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MICROSOFT WORD

Just like setting up your workspace within Windows, it is important to set up Word so that the program performs the way that you want, and that it performs with ease and provides you easy access to everything you need for your job.

The first place I suggest you go, once you open Word, is to TOOLS and then choose CUSTOMIZE. Within Customize you can set the Toolbars you need to use to make your job easier. You then don't have to go hunting for tools you use often, they will then be on your Task Bar or Button Bar.

You can then set various COMMANDS you know you will use most often.

At the bottom of this COMMAND Screen you will see a box saying

Save in

This is a 'hidden template within Word that stores all formatting and styles 'data'. It is called Normal.dot. .dot stands for Document Template. If you make serious changes to Styles, or Themes, a box may pop up asking you if you want to save changes to the Normal.dot template. If you are always going to work with these new changes you made then say yes, if the changes are only temporary changes, however, or needed just for the particular doc you are working on, save the changes to the file name you are working on, and Normal.dot will not be changed.

On the OPTIONS tab, uncheck SHOW FULL MENUS AFTER A SHORT DELAY, and Check instead; ALWAYS SHOW FULL MENUS

Check; List Font Names in their Font

Show Screen Tips on Tool bars

Show Shortcut Keys in Screen Tips

If you have set your screen resolution High, as in 1024 x 800 so you have more Real Estate to work with on your desktop and within programs, you can make it easier to see your buttons by checking; Large Icons

Then say OK and your Customized settings will be saved. You can always come back here and make changes.

Then go to TOOLS, OPTIONS.

Here is where you can set a powerhouse of options that will allow you to work more efficiently and faster.

You can make whatever changes here you would like, and some that I recommend are:

1. VIEW TAB: Uncheck Startup Task Pane
2. GENERAL TAB: Recently Viewed File List – make it 9
3. SAVE TAB: Check Allow Fast Saves, and Save Auto Recover Info Every (10 Minutes)

And the rest of the Options are up to you. If you change an Option and you don't like the change, simply come back here and re-change it.

A Huge Timesaver then, is to go into TOOLS, AUTO CORRECT OPTIONS...

There are words and phrases you type all the time within your business. Here, you can create Abbreviations so that while you are typing, and you type the abbreviation, Word then fills it in fully for you. For example:

In the Left hand box where it says REPLACE, I type in ibsc and in the Right Hand window where it says WITH, I type Interim Business Services LLC.

Now, when ever I type ibsc it will be automatically replaced with Interim Business Services LLC, and I don't have to type in all those letters to spell Interim Business Services LLC . Cool, huh? 😊

You can continue to add Replace and With as many as you want. Just be careful not to use common words such as it, is, but, and, etc, or real words that you might need. If you do that, your document will read funny as Word does the automatic replace thing anyway. So choose your REPLACE text carefully. You can use numbers here, too. Like Replace ibs1 with Interim Business Services LLC and that way you don't have to worry about conflicts.

As you make these Replace and With's, be sure to jot down a copy of what you are doing so you have a handy reference until you memorize your Replace and With's.

Auto Correct Options are Shared throughout the Microsoft Office Programs, there is no need to do this both in Excel and Word, doing it in one Program shares it with all the other Office Programs.

MACROS

Creating simple little Macros can make your life so much easier, too.

Let's make a simple little macro, together. This little macro will open the Microsoft Clip Board for you, so you don't have to go hunting for it every time you need to copy and paste various items into a document.

1. Go to **TOOLS** on your Menu Bar
2. Go To **Macro**
3. Choose **RECORD NEW MACRO**
4. Name your Macro, but don't put any spaces or funny letters in the spelling like clip/1. We are going to name this macro; mycboard
5. Under **ASSIGN MACRO TO**; choose the **KEYBOARD BUTTON**
6. A new box opens up and under **KEYBOARD SHORT CUT KEY** press your **ALT** button and then your **z** key.
7. A tiny box pops up on your screen with 2 buttons. The Left button **STOPS RECORDING**, while the Right button **STARTS RECORDING**.
8. Click on the **START RECORDING** - the Right orange Button
9. Click **EDIT** then Click **OFFICE CLIPBOARD**
10. Then Click **STOP RECORDING** on the Macro button bar – the Left Button

Now, Try your new macro; Hold down the Alt key and press the z key. The Office Clipboard should pop right up to the Right of your screen. Cool, eh? ☺

Anything you find yourself doing over and over can be made into a macro, just like I showed you. Before you start your macro, I recommend you write down the steps you are going to use with your macro so you don't have to hunt and peck for what you want your macro to do. As you hunt and peck, the macro is being recorded, so everything you do, every mouse move, and key stroke is recorded, mistakes and all. You don't want this to happen. – If it does, you can see a list of macros, and delete the macro you goofed on, and start over.

