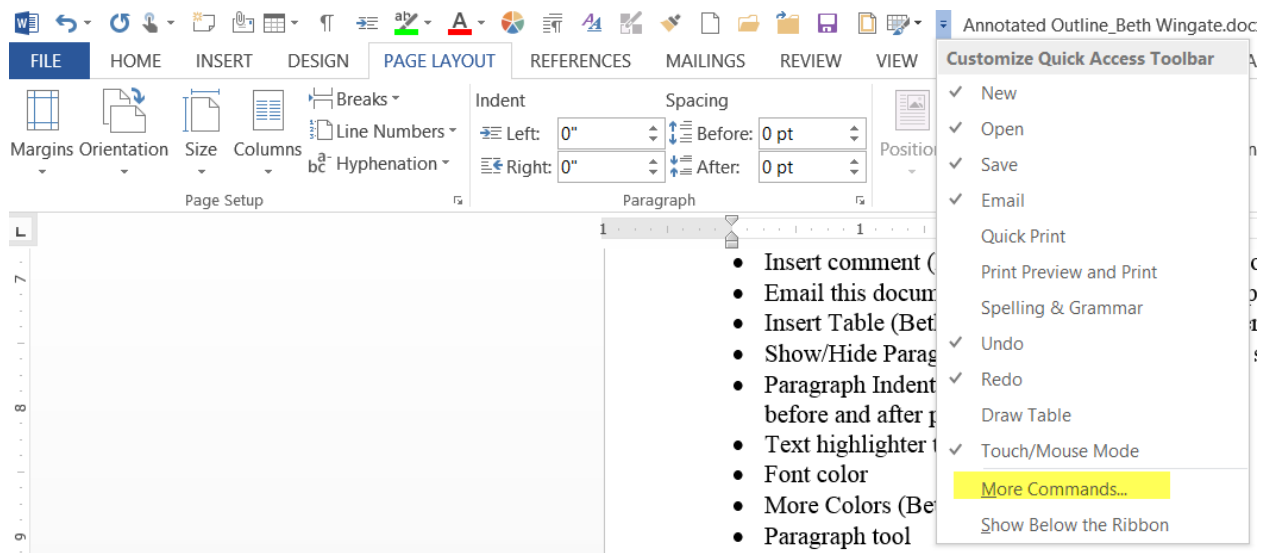




Here are the most important functions to know within MS Word 2010/2013 if you're in charge of creating proposal documents for your company—and you haven't had a lot of MS Word experience.

First thing to do is set up MS Word to make it quicker and easier to use. Here are some ways to do that.

1. Customizing Quick Access Toolbar: What I Keep There



- Undo, redo
- Touch screen/mouse spacing (Beth)
- Insert comment (Beth)
- Email this document (Beth)
- Insert Table (Beth)
- Show/Hide Paragraph Codes (Beth)
- Paragraph Indent and Spacing/Space before and after paragraph
- Text highlighter tool
- Font color
- More Colors (Beth)
- Paragraph tool
- Styles
- Set transparent color tool
- Format painter
- New, open, close, save
- Print preview
- Borders and shading
- Table styles

