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READY NET GO ... NEWS

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Tip of the Month

Have you ever come across a document and not known what it is? If you have, you're not alone. With the seemingly endless numbers of programs available, file extensions can get quite confusing so we've put together a handy list for your reference:

.asp	Webpage document
.dat	System update file
.dbf	Database file
.dll	System file
.doc	MS Word document
.exe	Executable program
.gif	Graphic image
.hlp	Help file
.htm	Webpage file
.ini	System file
.jpg	Graphic image
.mdb	MS Access Database
.p65	Adobe Pagemaker 6.5
.pdf	Adobe Acrobat file
.ppt	MS Powerpoint file
.psd	Adobe Photoshop file
.pst	MS Outlook file (email)
.pub	MS Publisher document
.sys	System File
.tif	Image document
.tmp	Temporary file
.txt	Text file
.vbs	MS Visual Basic Script (program code)
.wav	Wave Sound file
.wpd	Word Perfect document
.xls	MS Excel document
.zip	Winzip (compressed file)

Can MS Word do that ...?

Microsoft Word is probably the most used program in an office environment. From memos and letters to reports and presentations, nearly everyone is familiar with this word processing program. Many features of MS Word aren't well known, however. The following features just may help your day go a little quicker!

1. **Replace** has to be one of the most time saving features in MS Word. Say you're creating a 10 page report and at the last minute, the name of a particular company that is highlighted in the report changes. If the name was printed 50 times throughout the document, you would have a lot of editing to do. MS Word makes finding and replacing the new company name a cinch:
 - Click **Edit** and scroll down to **Replace**
 - In the **Find What** box, type in the name you want to find
 - In the **Replace With** box, type in the name you want to replace
 - Click **OK**
2. If you create a lot of new documents and **don't like the default settings** that Microsoft has set up (like 12 point Times New Roman) you're not alone. Whenever you open a new document, you're actually opening up the Normal.dot template. Making changes to this template is easy and will you save you time and frustration in having to repeat your ideal settings every time you start new.

WWW (Websites Worth Watching)

1. www.cpsc.gov - Consumer Safety site; lists recalled products and safety news
2. www.traffic.com - Find out the local traffic information for your area before you head out.
3. www.gophila.com - Philadelphia travel and tourism site. Find out what's happening in your town.

Got a cool WWW? Send us an email and help us pass the word - info@readynetgo.net

To Change your Default settings in MS Word:

- Open the Word program
 - To change the **margins** (which, by default are set at 1.25”), click File → Page Setup
 - Adjust the margins to the desired width and height and then click the Default button in the lower left hand corner.
 - A dialog box will pop up asking if you want to change the default settings for all documents → click **YES**
 - To change the **font or size** (factory default is Times New Roman, size 12), click Format → Font
 - Change the font style and size, then click the default button in the lower left hand corner. When prompted if you want to change the default font to your newly selected ones, click **YES**.
 - There you have it. Now every time you open a new Word document, these settings will be ready and waiting.
3. If you want to jazz up your documents, you may want to insert some common **symbols** like the following: → © % ® ™ These symbols and many others are found on the Insert Menu:
- Click **Insert**
 - Scroll down to **Symbol** (if it isn't visible, click the double arrow at the bottom of the list)
 - Scroll through the list on the Symbols tab. When you find what you want, click the **Insert** button and then click **Close**. You can change the font style of this symbol as well. Simply highlight the symbol and change it (e.g., click Bold, change the size or change the color)
4. If you have a lengthy document with a lot of headings, create a stylish **Table of Contents** for easy and efficient navigation:
- Before you can create a TOC, you have to specify which text you want to include in the TOC and in which order.
 - Click **Format** → **Styles and Formatting**. A dialog box will open.
 - Scroll down the list until you get to the ones marked Heading.
 - Select the text in your document and click one of the Heading choices. For each of your similar headers in your document, use the same procedure to apply the same style. You can also apply sub-headers which will appear indented in your TOC.
 - Once all of the headers are formatted in your document, position your cursor where you want to place the TOC
 - Click **Insert** on the Main Menu
 - Scroll down to **Reference** and then over to **Index and Tables**
 - Click the Table of Contents tab
 - There are quite a few options you can adjust. Click **OK** when finished. Your table of contents is now complete. Simply click on a header in the TOC and you will instantly go to this page.
 - **NOTE:** You can change the formatting of the TOC by selecting the table and modifying the font, size or style.
5. If you have an important document to send out, you may want to put a company logo or add text to the background of your document. To do this:
- Click **Format** then scroll down to **Background** and then **Printed Watermark**
 - You can select a Picture Watermark or Text Watermark
 - For Picture Watermark, select a picture stored on your computer or external disk, click OK. For Text Watermark, type in the text, choose font style and color and whether you want the text to go diagonal or horizontal. Click OK. Your picture or text will seem to float on the page.