

# Time Saving Tips for Word You Might Not Be Using

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## USE THE QUICK ACCESS TOOL BAR



- Add your most used actions here
  - ◆ My favorites:
    - Table functions
    - Inserting pictures
    - Changing color palettes
    - Alignment tool
    - Crop tool
- Reposition below the ribbon for easier access

## USE KEYBOARD SHORTCUTS

Ctrl-Enter = page break

Shift-Enter = line break

Ctrl-A = Select All

Ctrl-X = Cut (*think "scissors"*)

Ctrl-C = Copy (*of course*)

Ctrl-V = Vaste (*well, paste, but it's easy to remember this way*)

Ctrl-P = Print

Ctrl-S = Save

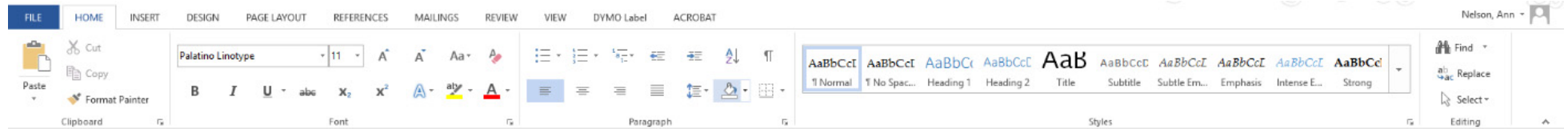
Ctrl-F = Find

Ctrl-H = Replace

**Ctrl-Z = Undo**

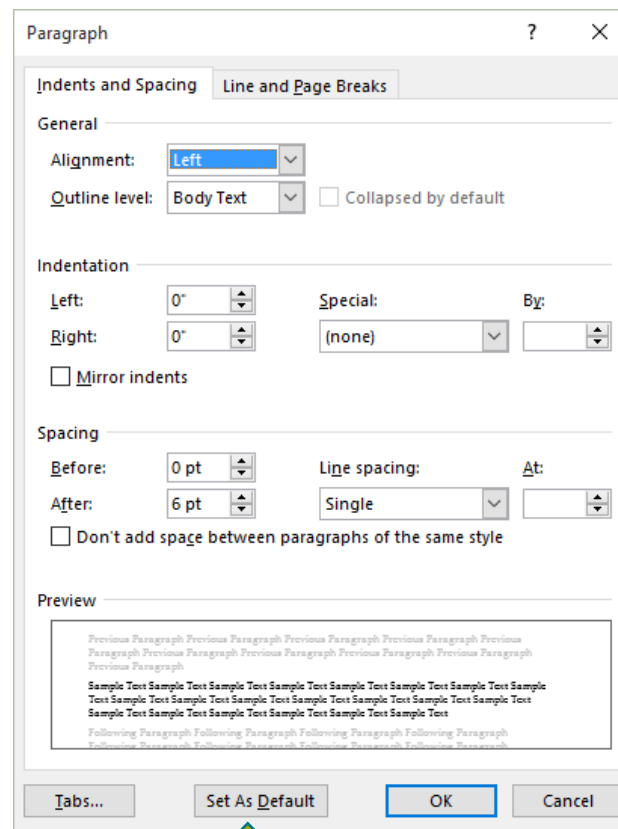
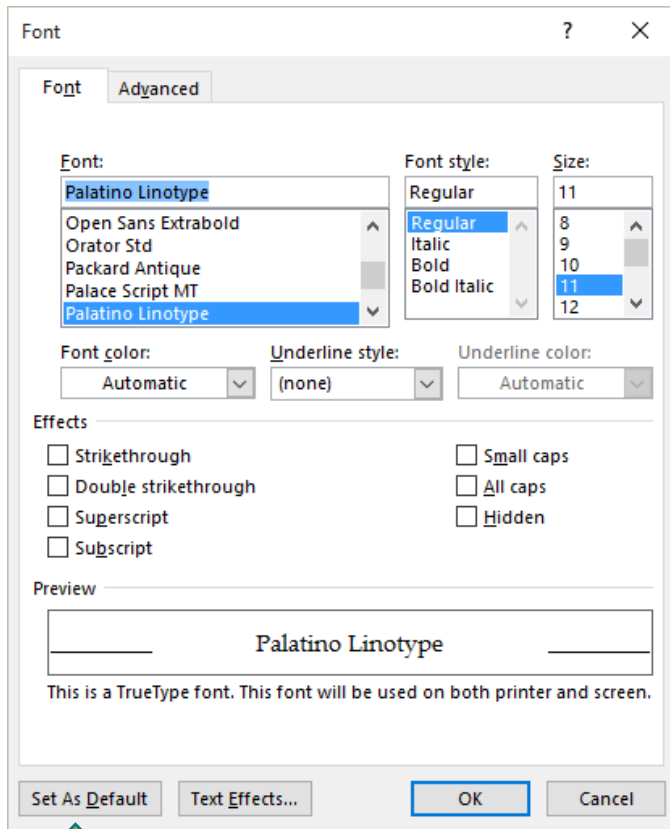
Ctrl-\* = Show/Hide formatting marks

