

## Top Tips – Word

Here are a few tips that will help you work faster in Microsoft Word.

- \* [Select a Paragraph – Triple Click](#)
- \* [Select a Sentence - <CTL> Click](#)
- \* [Select a Rectangular Block of Text - <ALT> Drag](#)
- \* [Change The case of Text – Shift <F3>](#)

### Select a Paragraph – Triple Click

When you wish to select a whole paragraph a **Triple Left Click** on the mouse will do that for you. Try it out!

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### Select a Rectangular Block of Text - <ALT> Drag

This is a good one. If you want to select a rectangular block of text you can hold the <ALT> key down and drag the mouse to highlight the rectangular area to be selected.

Microsoft Word is a very powerful tool for everyday business. We can use it to create very straight forward text documents through to complex reports.

We can change fonts, change colours, create tables and insert pictures.

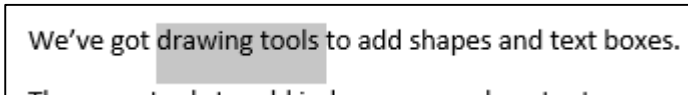
We've got drawing tools to add shapes and text boxes.

There are tools to add index pages and content pages.

## Change The case of Text – Shift <F3>

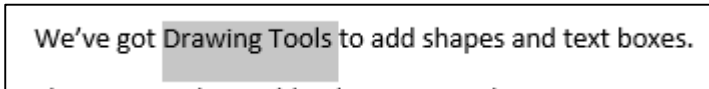
You can toggle a character between lower case, upper case initial letter and upper case by pressing Shift <F3>.

We start with the selected text in lower case.



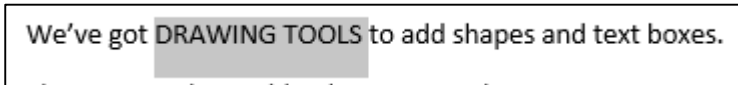
We've got drawing tools to add shapes and text boxes.

The first instance of Shift <F3> results in Proper Case for the selected words.



We've got Drawing Tools to add shapes and text boxes.

The second instance of Shift <F3> results in all upper case.



We've got DRAWING TOOLS to add shapes and text boxes.

A third instance of Shift <F3> results in all lower case (where we started).

***If you are itching to learn more why not book on to our Word training courses? This link will take you to the course outlines:***

<http://ptr.co.uk/microsoft-office-courses>.