

Microsoft Word FAQ

1) What are some shortcuts I can use in Word to make my life easier?

2) How do I customize Word's default font and paragraph styles?

- Option 1:
 - Right-click on Normal and hit Modify.
 - Change the font and paragraph settings
 - Click on the radio button next to “New documents based on this template”.
 - Click OK.
- Option 2:
 - Click on the arrow next to Font.
 - Change the font and click the button next to Set as Default.
 - Choose “All documents based on the Normal template”.
 - Click OK.
 - Click on the arrow next to [Paragraph](#) and repeat the steps above.

3) How do I create unique header and footers?

- Under the Insert tab, click on Header or Footer and choose Edit.
- Check the box next to “Different First Page” under the Design tab.
- Go to Page Number > Format Page Numbers to edit the page number format.
- To have different headers on multiple pages, go to the new page and place your cursor before the first word. Go to the Page Layout tab and choose Breaks > Next Page.
- Go back into the Header or Footer and unselect “Link to Previous”. Add a unique header or Footer for that page.
- Repeat the previous two steps for each page that has a unique header or footer.

4) How do I insert photos?

- Click on the Insert tab.
- Choose Pictures to insert a picture saved on your computer.
- You can also insert online pictures, [shapes](#), [SmartArt](#), or [screenshots](#).

5) How do I create a table?

- Click on Insert > Table.
- [Add rows and columns](#) by choosing Insert under the Layout tab or by right-clicking on a cell and choosing Insert.

- Use the Design and Layout tabs to customize your table.

6) **How do I create charts and graphs?**

- Click on Insert > Chart.
- Choose the chart you wish to insert.
- Edit the data in the spreadsheet that pops up to create the chart.
- Use the Design and Format tabs to customize the chart.

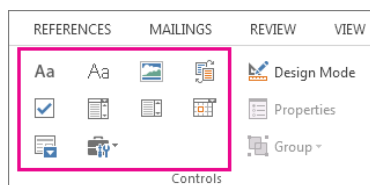
7) **How do I track and accept changes?**

- Under the Review tab, click on Track Changes.
- Add your changes within the document. You can switch back and forth between the old document, the document with the markups, and the final document with the changes.
- Save the document to keep a copy of your Track Changes.
- To remove track changes, Accept and Reject each change. Then click Save to remove track changes and save the final document.

8) **How do I complete a mail merge?**

9) **How do I create a fillable form in Word?**

- Add the Developer tab by going to File > Options > Customize Ribbon. Check the box next to Developer and click OK.
- Click on the Developer tab and click on the Design Mode icon.
- Add your question text (e.g. What is your name?) and then insert your form fields by using the control icons to the left of the Design Mode icon.



- Once you have finished creating your form, click on the “Restrict Editing” icon under the Developer tab and check the box under “Editing Restrictions”.
- Choose the type of restrictions you wish to set. Then Save the document.

10) **How do I create a pdf document from Word?**

- Go to File > Save as.
- Under “Save as Type”, change this from a Word document to a PDF (You should also save a second copy as a Word document for editing purposes).
- In [Word 2013](#), you can also do this by clicking on File > Export > Convert PDF.