

# Microsoft Word

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# Create/Open/Save Files

- Using Templates
- Page Setup
  - Portrait/Landscape
  - Margins
  - Gutter
- Preview Files while Opening
- Always Create Backup Copy
- Save AutoRecover

# Typing & Layout

- Enter/Shift + Enter/Ctrl + Enter
- Using ¶
- Bold/Italic/Underline
- Superscript/Underscript
- Changing Toolbars
- Align Left/Right/Center/Justify/Distributed
- Line Spacing (Toolbars/Paragraphs)
- Font Color

# Typing & Layout

- Auto Complete
- Auto Correct
- INSERT button
- Home/End/Page Up/Page Down
- Delete/Backspace/Cut
- Num Lock
- Using Tabs
- Auto Keyboard Switching

# Typing & Layout

- Cut/Copy/Paste/Clipboard
- Undo (Ctrl + Z)/Redo (Ctrl + Y)
- Tool → Options → Edit
- Split Windows
- Zoom (Ctrl + Scroll)
- Text Layout
- Document Maps
- Thumbnail

# Typing & Layout

- Print Preview
- Show Ruler
- Using Ruler
- Tab (On ruler or Format/Tabs)
- Tab Leader
- Fonts → English Fonts/Thai Fonts
- Character Spacing

# Typing & Layout

- Insert Symbols (Symbol, Webdings, Wingdings)
- Bullets and Numberings
- Increase/Decrease Indent
- Restart Numbering
- Customize Number List
- Format Painter
- Columns

# Typing & Layout

- Page Break
- Drop Caps
- Style and Formatting
- Keep track of formatting
- New Style
  - Automatic Update
- Headnote and Footnote
- Page Number



# Print

- Print (Back page → Front page)
- Odd/Even Number
- Duplex Printing

# Tables, Border and Shadings

- Create Tables
- Tables Toolbar
- Tables Border and Shading
- Page Border and Shading

# Tables, Border and Shadings

- Draw Table
- Eraser
- Tab/Shift + Tab/Ctrl + Tab
- Change Table Width/Height
- Change Column/Row Width
- Distribute Row/Column Evenly
- Add Row/Column

# Tables, Border and Shadings

- Delete Content/Cell/Row/Column/Table
- Merge Cell
- AutoFit
- Caption
- Repeat as header row at the top of each page

# Tables, Border and Shadings

- Table Auto Format
- Decorating Table
  - Border
  - Color
  - Alignment of text
- Sort
- Convert Table to text/Text to table

# Picture Drawing

- Drawing Canvas
  - Automatic Create Canvas
- Group/Ungroup
- Bring to front/back
- Making Circles/Squares/Straight Lines
- ClipArt
- Text Wrapping

# Picture Drawing

- Insert Diagram/Clipart/Picture
- Modify Picture (Color/Contrast/Brightness)
- Using Ctrl to Move Picture
- WordArt
- Shadow/3D
- Changing Color
- Caption
- Making Chart/Organization Chart

# Table of Contents

- Using Heading Style to make
- Table of Figures
- Table of Tables
- Footnote



# Track Change

- Track Change
- Comment
- Page Layout (Original Final)
- List Change and Comment
- Accept or Reject Change

# Mail Merge

- Create List
- Merge Field
- Print

# Others

- Spelling and Grammar
- Word Count
- Thesaurus
- Add Microsoft Equation