eye strike sum keys and type a word  
And weight four it too say  
Weather eye am wrong oar write  
It shows me strait a whey

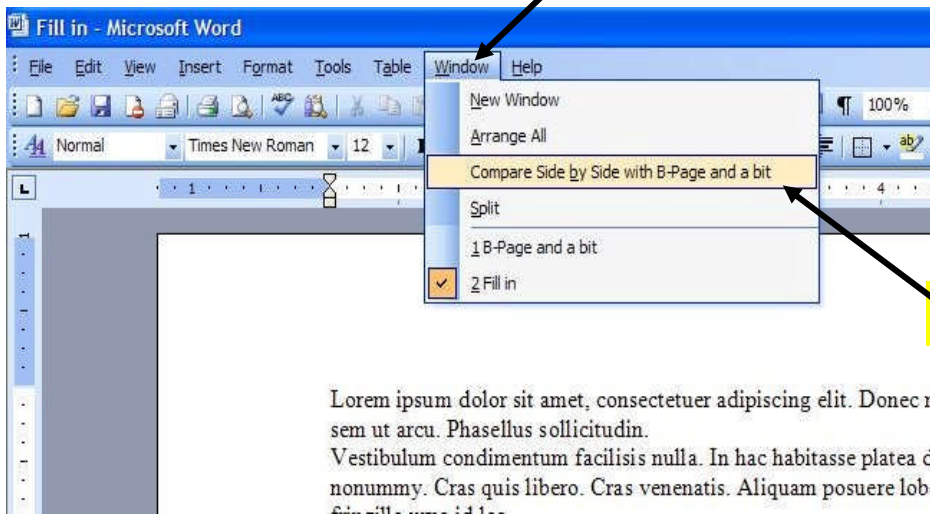
As soon as a mist ache is maid  
It nose bee fore two long  
And ewe can put the error rite  
Its rare lea ever wrong

Aye have run this poem threw it  
Am shore your pleased two no  
Its letter perfect awl the whey  
My chequer tolled me sow

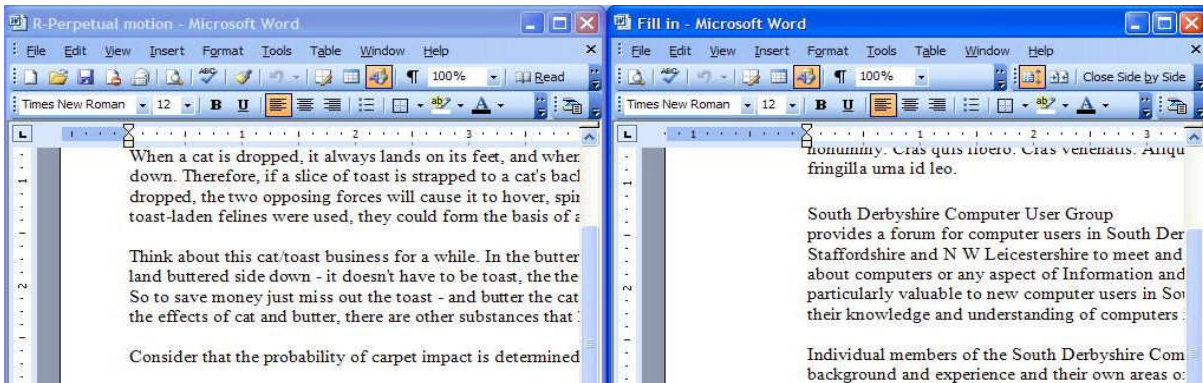
## Comparing documents

### To view two files at the same time

Load two files (or more) then click on Window

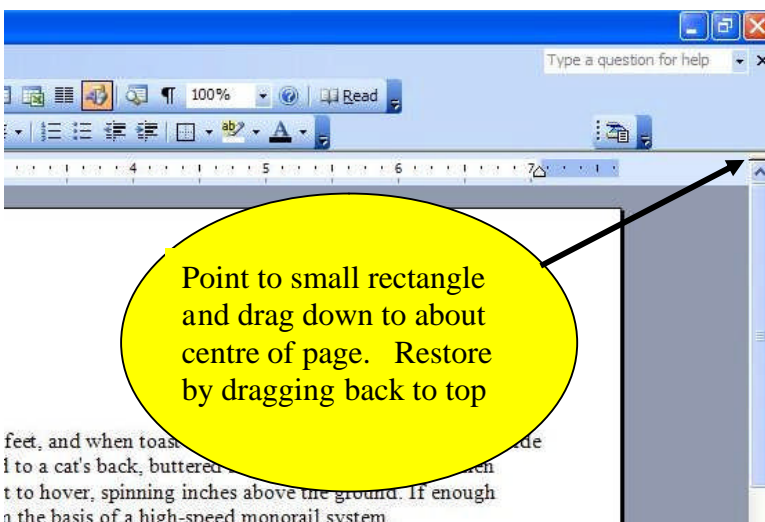


....and the result is :-



Both documents will scroll down together, making comparison easy

### To split one document



Different parts of the same document can be seen or edited on the same view.