## HOME RIBBON



### Change your default settings

Choose “All documents based on the Normal Template.”





## Use Styles

- Styles make it easier to keep your formatting consistent
  - ◆ To help consistency, do not use extra tabs, spaces, or enters to move text
    - Add space before and after paragraphs to add space
    - Use indents and hanging indents
    - Use page and column breaks
- It's easier to change formatting
- Styles are necessary for other functions, such as Table of Contents
- Two types of styles
  - ◆ Paragraph: formats the entire paragraph
  - ◆ Character: formats only the characters you have selected. *These override the paragraph style.*

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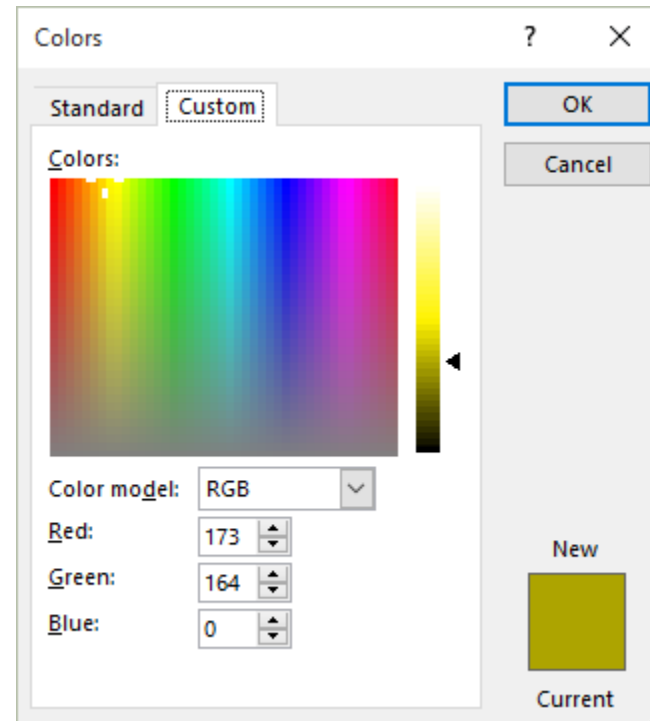
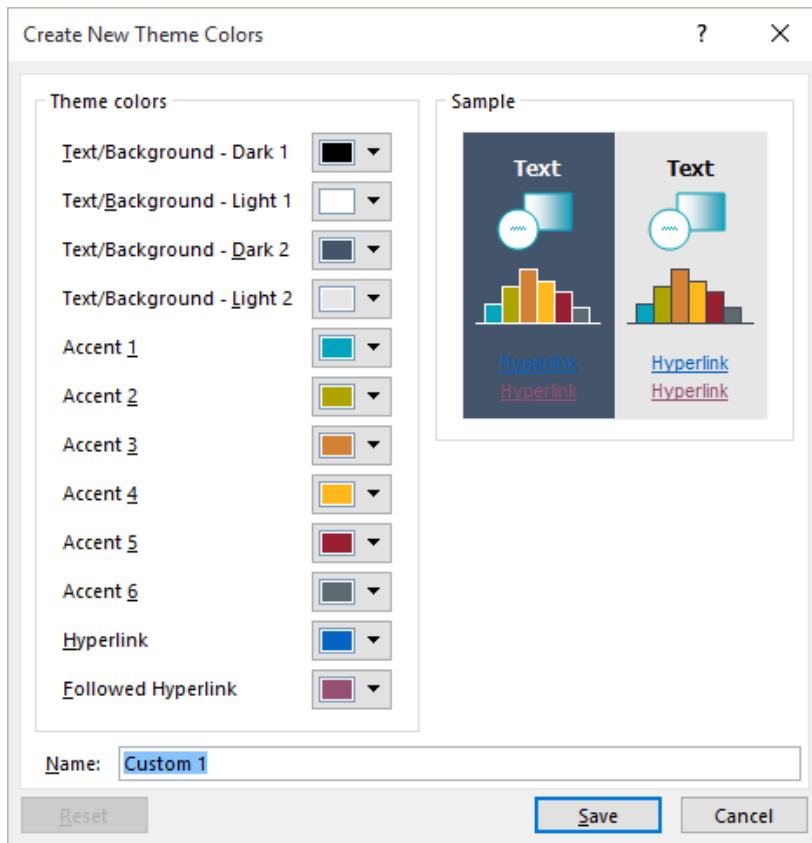
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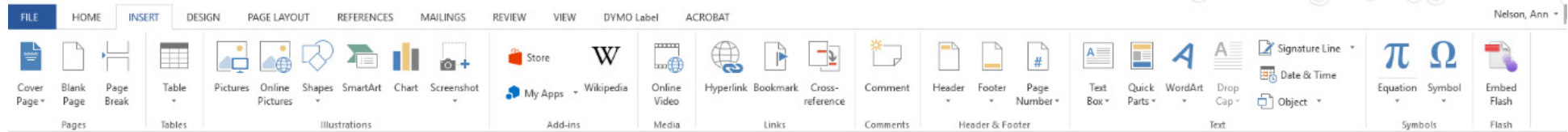
## DESIGN RIBBON



