

Useful Word tips you should not miss

The tips or shortcuts in Word will help users to manipulate faster when editing documents, handling content more easily that you do not have to perform manually as before.

Microsoft Word is a tool for editing familiar current content. To be able to operate faster when typing content or word processing, some tips are quite useful to users such as Common shortcuts in Word, tips for printing Word documents, . that Network Administrator once introduced to readers

In this article, we will introduce you to Word tips, making our editing work much simpler, highly effective at work.

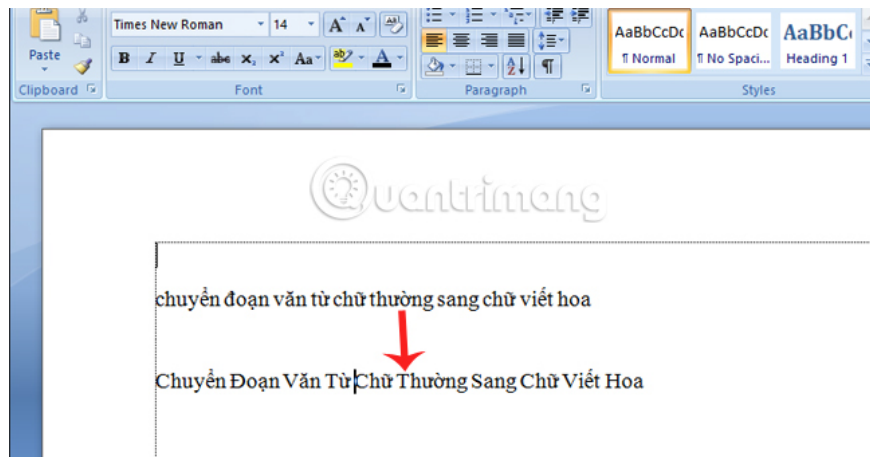
Note that the operations in the following article work with Microsoft Word 2007. Depending on the current version of Word you are using, it is possible to follow the tips below.

1. Quickly convert lowercase letters into uppercase letters:

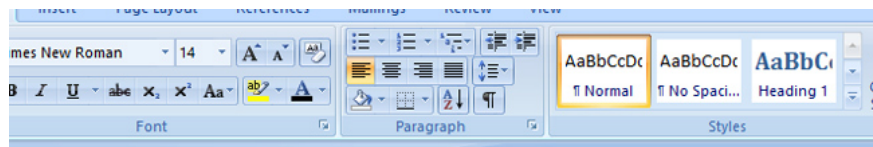
Many people are not specialized after typing the text in lowercase letters, but because they require a capitalization, they will delete the whole paragraph and turn on the Capslock key to retype. Some of them are blackened and changed to Vn.TimeH, but they have a font error.

There is a much faster, simpler way to be able to switch from lowercase to uppercase on Word without having to do the action above. You **highlight the text that needs to be uppercase and press Shift + F3** .

When the text is in lowercase, press Shift + F3, the text will change to only the first letter.



We continue to press Shift + F3 key combination to convert the whole paragraph.

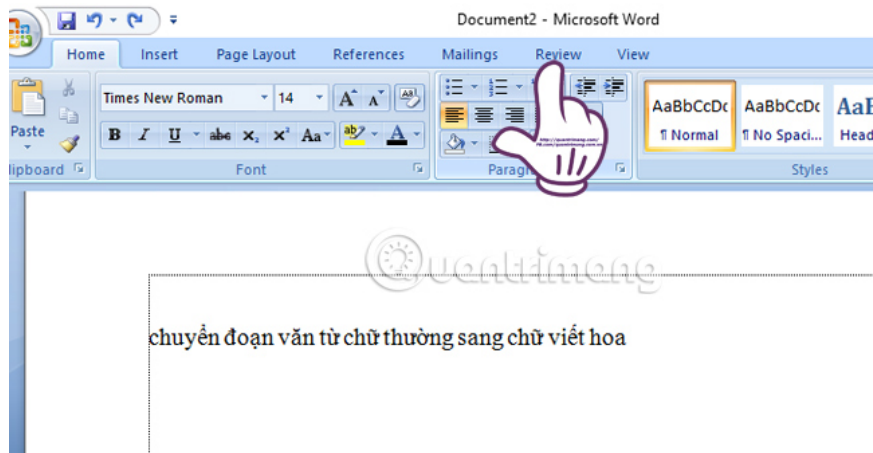


2. Translate text with Bing Translator:

Today, **Word has built-in Bing automatic translator** when users need to translate a paragraph. Although this tool is not as versatile as Google Translate, or many other tools. However, if the text is short and we want to translate quickly, we can use this feature.

