Tips and Tricks for Microsoft Word

Here are a few tips to help you work efficiently in Microsoft Word.

**Quick Access Toolbar**
- The Quick Access Toolbar saves you time by storing a set of commands that you use the most at your fingertip. Read instructions.

**Format Painter (My favorite)**
- Use the Format Painter on the Home tab to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. Read instructions.

**Fast way to select text**
- Triple click anywhere within a paragraph to select the paragraph.
- Double click to selects a word.
- CRT-Click selects a sentence.

**Use your document as a whiteboard**
- Double click on a white section of your Word document and start writing.

**Add comments to your Word document**
- Go to **Review** tab > **New Comment**. This allows you to create notes in the document’s margin.