### Change your colors



## INSERT RIBBON



### Use tables for:

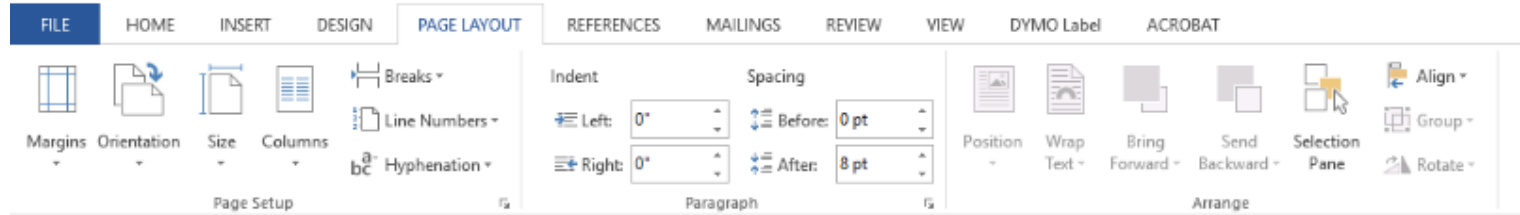
- Merge file databases
- Tables (of course)
- Use tables instead of tabbed columns

Table Heading 1	Two	Three	Four

### Insert:

- Pictures
- Shapes
- Hyperlinks
- Headers/footers/page numbers
- Text boxes
- Symbols

PAGE LAYOUT RIBBON



- Page setup
  - ◆ Use page and column breaks instead of spaces, tabs, or enters
- Wrap text
- Group objects
- Align tools

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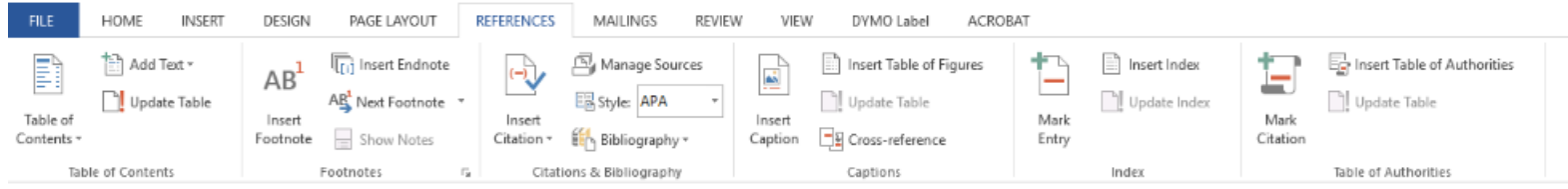
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## REFERENCES RIBBON



