Managing Long Documents in MS Word

Objectives: you will be able to:
- Define styles in a stylesheet instead of at every instance
- Insert a TOC
- Use TOC and outline view for big picture editing

Text & shortcuts
Google “greeking” copy and paste dummy text into new document
Note paste special for formatted text
Shortcuts for copy, cut paste…see handout for more
Use headings one and two to create a hierarchy
Highlighting text: use arrows with ctrl and shift
Show find & replace
View: ctrl and wheel

Styles & formatting
Use styles & formatting to define the style of each format

TOC
Create a title page and a table of contents
View > outline > show level for moving parts around

Dissertation template
Overview of parts
You can change: fonts, chapter numbering system
You cannot change: margins, spacing, sequence of parts, page numbering
Table of contents
Bring text into dissertation template
Add a figure & caption
Add a table and caption
Use outline view to move things around
Shortcut key for symbols
## Shortcuts for MSWord

<table>
<thead>
<tr>
<th></th>
<th>Ctrl+/Shift+/A</th>
<th>Indent</th>
<th>Ctrl+/M</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Caps</strong></td>
<td>Ctrl+/B</td>
<td>Ctrl+/C</td>
<td>Ctrl+/I</td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td>Ctrl+/E</td>
<td>Ctrl+/E</td>
<td>Ctrl+/L</td>
</tr>
<tr>
<td><strong>Center Para</strong></td>
<td>Shift+/F3</td>
<td>Ctrl+/C</td>
<td>Ctrl+/N</td>
</tr>
<tr>
<td><strong>Copy</strong></td>
<td>Ctrl+/Shift+/C</td>
<td>Ctrl+/C</td>
<td>Ctrl+/O</td>
</tr>
<tr>
<td><strong>Copy Format</strong></td>
<td>Ctrl+/Shift+/C</td>
<td>Ctrl+/C</td>
<td>Ctrl+/V</td>
</tr>
<tr>
<td><strong>Cut</strong></td>
<td>Ctrl+/X</td>
<td>Ctrl+/X</td>
<td>Ctrl+/Shift+/V</td>
</tr>
<tr>
<td><strong>Date Field</strong></td>
<td>Alt+/Shift+/D</td>
<td>Alt+/Shift+/D</td>
<td>Ctrl+/P</td>
</tr>
<tr>
<td><strong>Delete Back Word</strong></td>
<td>Ctrl+/Backspace</td>
<td>Ctrl+/Shift+/D</td>
<td>Ctrl+/F2</td>
</tr>
<tr>
<td><strong>Delete Word</strong></td>
<td>Ctrl+/Del</td>
<td>Ctrl+/Del</td>
<td>Ctrl+/Y</td>
</tr>
<tr>
<td><strong>Dictionary</strong></td>
<td>Alt+/Shift+/F7</td>
<td>Alt+/Shift+/F7</td>
<td>Shift+/F4</td>
</tr>
<tr>
<td><strong>Doc Close</strong></td>
<td>Ctrl+/F4</td>
<td>Ctrl+/F4</td>
<td>Ctrl+/H</td>
</tr>
<tr>
<td><strong>Doc Maximize</strong></td>
<td>Ctrl+/F10</td>
<td>Ctrl+/F10</td>
<td>Ctrl+/R</td>
</tr>
<tr>
<td><strong>Doc Size</strong></td>
<td>Ctrl+/F8</td>
<td>Ctrl+/F8</td>
<td>Ctrl+/S</td>
</tr>
<tr>
<td><strong>Doc Split</strong></td>
<td>Alt+/Ctrl+/S</td>
<td>Alt+/Ctrl+/S</td>
<td>Ctrl+/A</td>
</tr>
<tr>
<td><strong>Double Underline</strong></td>
<td>Ctrl+/Shift+/D</td>
<td>Ctrl+/Shift+/D</td>
<td>Ctrl+[</td>
</tr>
<tr>
<td><strong>Find</strong></td>
<td>Ctrl+/F</td>
<td>Ctrl+/F</td>
<td>Ctrl+/Shift+/K</td>
</tr>
<tr>
<td><strong>Font</strong></td>
<td>Ctrl+/Shift+/F</td>
<td>Ctrl+/Shift+/F</td>
<td>Ctrl+</td>
</tr>
<tr>
<td><strong>Font Size Select</strong></td>
<td>Ctrl+/Shift+/P</td>
<td>Ctrl+/Shift+/P</td>
<td>Ctrl+</td>
</tr>
<tr>
<td><strong>Grow Font</strong></td>
<td>Ctrl+/Shift+P</td>
<td>Ctrl+/Shift+P</td>
<td>Ctrl+/Shift+Q</td>
</tr>
<tr>
<td><strong>Grow Font One Point</strong></td>
<td>Ctrl+</td>
<td></td>
<td>Ctrl+</td>
</tr>
<tr>
<td><strong>Hanging Indent</strong></td>
<td>Ctrl+/T</td>
<td>Ctrl+/T</td>
<td>Alt+/Shift+/T</td>
</tr>
<tr>
<td><strong>Hyperlink</strong></td>
<td>Ctrl+/K</td>
<td>Ctrl+/K</td>
<td>Ctrl+/U</td>
</tr>
<tr>
<td><strong>Indent</strong></td>
<td>Ctrl+/M</td>
<td>Ctrl+/M</td>
<td>Ctrl+/Z</td>
</tr>
</tbody>
</table>