

7 tips in Word 2007

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1. Quickly create one or more random lines

In order to create a line, a page or multiple pages in the word, it is easy to check the printing. We can enter the following line of formula: = **lorem** () , default with 3 paragraphs, 6 lines or = **lorem** (*number of paragraphs to print, number of lines per paragraph*) . Besides, you can use **rank** command with the same syntax as **lorem** command.

2. Create the table with the key

By combining the '+' and '-' keys, the Enter key and the Tab key on the keyboard, we can easily and quickly create spreadsheets. Suppose, you need to create a 4 column spreadsheet and have 4 lines, you do the following: First press + ---- + ---- + ----- + ----- + then press Enter at the end of the line. A spreadsheet appears, next, you place your mouse pointer in the last column and press Tab, a new line will appear. The width of the main worksheet is equal to the number of '-' marks you clicked at the table creation. However, you can change this width when entering data.

3. Create a line

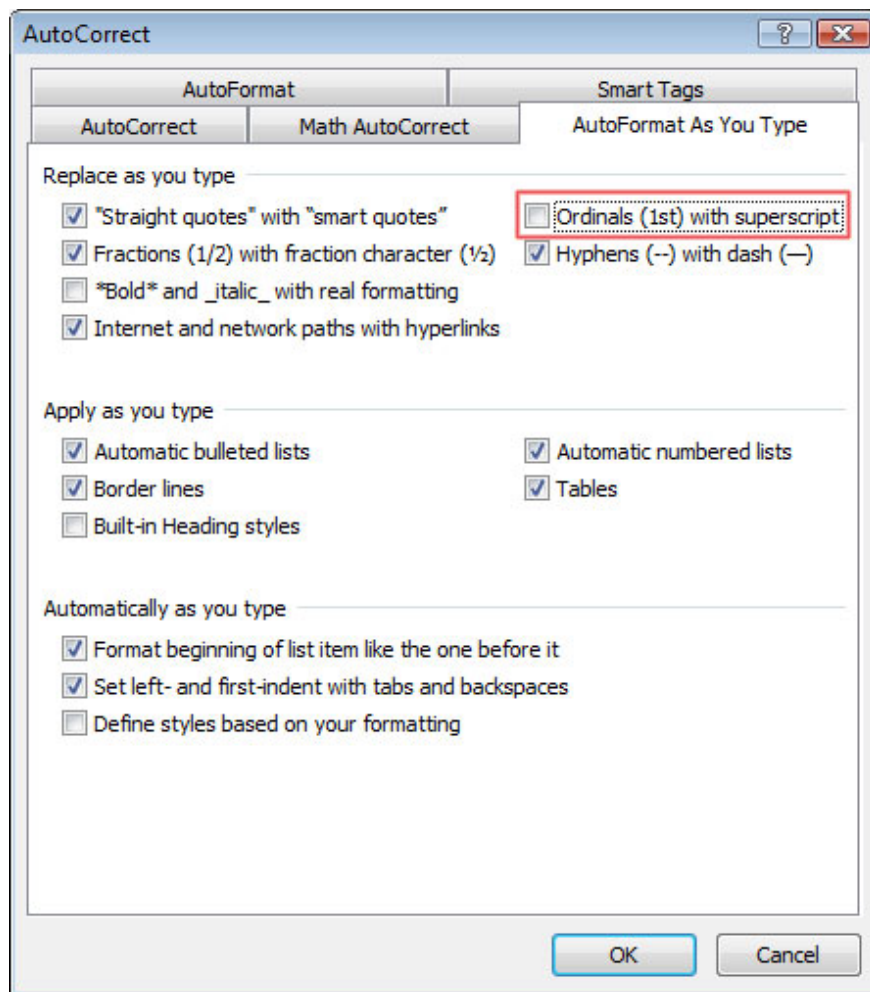
To quickly create horizontal lines of a document page, you only need to use the specials on the keyboard. The keys -, =, *, #, ~ when pressed respectively from 3 or more keys will create single, double, triple, dashed lines and dotted lines. At that time, you do not need to enter the list on the Ribbon to perform. For example, to create a double line, simply press === and press enter to finish.

4. Move quickly in the spreadsheet

To move between lines in the spreadsheet quickly, place the cursor correctly on the line to move and press Alt + Shift + and up / down arrows.

5. Remove the SuperScript auto feature

Normally, when you type in the English style or similar characters like 1st, 2nd, ., 7th, . then Word will automatically SuperScript that character into 1st, 2nd, ., 7th, . If You don't want that, after typing each character cluster, press Ctrl + Z to let Word remove the settings for that character. If you want to apply to all text clusters for text, go to the Office icon in the upper-left corner, then select **Word Options** . Next, select the **Proofing** item and select **AutoCorrect Options** . In the AutoCorrect window, select the **AutoFormat** tab **As You Type** and check the item select **Ordinals (1st) with superscript** as shown.



6. Copy the spreadsheet format

You have just formatted a worksheet cell and have many cells that need the same format. You can move the mouse to use the Format Painter function, but it will take a long time. Format a cell among the cells you need to format and move the mouse to a location to copy the format, scan the block and press F4. So the new format will be set.

7. Quickly fill a column in the worksheet

If you want to quickly scan a column in a multi-line spreadsheet, simply hold down the **Shift** key and then click anywhere on the column to be manipulated.

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