

Tips for mastering Microsoft Word 2007

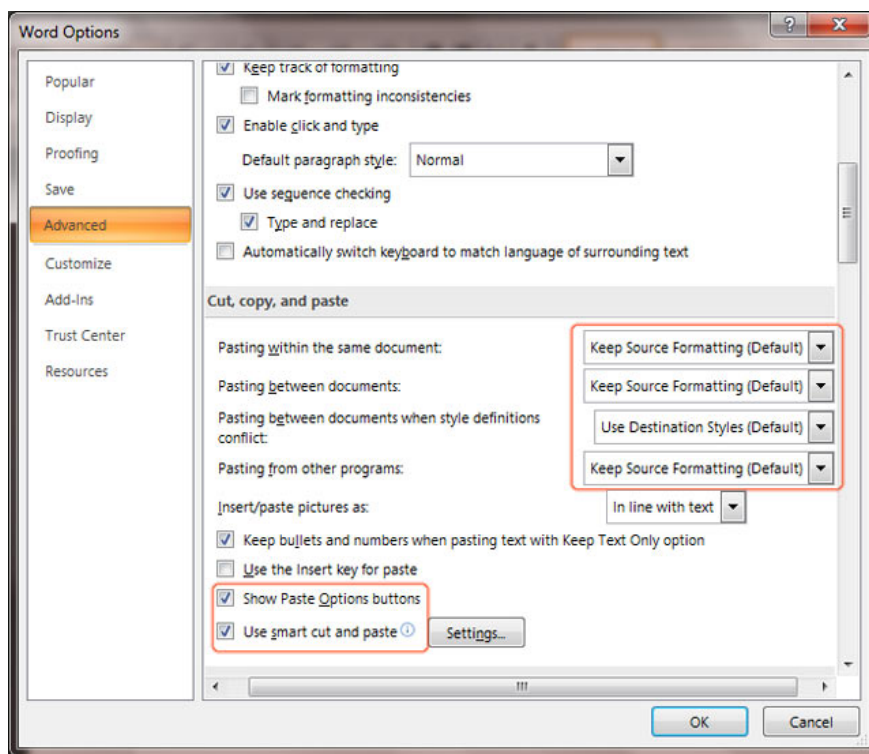
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Configure paste options

When you copy a piece of text from another source into a Word document, the software automatically retains the original format of that document or gives you the option to format it to match the text. available on MS Word.

To customize this feature, in MS Word 2007, click on the **Office** button (upper left corner) and select **More Commands . .**, browse to **Advanced** tab, in the **Cut, copy and paste area** , check the box **Show Paste Options buttons** if you want MS Word to provide formatting options when copying a piece of text, or unchecking if you do not want to show these options.

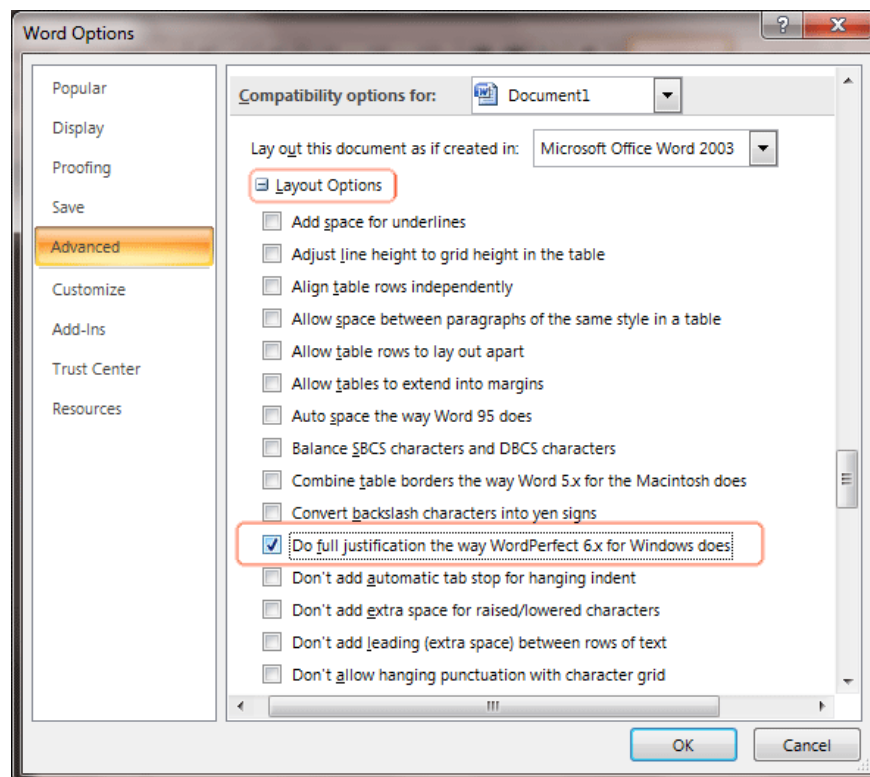


In the four drop-down menus, you can choose **Keep Source Formatting** if you want to keep the original format of the text you just copied, or automatically change the format to match the current text.