- Table of contents (*you'll need to use styles*)
- Footnotes/endnotes
- Insert auto numbering for tables, figures
- Caption photos

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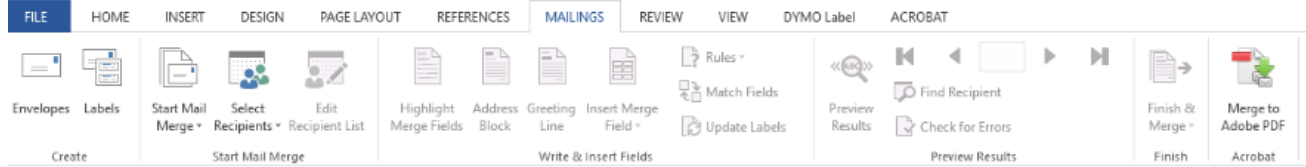
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## MAILINGS RIBBON



- Print envelopes and envelopes
- Use Mail merges for more than letters!
  - ◆ Merge to file labels
  - ◆ Merge emails
  - ◆ Merge a directory

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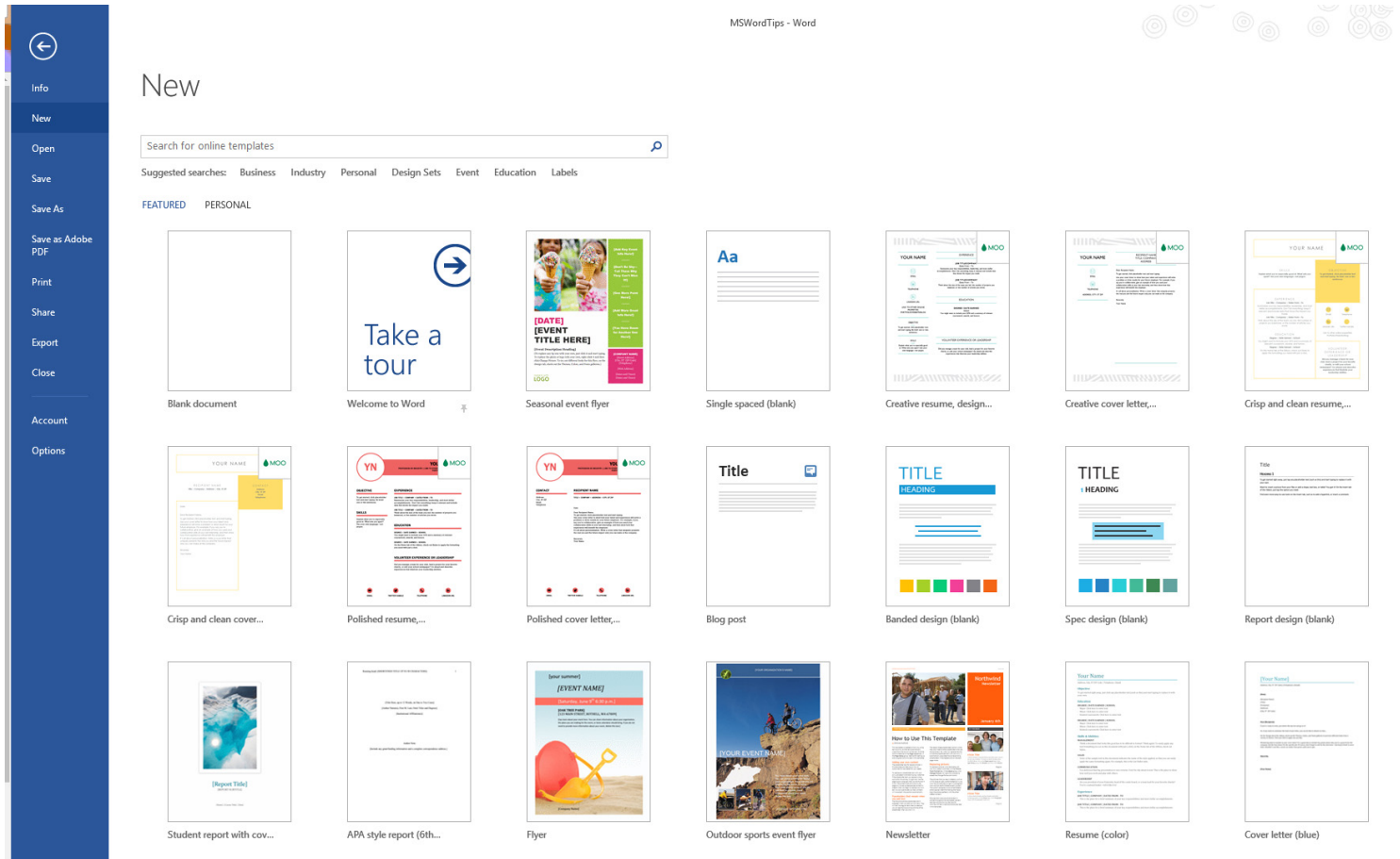
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Try Online Templates to save time and effort:

