

106 tips with Microsoft Office - Part 2

The fastest and most common way to access the text files commonly used in Microsoft Word today is to go to File and find the text to open. The disadvantage of this way is that the number of files saved in this list is relatively limited, even if the user has entered Tools | Options | General to set the 'Recent used file list' parameter to a larger number.

Microsoft Word

Quick access to commonly used documents

The fastest and most common way to access the text files commonly used in Microsoft Word today is to go to File and find the text to open. The disadvantage of this way is that the number of files saved in this list is relatively limited, even if the user has entered Tools | Options | General to set the 'Recent used file list' parameter to a larger number.

But MS Word has another hidden feature that is extremely useful in quickly finding frequently used documents. Please use this way.

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You go to View | Toolbars | Customize or you can right-click anywhere on the toolbars toolbar and select Customize. When the Customize window opens, switch to the Commands tab.

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In the Customize | window Commands, the Categories section, scroll down and select Built-in Menus and the list appears on the right (commands) select Work. Click and hold the left mouse button and drag Works to drop into any toolbar that is convenient for you. So you have created your own toolbars called Work. To rename this menu, open the Customize window and right-click on the name of the Work menu, in the Name box, type in the name.

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You can now use this new menu to save names and links to text files you often use in the following way. You open the commonly used documents then select Work | Add to work menu. So the text name is in there ready to give you access at any time.

To remove the name of some text from the list on the Work menu, press and hold Ctrl-Alt-Minus (Minus key is the minus key (-) right next to the number 0 key). Now the cursor will turn into a minus sign, click on the Work menu and find the name of the text you want to remove and left click once on it.

Open the text that was last used

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To request that MS Word starts every time you open the text file that you last used before turning off Word, try the following.

Please find the file Winword.exe - normally this file has the following path: C: Program Files Microsoft Office and located in the Office 10 folder for XP version and Office 11 with version 2003. Find you please click Right click on the file and select Send to | Desktop (create shortcut).

Or you can right-click on the desktop select New | The shortcut then locate the Winword.exe file according to the path above.

Then you go to the desktop and right-click on the newly created shortcut and select Properties. In the Properties window go to Target and type '/ mFile1' at the end of the path in this field, click OK.

Use the Paste Special command

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When you copy text on the web or from other Word files and paste directly into Word, the application will retain the original format - from the font, color, tables . causing a lot of trouble in editing. return those documents. To avoid these, use the Paste Special command. Usage is as follows:

After you've copied the text from the source, switch to Word and select Edit | Paste Special. In the Paste Special window, select Unformatted Text or Unformatted Unicode Text.

Rearrange sections quickly

You want to rearrange the paragraphs in your text? To avoid losing drag and drop or copy-paste, use the following method.

Select the text you want to change the position up or down, press and hold the Shift-Alt key and use the up or down arrow keys to adjust the position of the text.

Delete personal information

MS Word text files contain hidden information that can reveal information about you. Microsoft has also released a tool to remove these hidden information Remove Hidden Data on your website. However, this tool is a bit difficult to use. So to remove this hidden information, please do the following.

Before disseminating text files, use the WordPad application (Start | All Programs | Accessories) to open the text first and save it as Rich Text Format (.rtf). Finally, you just need to change the text file extension back to Word. For example, save the file to 'test.rtf', to change it back to Word, and use the rename command to switch back to 'test.doc'.

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