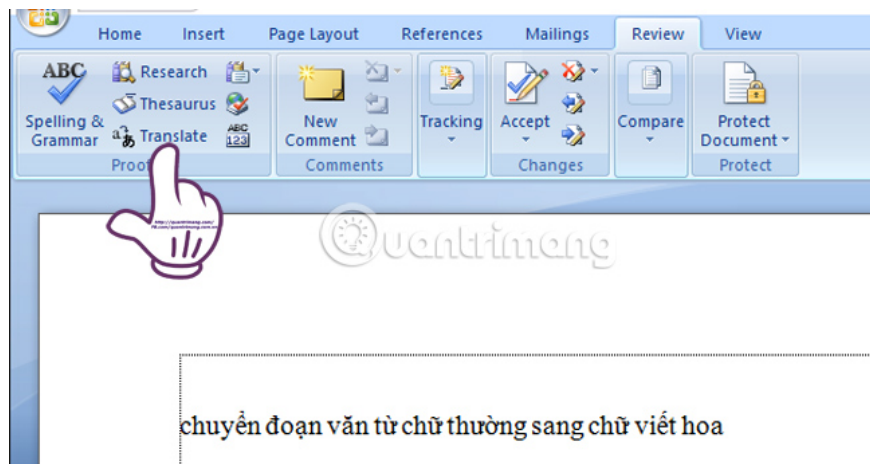
Step 1:

In the text of the translation, we click the **Review** tab on Ribbon.



Step 2:

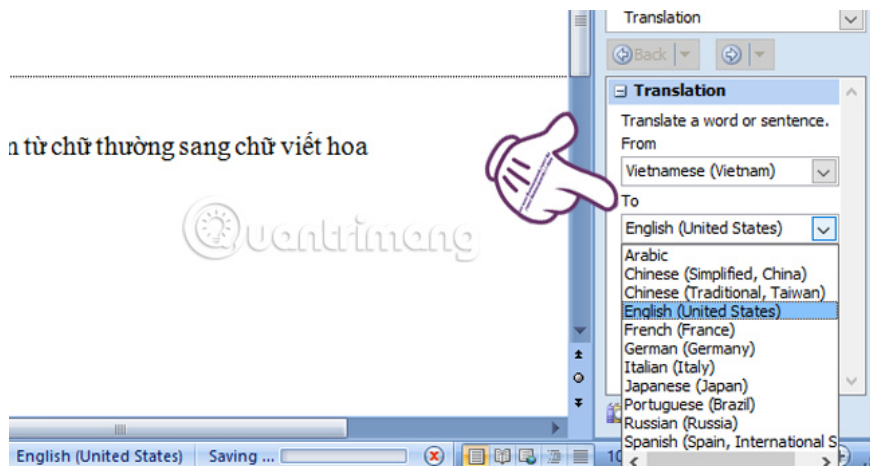
Then you select **Translate** .



If using Word 2013, click **Translate** and then select **Translate Document** .

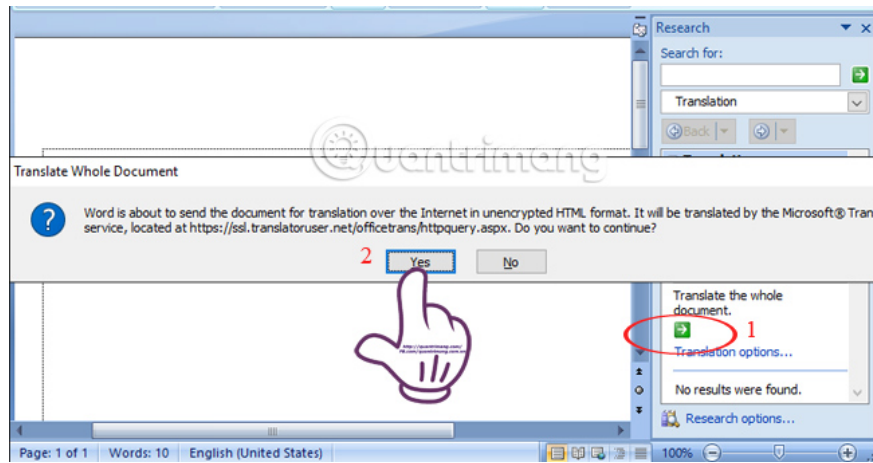
Step 3:

At the right interface, **text translation column** appears. Here, we can **select translated languages** ??for text in the From and To sections. For example, I choose to translate from Vietnamese to English.