These macros will work with any Office Program, once you set them up once in one of the Office Programs – no need to do one for Excel, one for Word, and so on. Macros are shared throughout the Office Programs.

TEMPLATES & CLIP ART

The Microsoft website contains a lot of Templates for Word, Excel, Access, PowerPoint, Publisher and more. Simply go to; www.microsoft.com then go to **OFFICE**, then go to **TEMPLATES**. Clip art can be downloaded from this site also, and all are Free! There are so many preformatted templates available at Microsoft.com there is no reason for you to have to start from scratch on a lot of things. Just download the template and revise it for your company with logos, and biz info, and you are set to go!

If you create a Template you will use a lot, with just fill in the Blanks to complete, an easy way to set this up is to:

1. Type up your Letter, or Information
2. Where ever you are going to need to make changes like in names, or specific data like County or such, simply HIGHLIGHT (double click on the word or phrase) the word or phrase that will need to be changed, and hold you Ctrl key and press the F9 key. This inserts a FIELD into your document that looks like this; Name: **Error! Bookmark not defined.**
3. Do this for all changeable data areas (FIELDS) and Save the Document.
4. Now, each time you open this Document / Template, all you have to do is Staring at the Top of Your Document, press your F11 key, and your cursor will jump from Field to Field that needs to be changed.

Cool, eh? ☺

COPY & PASTE

If you learn nothing else from this tutorial, one thing alone will make your work faster and easier for you. And that is to learn the Keyboard shortcuts for COPY and PASTE;

To COPY: Select what you want to copy. Then, hold down the CTRL key and Press C at the same time. You have just Copied your selection.

To PASTE: Place your cursor where you want your selection Pasted, and hold down the CTRL key and press V.

Ctrl+C = COPY Ctrl+V = PASTE Ctrl+X = CUT

If you are going to be doing a lot of cutting an pasting of the same material throughout documents, use your macro to bring up the Office Clipboard and here you will see all of your Copies and Pastes. You can then click on these and insert them into your document.

Microsoft WORD: Creating a Document;

Open Microsoft Word
Click FILE on the Menu Bar
Choose NEW...

Double Click on the type of document you want to create (Browse the Tabs to look for preformatted Templates you can customize if you wish)

A word about TEMPLATES: There is a 'hidden template within Word that stores all formatting and styles 'data'. It is called Normal.dot. .dot stands for Document Template. If you make serious changes to Styles, or Themes, a box may pop up

asking you if you want to save changes to the Normal.dot template. If you are always going to work with these new changes you made then say yes, if the changes are only temporary changes, however, say No. Once you reset Normal.dot, you are stuck with those changes, unless you know how to manipulate that template back to its original state.

TEMPLATES you create can be named with the .dot extension, and this is a good way to note they are Templates, rather than just documents. (A template is basically a generic document where you can fill in the blanks, rather than re-doing the same document over and over again.)

Once you have chosen Blank Document, you need to set up the basics for that document.

On the menu bar, click on FILE

Click on PAGE SET UP and make your selections for Margins, Headers & Footers, and so on.

Go to VIEW on the Menu Bar and choose your Page View; Normal, Web Page, Print Layout, or Outline. (I recommend Print Layout as it gives a better representation of how the doc is going to look when printed. It is no substitute, however for Print Preview.)

Under VIEW, choose your Tool Bars, tool bars that work with what you are planning to design... For example, if you are going to do a Flyer, you will want Standard, Formatting, Drawing, Picture, Tables, and Word Art tool bars to work with.

You can go to FORMAT on the Menu bar and choose your Font, Styles and Themes...

Once you are finished Preparing your document or template, it is time to place data on the page...

I recommend using TEXT BOXES – a lot... these text boxes can be sized and placed anywhere within your document, and allows you more freedom to create the document you really want without boundaries. Pictures, Word Art, Clip art and Text can all be placed easily with these text boxes and fully manipulated as you desire...

To Insert a TEXT BOX:

Go to INSERT on your Menu Bar and choose TEXT Box

Your Cursor will turn into a 

Hold down your Left mouse button and drag – A box will appear on your page.



Clicking on the boarder of this box gives you handles to size the box, and turns the cursor into a Double Arrow by which you can move the box around on the page.

RIGHT clicking on the boarder of the box allows you to Format the box.

