

LESSON 120

MORE TRICKS WITH MICROSOFT WORD

If you use an inkjet printer your pages come out face up. If you print several pages you'll have to shuffle them so they are stacked with page one on top and the rest of the pages in numerical order. There is an easier way.

When you give the Print command, select Options from the lower left corner of the Print screen and in the Printing options section, click in the box to the left of "Print in reverse order". Click OK. Now your printed pages will print in reverse order so that page one is always on top.

Word can also give you statistics about your document, like the number of characters, words, sentences and paragraphs per document. This feature also calculates the average number of characters per word, words per sentence and sentences per paragraph. To turn this feature on, click on Tools and then on Options. Select the Spelling & Grammar tab, and in the Grammar section, click in the box next to "Show readability statistics". Now Word will display this information whenever you spell check a document.

Word also provides special effects that can spruce up your document when viewed on a computer screen. To use this feature, select the text that you want to emphasize and click on Format on the menu bar at the top of the screen. Select Font and then select "Text Effects" in Office 2000 or "Animation" in Office 97. At the bottom of the window that comes up you will see the selected font in its current style and size (if you haven't changed fonts, the name of your default font will appear). As you click on the text effects in the section above, the box below will show how the text effect you selected will look in that particular font. You can select a flashing background, marching red or black "ants" that move around the selected text as a square box, or you can select Shimmer, Las Vegas Lights or even Sparkle Text.

For further emphasis, you can change the font and size of the selected text. Select the Font tab to make your changes.

While you are in this area, you can make your current font, font style and size the default for Word documents by clicking on the default button at the bottom left of the Font tab.