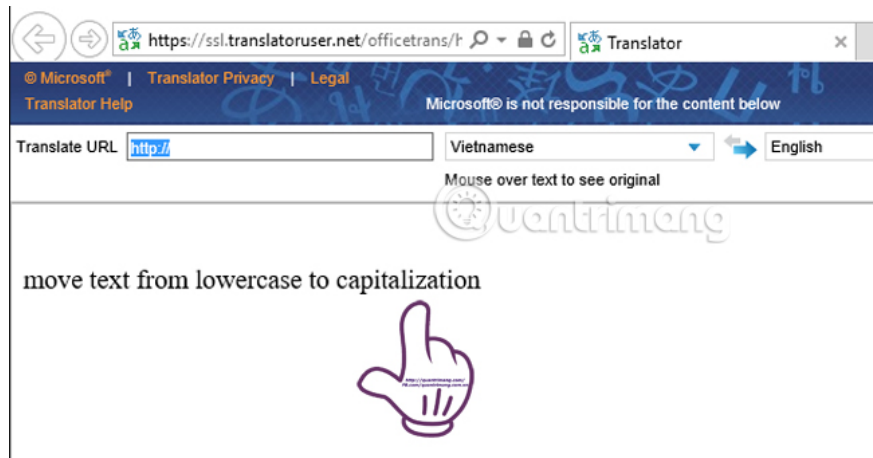
Step 4:

After selecting the language, press **the blue arrow** to proceed with the translation. Soon, Word will have a message asking if you want to continue the translation process when translating on the web. Click **Yes** .



Step 5:

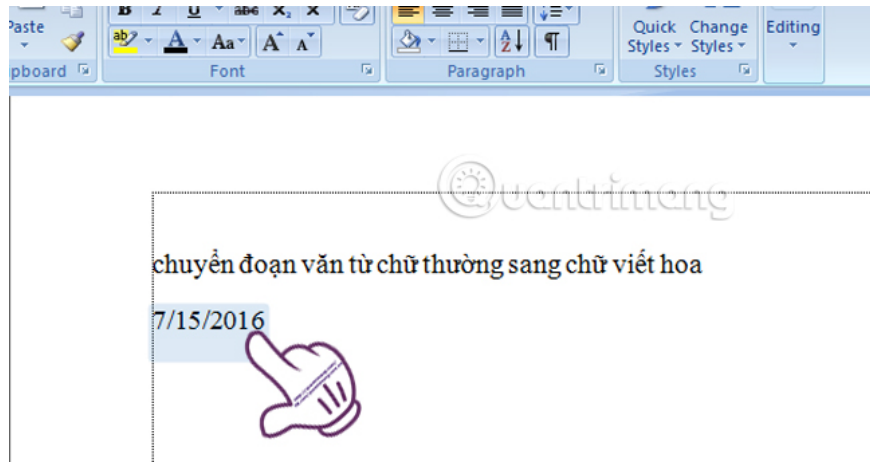
We will be taken to the translated website, followed by **the text content after being translated into English language** .



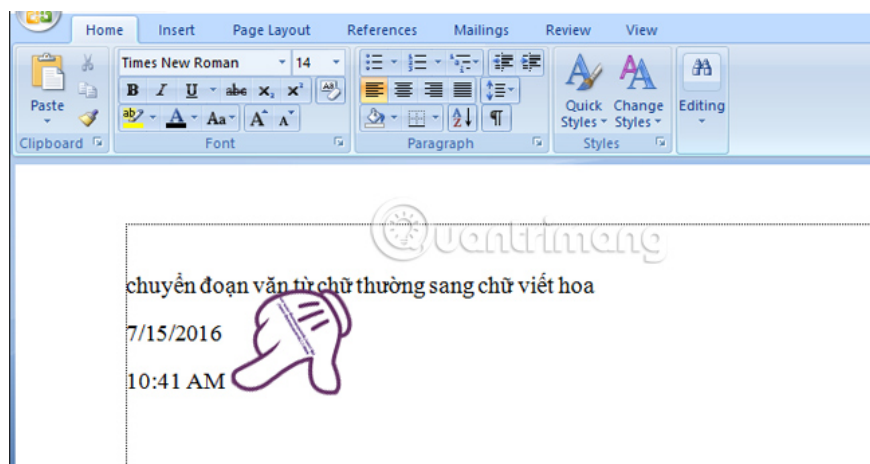
3. Quickly add the current date or time in Word

