

Quick tips in Word

If you want lines across your page, there's a much easier way to achieve this than holding down the underscore key...

For each symbol shown, type it in three times (eg ===) followed by the Enter key in order to achieve the line shown below it.

=



- (hyphen)



_ (underscore)



#



*



If you ever want sample text (for learning text manipulation techniques, creating sample files etc) type in =rand(5) and press Enter. (Typing 5 in the brackets will give you five paragraphs, change the number for more or fewer paragraphs). The text it gives you might give you some useful tips too!

The following key combinations can be used anywhere within Windows, and work once you've selected an item (text or an image):

Ctrl + A Select all

Ctrl + X Cut

Ctrl + C Copy

Ctrl + V Paste