- Calendars
- Resumes
- Flyers
- Common forms
- Invitations
- Newsletters





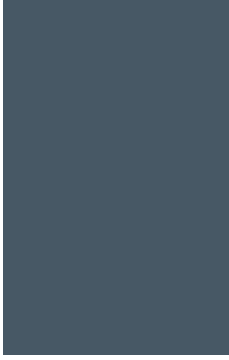
# WSU Colors & Fonts

RGB & CMYK Values

## Primary Palette

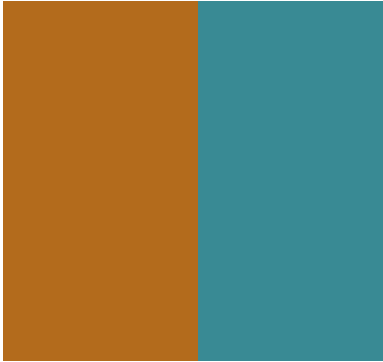


**201 Crimson**  
152 30 50  
0 100 65 34



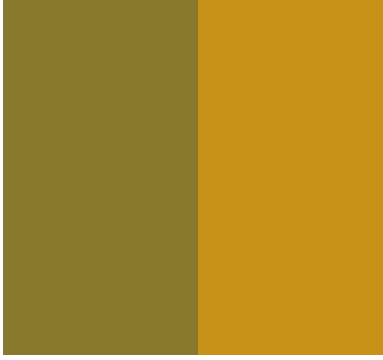
**431 Gray**  
94 106 113  
11 0 0 65

## Secondary Palette



**7572 Orange**  
182 114 51  
0 50 93 32

**5483 Blue**  
79 134 142  
65 11 25 27



**7768 Green**  
143 126 53  
15 19 82 45

**1245 Yellow**  
198 146 20  
6 35 99 18

## Accent Palette

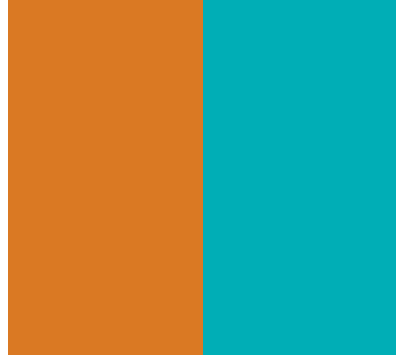
(colors must be used at 100%)



**186 accent red**  
198 12 48  
0 100 81 4

**398 accent green**  
173 164 0  
14 6 100 24

**1235 accent yellow**  
255 184 28  
0 31 98 0



**7412 accent orange**  
211 130 53  
2 58 96 10

**2228 accent blue**  
0 165 189  
92 0 34 0

Stone Serif  
Stone Sans  
**OR**  
Palatino Linotype  
Lucida Sans