The current date or time operation can also be done on Word quickly, in addition to you can insert the current date in Excel that we introduced earlier.

To **insert the current date into your text** , press **Shift + Alt + D**.



If you want to **insert the current time** , perform the key combination **Shift + Alt + T**.



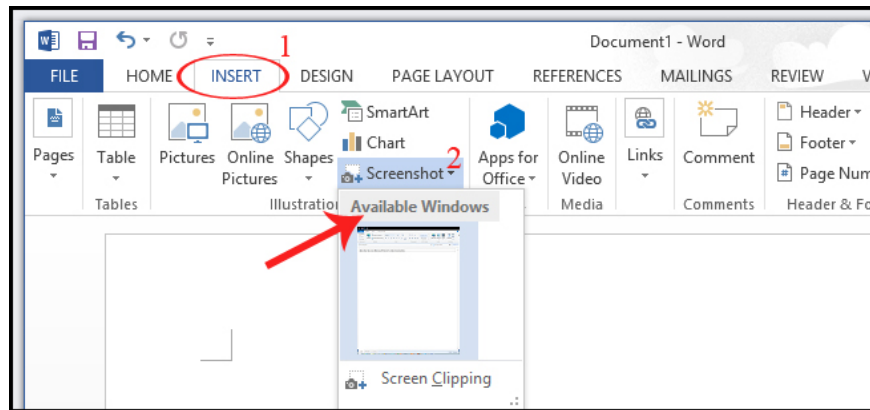
4. Screenshot feature on Word 2013:

Normally to insert certain images, or insert screenshots, we still follow the manual way, then Picture Insert to get the images available in the machine and insert into the content. If the screenshot is taken, you must go through the save image operation with the image editing tool on the device.

However, Word 2013 shortened this operation with the Screenshot feature. That is, users can select the windows running on Windows, then insert the text content.

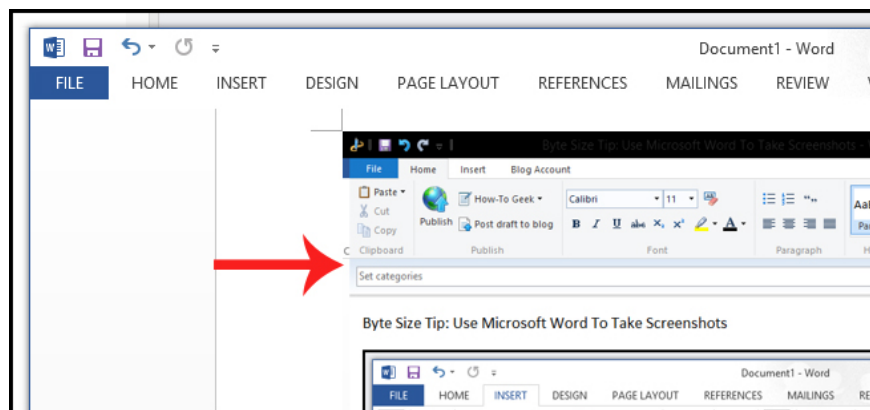
Step 1:

Click the **Insert** tab and select **Screenshot** .



Step 2:

Shortly thereafter, a screen image of programs on Windows will appear. If you want to choose to insert a screenshot, just click. Immediately the image will be inserted in the text content.