Once the box is formatted, you can now place your cursor inside the box and add clipart, text, or anything else you would like to add...

Always PRINT PREVIEW your document or template before you print so items don't get dropped out – you may have to do some fine tuning with margins and the like, depending on your printer.

To PRINT PREVIEW your document;
Choose FILE on the Menu Bar
Choose PRINT PREVIEW

INSERTING PICTURES:

1. Go To INSERT on your Menu Bar
2. Choose PICTURE
3. Choose either CLIP ART, or FROM FILE, or whatever other choice you want. The FROM FILE is a picture or clip art you have done yourself and saved somewhere on your hard drive or CD. CLIP ART is pictures you have from Microsoft.
4. Locate the Picture or File you want to insert
5. Once the picture is inserted, it will have to be FORMATTED.
6. RIGHT CLICK on your picture
7. Choose FORMAT PICTURE...
8. Go to LAYOUT tab and choose one – doing this now lets you freely move the picture around and resize it, and so on.
9. Go through the other tabs, and make selections according to what you want the picture to do or how it needs to look.
10. To resize the Picture, CLICK on the Picture and use the o handles to make it bigger or smaller.

You can add Word Art, Shadows, Borders, and all kinds of special effects to your pictures. The easy way to do this is be sure you have the DRAWING, PICTURE and WORD ART tool bars selected. To do this:

1. Go to VIEW
2. Choose TOOLBARS
3. Click on the Toll Bars you want to use.
4. Then Play and have some Fun!

RESOURCES:

Interim LLC runs a Live Help Desk at www.InterimLLC.com if you need assistance. We also offer a Bulletin Board where questions can be posted and replies offered. Many tips and tricks will be added to this BB as time goes on. Take advantage of the free education. It will only make your job easier.

The Interim LLC website also offers many money saving items for businesses in office supplies, Discounts on QuickBooks orders, Business Cards, Post Cards, Flyers, Brochures, Flash Memory, DVD's and CD-Rom blank media and so much more. The website is a B2B Portal that will be updated constantly and its focus is to make your life easier.

We offer QuickBooks support, with a Certified QuickBooks Professional Advisor on staff. If you are having problems with QuickBooks, or need more Education in its use, contact us and we'll be happy to assist you. We offer Payroll services and Quarterly Reporting and Tax Filing services.

We offer Complete Web Business Services such as Hosting, Design, Implementation, Marketing, Search Engine Submits, Management, Programming, E-Commerce, 2500 Email addresses, Chat Rooms, and Live Help Desks with Hosting, and more. If your website is not performing, we can make it sing and pay off!

We Offer UV Coated, First Class Custom Designed Business Cards.

Business Cards		250	500	1,000	2,500	5,000	10,000
2"x3.5"	Color front, No Back	\$20.00	\$22.00	\$40.00	\$69.00	\$99.00	\$220.00
2"x3.5"	Color front, B/W back	\$24.00	\$28.99	\$50.00	\$78.00	\$120.00	\$260.00
2"x3.5"	Full color both sides	\$28.95	\$32.00	\$75.00	\$99.00	\$160.00	\$290.00

Post Cards:

14 Point Glossy Card Stock + UV Coating on Color Sides								
Post Card		1,000	2,500	5,000	10,000	15,000	20,000	
4"x6"	Color Front No Back	\$49.95	\$99.95	\$139.00	\$239.00	\$338.95	\$438.95	
4"x6"	Color Front B/W Back	\$74.99	\$146.95	\$168.95	\$289.95	\$409.95	\$499.95	
4"x6"	Full color both sides	\$84.99	\$149.95	\$199.95	\$319.99	\$439.99	\$579.99	
4.25"x6"	Color Front B/W Back	\$125.00	\$205.00	\$278.00	\$488.00	\$638.00	\$788.00	
4.25"x6"	Full color both sides	\$145.00	\$209.00	\$279.00	\$489.00	\$639.00	\$789.00	
4.25"x5.5"	Color Front B/W Back	\$129.00	\$205.00	\$278.00	\$488.00	\$638.00	\$788.00	
4.25"x5.5"	Full color both sides	\$147.00	\$209.00	\$279.00	\$489.00	\$639.00	\$789.00	
5"x7"	Color Front B/W Back	\$219.95	\$309.00	\$488.00	\$835.00	\$1,135.00	\$1,435.00	
5"x7"	Full color both sides	\$259.95	\$405.00	\$489.00	\$905.00	\$1,305.00	\$1,535.00	

And more!