Change the format from Justify to full-justification

When the Justify format is applied to an entire paragraph, MS Word automatically aligns the text to the left and right by increasing the distance between the words on a line. And the common drawback of this approach is leaving large gaps between words that are aesthetically pleasing.

In order to make Justify cultivation more beautiful, we should use the **full-justification feature**. Click the **Office** button, select **More Commands .**, then click **Advanced**, scroll down to the bottom and click on the '+' sign before **Layout Options**, then find the **Do Full Justification The Way WordPerfect 6.x For Windows Does**, then click **OK** to finish.



Automatically distance

In text editors, users often use the Space or Tab key to push the first line of a paragraph backward from the rest of the lines, called the headline (there is a lesser use of the spacing. that's how all the lines except the first line are).

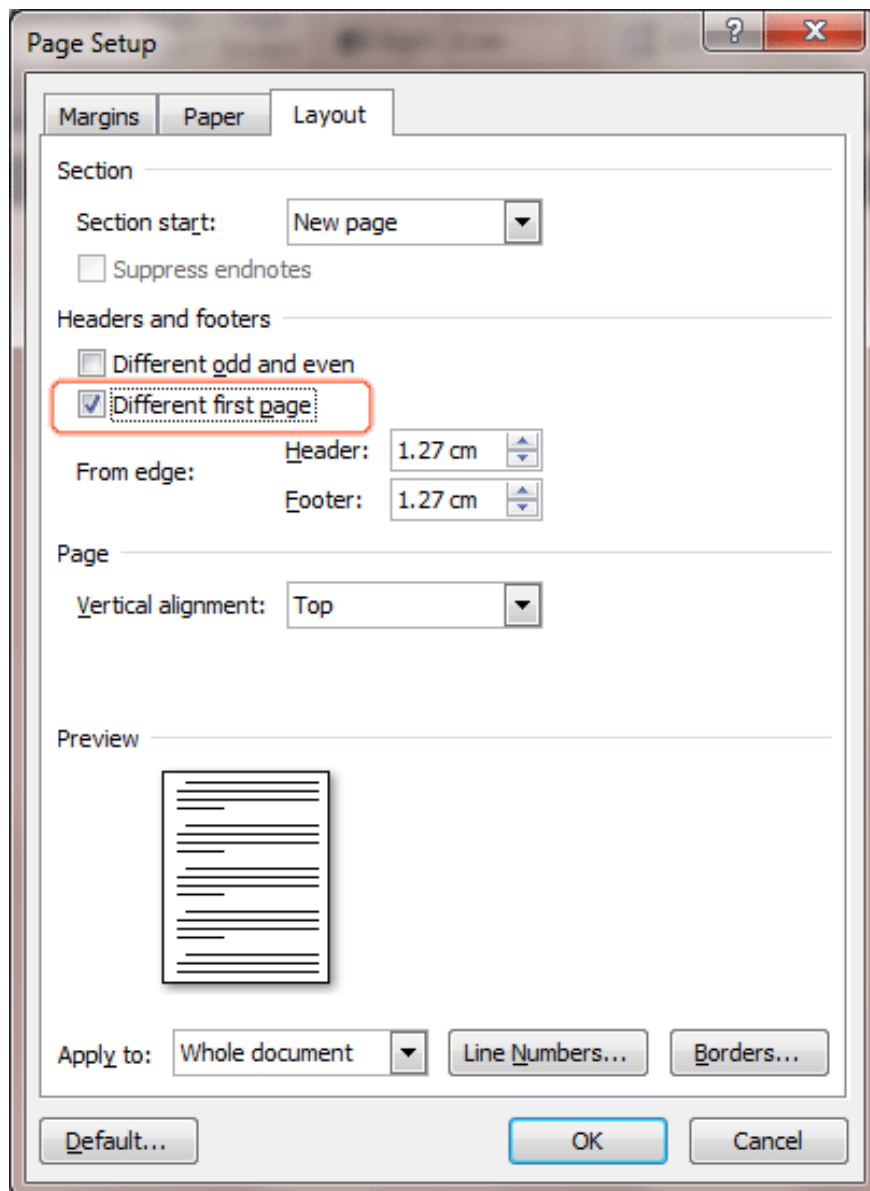
The downside of this approach is that sometimes the distances are not equal. If you want MS Word to automatically spacing with a preset space, use the indentation feature. First, highlight the text area to be manipulated, then go to the **Home** tab, click on the arrow (lower right corner) of the **Paragraph** tool area.