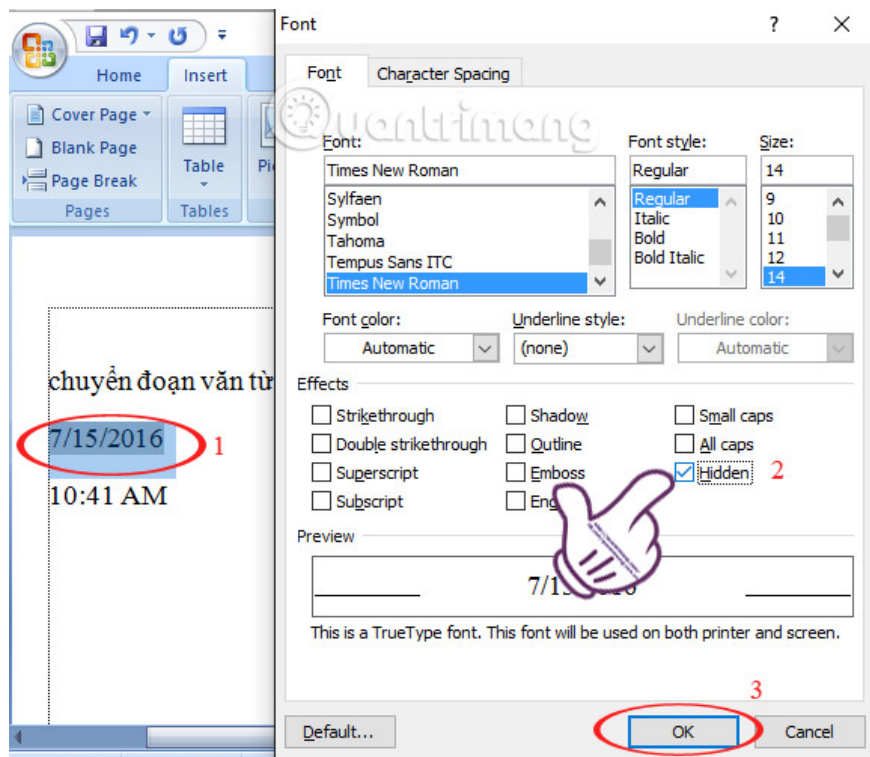
5. Hide content in secret Word documents:

If with old versions of Word when you want to hide certain text, it will often turn into white font. But this way of doing it will be easily detected, the text also appears the blank space of the hidden text.

So to easily hide text content without being detected, follow these steps:

Step 1:

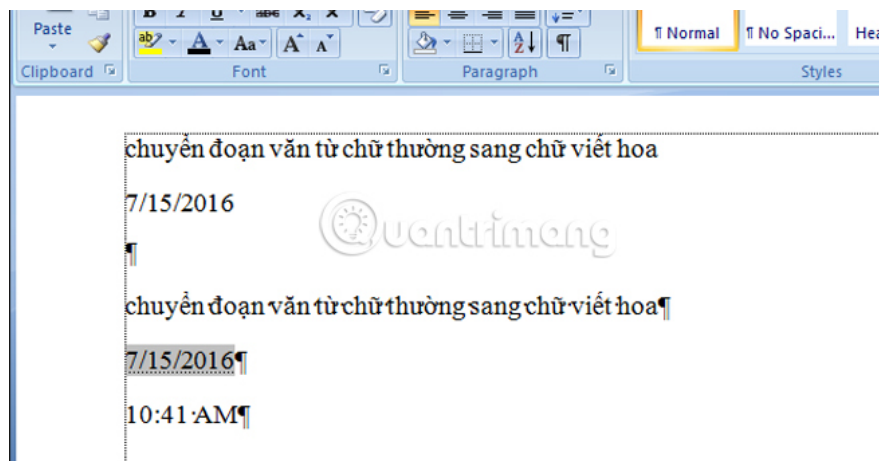
Black out the text you want to hide and press **Ctrl + D**. Then the **Font window** interface appears. **Select the Hidden item** and click **OK** to hide the text.



Step 2:

You see that the text content is hidden and there is no excess space in the content.

To **re-display** the text, press **Ctrl + Shift + 8**. Hidden text still appears in its old location.