## Commonly used Characters

Characters not found on the keyboard can be inserted into text using the **Insert** pull-down menu then **Symbol**. A quicker and easier method is by using the **Alt** key and the **Numeric** key pad. Be sure that the **Num Lock** is on. Some examples are:-

Alt + 172 produces ¼      Alt + 171 produces ½      Alt + 0190 produces ¾  
 Alt + 248 produces ° (degrees)      Alt + 250 produces • (decimal point)      Alt + 241 produces ±

## Typing international characters

The following table how to produce most international letters.

<b>To produce</b>	<b>Press</b>
à, è, ì, ò, ù À, Ê, Î, Ò, Ù	CTRL+` (ACCENT GRAVE), then the letter required
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), then the letter required
â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), then the letter required
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), then the letter required
ä, ë, ï, ö, ü, ÿ Ä, Ë, Ì, Ö, Ü, ÿ	CTRL+SHIFT+: (COLON), then the letter required
å, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
ı	ALT+CTRL+SHIFT+?
ı	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s

## Using Tables

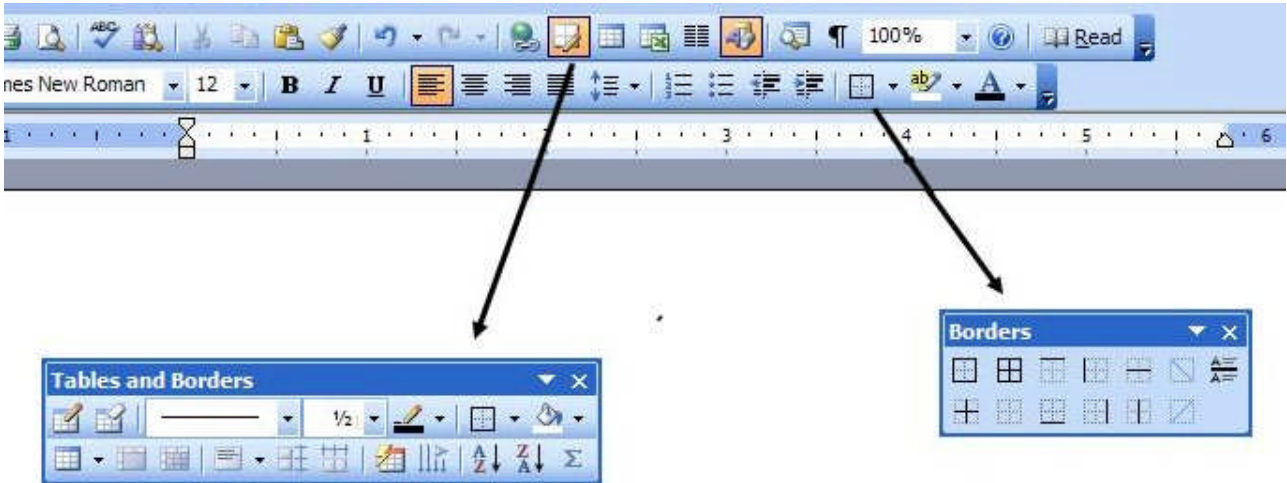
Tables need not be restricted to the default appearance as below


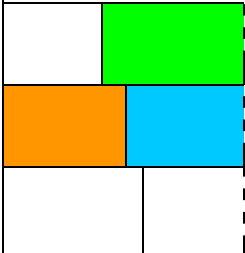
This is a simple table without having it is

it could be better to experiment so

and here is a short cut and waste time, easy

By pulling down these items from the tool bar many different styles can be adopted as shown below



Normal	<i>Different</i>	ODD	Short	Long
TEXT ARRANGED IN THE CENTRE			This is down	This is up
	Nicole Kidman			

Add this	5.4
to this	3.5
<b>Answer</b>	

Tables can also be used for calculations. Experiment by clicking on tables in the tool bar and selecting **Formula**. Multiplication, division and functions are available. Be warned, after a result has been calculated, changing the figures above will not give a new result as in a spreadsheet.

## **Where did I put that file**

After having written and printed a document, it is sometimes difficult to remember the location where it was saved. The file name and path can be quickly inserted into the footer of a document.

Click on **View** on the tool bar, select **Header and Footer** then in the box that appears switch to **Footer**. Then click on the down arrow of **Insert Auto Text** and select **File name and path**. The full name and location of the file will automatically be placed in the footer of each page of the document.

## **Other items**

These are just a few of the items discussed in the presentation, many other examples of the facilities available in Word include, maths equations, organization charts, bullets and numbering all of which are easy to find and use. Experiment and enjoy.

**Alan Tilley**