In the **indentation** options area, in the **Special** menu you can select **First line** (if you want to reverse the first line) or select **Hanging** if you want to reverse the line all except the first line.

Page

Page numbering is no stranger to most MS Word users, but one problem is that some documents do not require page numbering on the first pages for aesthetic reasons. You need to adjust the numbering feature to match this requirement.

First go to the **Page layout** , then click on the arrow in the lower right corner of the **Page Setup** frame, select the **Page layout** tab and check the **Different first page** .



Backup Quick Access toolbar

Quick Access bar, as mentioned above, is a menu that contains frequently used commands. If you have spent a lot of time to customize the Quick Access toolbar, back up the room when reinstalling the operating system you do not have to redo this toolbar. Or simply, you can bring the created toolbar on your computer to an office computer with MS Word 2007 installed.

In Windows XP, go to the **C: Documents and Settings link** [computer or user name] **Settings Local Application Data Microsoft Office** , in Windows Vista and Windows 7, go to the **C: Users path** [computer or user name] **AppData Local Microsoft Office** . Here you will find a file named Word.qat, you can copy it to another place to back up or use it for other computers.

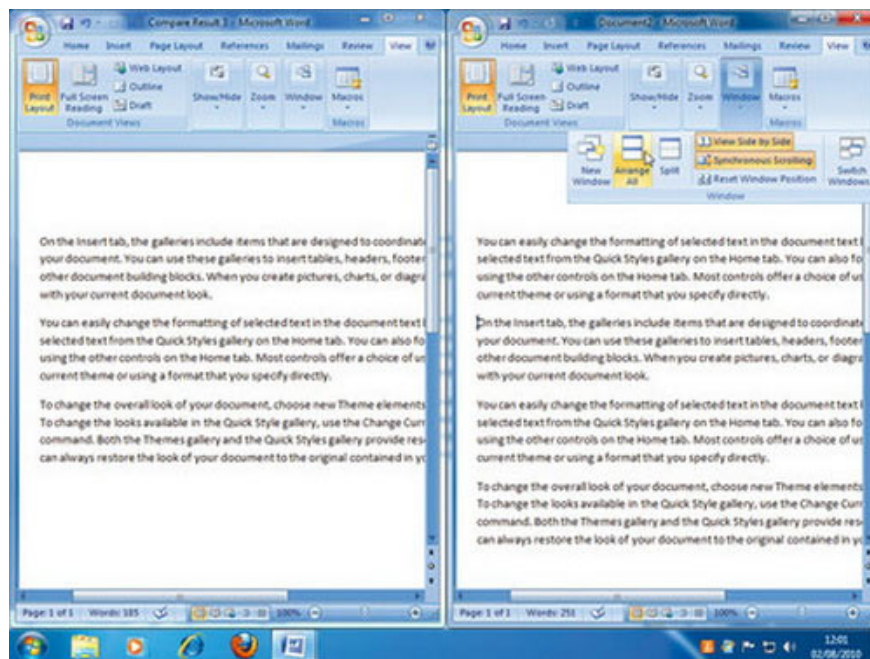
Cancel the format

Hot key combination lets you return the font format and default font size to **Ctrl + Space** . If the original format has style applied, use **Ctrl + Shift + N** to put the text into the default format (usually Times News Roman font and font size 12).

Adjust the spacing of letters on the title

For cosmetic reasons, the title usually stays on a single line without stretching to the second line. For titles that are too long, you have to shrink the text by going to the **Home** tab, clicking on the arrow below the right corner of the **Font** frame, selecting **Character Spacing** and ' *reducing* ' this ratio to the best.

Compare the text



Compare two documents

There are many reasons for the need for comparison between the two documents, MS Word provides options to open two side-by-side text files for this purpose (and it is MS Word's own, not Aero Snap's function, but it is for Windows 7).

To use this feature, you must first open two text files in MS Word, then click the **View** tab, in the Window pane, select **View Side by Side** . You can also choose **Synchronous Scrolling** so that when you scroll, both text scrolls will scroll along to make comparison easier.

Move multiple objects with Spike

When editing, cut and paste movements are the most commonly used operations. But caching usually only remembers a text object. In MS Word 2007, there is a little-known feature, which helps cache remember many text objects and you can select one of those text objects to paste into the current text.

First, select a text object to move and press **Ctrl + F3** (you can repeat this action for other moving objects to add it to Spike's list). Then simply press **Ctrl + Shift + F3** to recall this list and paste it into the desired location.

This will save more time than a normal collage operation when you want to move multiple text objects at once.

You finished reading the article "**Tips for mastering Microsoft Word 2007**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.