Microsoft WordShop Top 10 Cheat Sheet

1. **Margins**: Set page margins

Word automatically sets a one-inch page margin around each page. For a different margin, with a few clicks you can choose one that's been pre-defined, or create your own.

Choose a predefined margin setting

1. Click **Page Layout > Margins**.

The **Margins** gallery appears, with the **Normal** one-inch margin already selected.

2. Click any of the other options in the **Margins** gallery. Each one shows the margin measurements.
2. **Spacing**: Change the default line spacing

The default line spacing in Microsoft Word 2013 is 1.15. By default, paragraphs are followed by a blank line and headings have a space above them. Here’s how to change the default settings.

1. On the **Home** tab, click the **Line and Paragraph Spacing** button.

2. Choose **Line Spacing Options**.

3. In the **Paragraph** dialog box under **Spacing**, choose from the **Line spacing** dropdown menu to adjust the line spacing.
3. **Block Quote**: set apart a quote longer than 4 lines of prose into a block quote

Start the quote on a new line. Highlight the complete section of text you would like to separate into a block quote. In the **Paragraph** dialog box under **Spacing**, choose **Increase Indent** twice to adjust the left side of the quote one full inch from the margin.

![Paragraph dialog box](image)

4. **Hanging Indent**: Create a hanging indent

With a hanging indent, the second and all the following lines of a paragraph are indented more than the first. The fastest way to add a hanging indent is to use the ruler.

1. Select the text where you want to add a hanging indent.
2. Click **View** and then select the **Ruler** check box to show rulers.
3. Drag the hanging indent marker (shown below) to the right. It’s the lower triangle on the ruler.

![Ruler dialog box](image)

**Tip** Make sure you click on the upper part of the marker—toward the tip of the triangle. For more precise control when creating a hanging indent, along with other indent and spacing options, see **Adjust indents and spacing**.

If you’d like to create a first line indent where the first line of a paragraph is indented more than the other lines in the paragraph, see **Create a first line indent**.
5. **Header & Footer: Add a header or footer**

Here’s how to create and customize a simple header or footer.

1. Click **Insert** and then click either **Header** or **Footer**.

2. Dozens of built-in layouts appear. Scroll through them and click the one you want.

   The header and footer space will open in your document, along with the **Header & Footer Tools**. You won’t be able to edit the body of your document again until you close the **Header & Footer Tools**.

3. Type the text you want in the header or footer. Most headers and footers have placeholder text (such as “Document title”) that you can type right over.

   **Tip**  Choose among the **Header & Footer Tools** to add more to your header or footer, such as the date & time, a picture, and the author’s name or other document info. You can also select options for different headers on odd and even pages, and indicate that you don’t want the header or footer to appear on the first page.

4. When you’re done, click **Close Header and Footer**.

   **Tip**  Whenever you want to open the **Header & Footer Tools**, double-click inside the header or footer area.
6. **Page Numbers: Add page numbers**

**Note**  This procedure will replace the header or footer if there is one. To add page numbers to an existing header or footer, see Add page numbers to a header or footer.

1. Click **Insert > Page Number**, click a location (such as **Top of Page**), and then pick a style. Word automatically numbers every page.

2. When you’re done, click **Close Header and Footer**, or double-click anywhere outside the header and footer area.
7. **Thesaurus**: Find synonyms with the thesaurus

Find synonyms fast with the thesaurus in Word 2013.

1. Right-click any word in your document and click **Synonyms** to open a short list.
2. If you see a word you like, click it to replace the original word.
3. If none of the words is quite right, click **Thesaurus** at the bottom of the short list to open the full thesaurus.

Or, to go straight to the full thesaurus, select any word in your document and click **Review > Thesaurus**.

You’ll see a list of synonyms next to your document.

8. **Spell Check and Grammar**: Check spelling and grammar

All Microsoft Office programs can check the spelling and grammar of your files. In Microsoft Word 2013 you’ll find the **Spelling & Grammar** options here:

- Click **Review > Spelling & Grammar** (or press F7) to start the spelling and grammar checker and see the results in the **Spelling and Grammar** task pane.

Choose from these options as the spelling and grammar checker goes through each word:

- Check the spelling and grammar all at once.
- Check spelling and grammar automatically, as you type.
- Recheck the words you previously checked and chose to ignore (but changed your mind).
9. **Word Count**: Show the word count (and more)

Anytime you want to know the number of words in all or part of your document, look at the status bar at the bottom of the Word window.

For a partial word count, just select the text you want to count. The status bar shows the totals for that selection and for the entire document.

If you don’t see the word count, right-click the status bar and click **Word Count**.

Find the number of characters, lines, and paragraphs

Word also counts characters, lines, paragraphs, and other information. Click on the word count in the status bar to see this information.
10. **Save/Save As: Save a file**

By default, the Microsoft Office programs save a file in a default working folder. To save the copy in a different location, click a different folder in the folder list. See Save as a copy, or to a different location to learn more.

1. Click the **File** tab, and then click **Save**, or press CTRL+S.

   **Tip**  Click the **Save** icon on the **Quick Access Toolbar**.

2. You must enter a name for the file if you are saving it for the first time.

**Save as** a copy, or to a different location in Office 2013

1. Select the cloud, web site, or device location where you want to save the file.
2. Click **Browse**.

![Browse](image)

Using the **Save As** dialog box

When you use the **Save As** dialog box, you can also save the file to a new location by using the **Navigation pane**.

1. To choose a folder or type the path to a folder, use the Address Bar.
2. To quickly see locations you use often, use the Navigation pane.
3. To see more file types, click the arrow.

You can also use the **Save As** dialog box to rename a file or change the location of where you save the file by clicking a different folder.