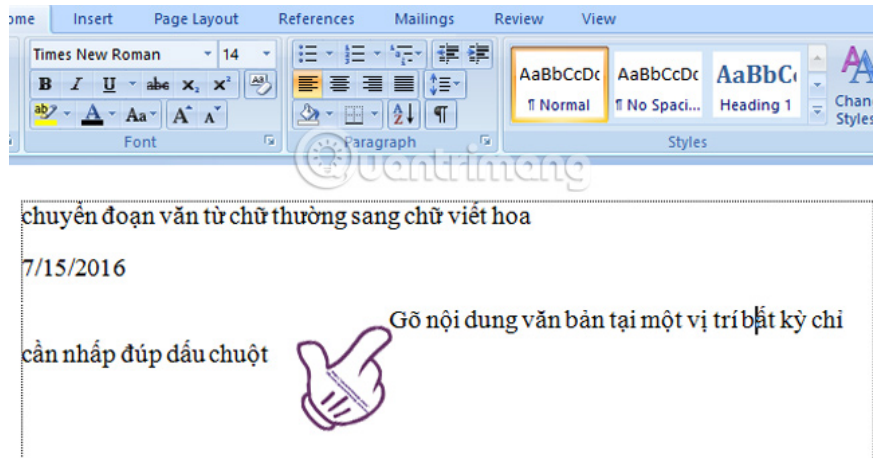


6. Edit PDF file:

In Word 2013, we can open the PDF file with Word and then edit it like a normal Word document. This will enable you to edit the content, which is not possible in PDF viewer software with Adobe Acrobat Reader.

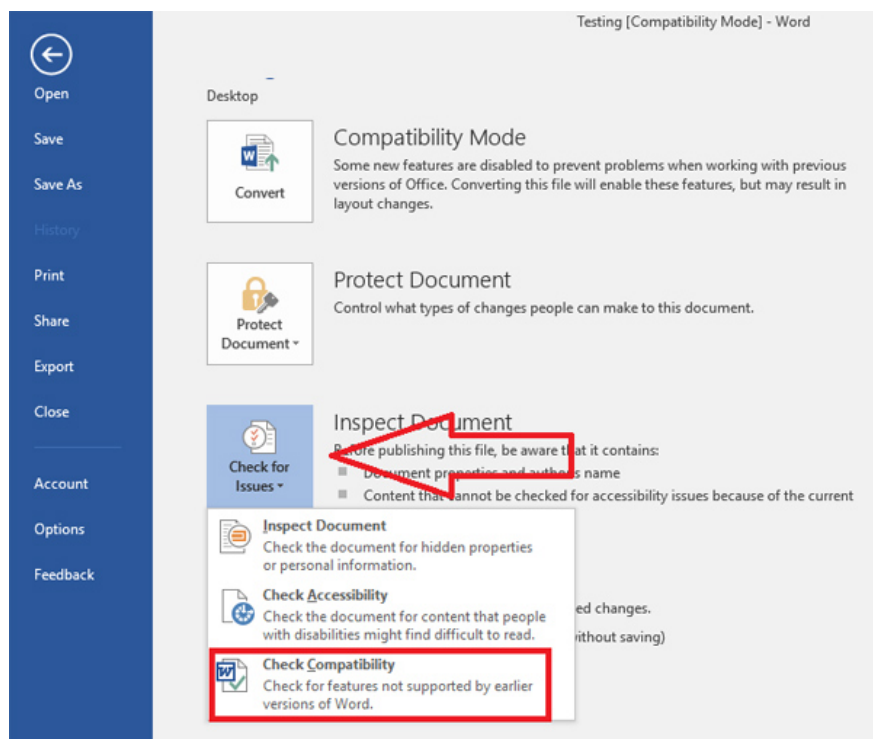
7. Type text anywhere in the page:

Many people who want to leave the cursor to any position in the text often have to press the spacebar repeatedly. But that way is too old. We can completely **move the mouse pointer to any location** on the page and then type the content, just by **right-clicking** on the location and it's done. Word will automatically add spaces for us.



8. Test is backward compatible with old documents:

If the user wants to check if the text content has a font error, or is viewable with old versions of Word, follow the link: **File> Info> Inspect Document> Check Compatibility** . This feature is only available from Word 2010 and above.



The above are 8 small tips to help you manipulate faster and more efficiently for Word content. Some features can be done with Word 2007, others only work with Word 2010 and later versions.

Refer to the following articles:

1. Create a quick dot (.....) line in Microsoft Word
1. Simple way to convert PDF files to Word
1. 6 methods to convert PDF to images

I wish you all success!

You finished reading the article "**Useful Word tips you should not miss**" 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.