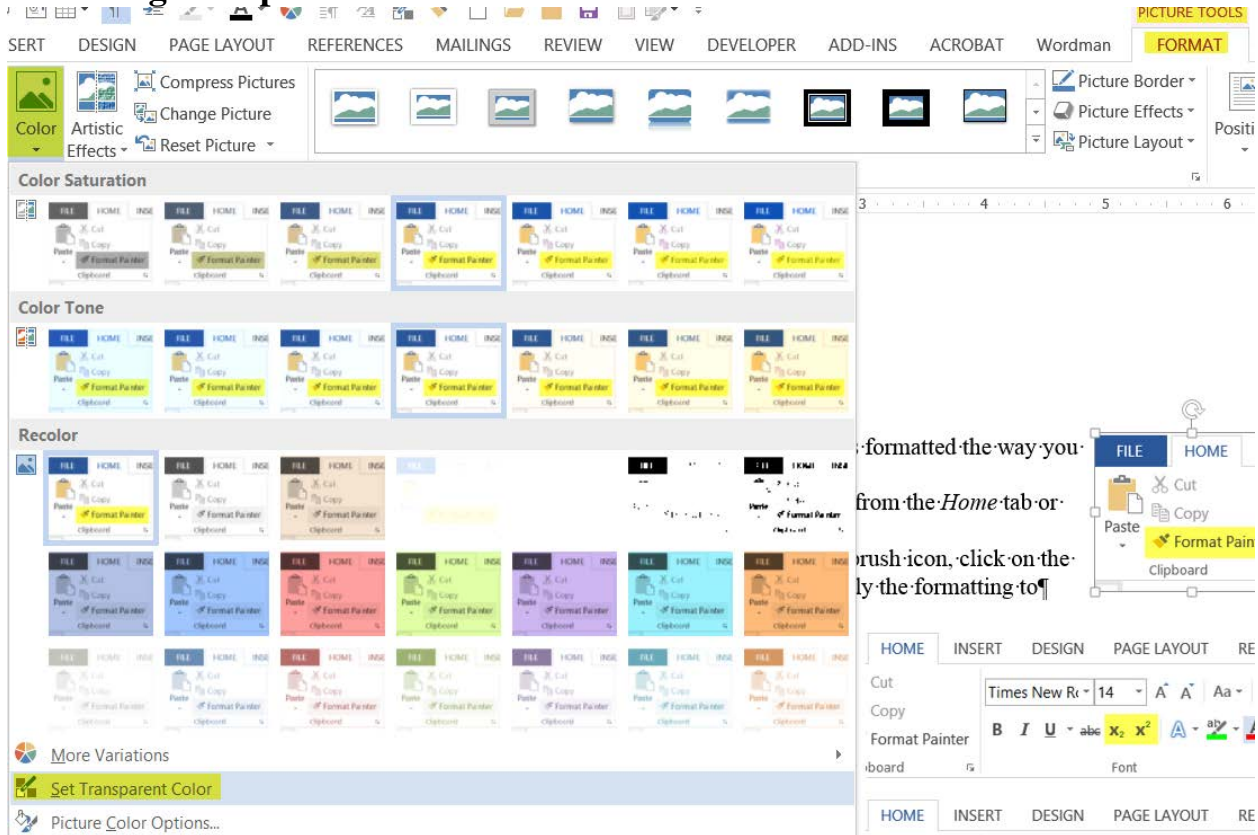


2. Favorite Shortcut Keys

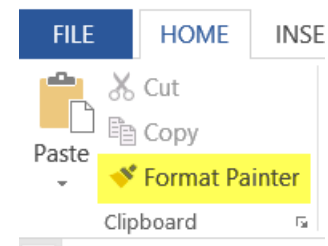
- *CTRL + A* = highlights all (use to delete text, copy text, update fields, etc. without highlighting everything manually)
 - *CTRL + B* = bold highlighted text
 - *CTRL + C* = copy
 - *CTRL + D* = open fonts preferences window
 - *CTRL + E* = centers text
 - *CTRL + H* = find and replace
 - *CTRL + I* = italicize highlighted text
 - *CTRL + J* = fully justifies text
 - *CTRL + L* = aligns text to the left
 - *CTRL + O* = open document
 - *CTRL + P* = print
 - *CTRL + R* = aligns text to the right
 - *CTRL + S* = save document
 - *CTRL + U* = underline highlighted text
 - *CTRL + V* = paste
 - *CTRL + W* = close document
 - *CTRL + X* = cut
 - *CTRL + Y* = redo
 - *CTRL + Z* = undo
 - *CTRL + SHIFT + L* = quickly create a bullet
 - *CTRL + SHIFT + ALT + S* = open styles window
 - *SHIFT + Resize* = maintains proportion of graphic (Resizes proportionally automatically in Office 2013)
 - *CTRL + Resize* = resizes graphic from center
 - *SHIFT + ALT + Resize* = resize graphic by smaller (non-standard) increments and maintain proportions (Office 2013- Just Shift + Resize)
 - *SHIFT + Draw Line* = keeps line straight when you draw it
 - *CTRL + SHIFT + Num -* = insert em dash.
 - Office 2013 is *CTRL + ALT + Num -*
 - If no numeric keyboard, use *2014 ALT + X*
 - *CTRL + Num -* = insert en dash
 - Office 2013 is *CTRL + Num -*
 - If no numeric keyboard, use *2013 ALT + X*
 - If you want to see what the code is for a special character, highlight the character and hit *ALT + X*
 - *Ctrl + Shift + >* = increase selected font +1pts up to 12pt and then increases font +2pts
 - *Ctrl + Shift + <* = decrease selected font +1pts up to 12pt and then increases font +2pts
 - *Ctrl + Enter* = page break
- You can also create your own keyboard shortcuts by creating Macros – this can be a big timesaver. Look up *Macros* in the MS Word Help for a good explanation.**

3. Quick Tools

- **Setting transparent color tool**



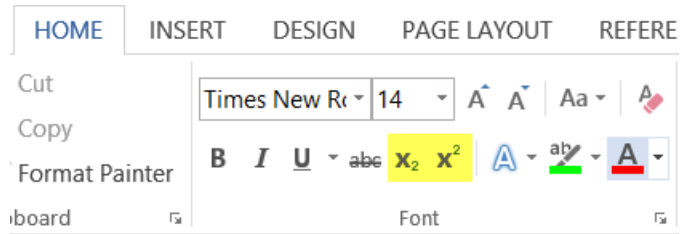
- Select your picture
- Select *Format* from the *Picture Tools* tab
- Select *Color*
- Select *Set Transparent Color*
- **Format painter**
 - Select the text or graphic that is formatted the way you want
 - Select the *Format Painter* tool from the *Home* tab or your *Quick Access Toolbar*
 - When pointer changes to paintbrush icon, click on the text or graphic you want to apply the formatting to





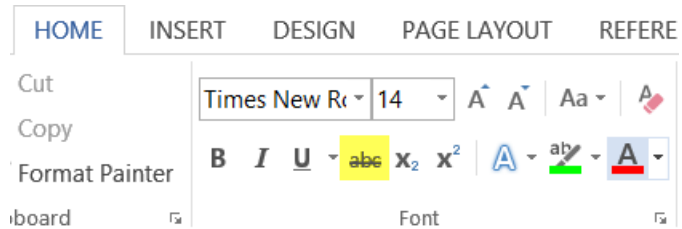
• Sub/Superscript

- Select the *Home* tab
- Select the *Font* section of the Ribbon
- Toggle on or off the *Sub/Superscript* button



• Strikethrough Text

- Select the *Home* tab
- Select the *Font* section of the Ribbon
- Toggle on or off the *Strikethrough* button



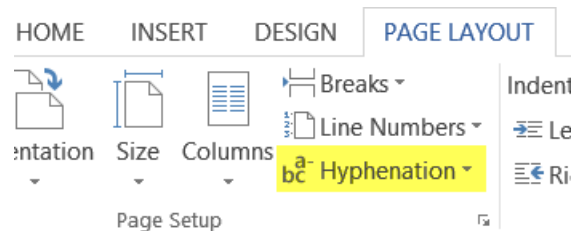
• Change Case Tool (e.g., change from Sentence Case to ALL CAPS with click of button)

- Select the *Home* tab
- Select the *Font* section of the Ribbon
- Select the option you want from the *Change Case Tool*



• Hyphenation

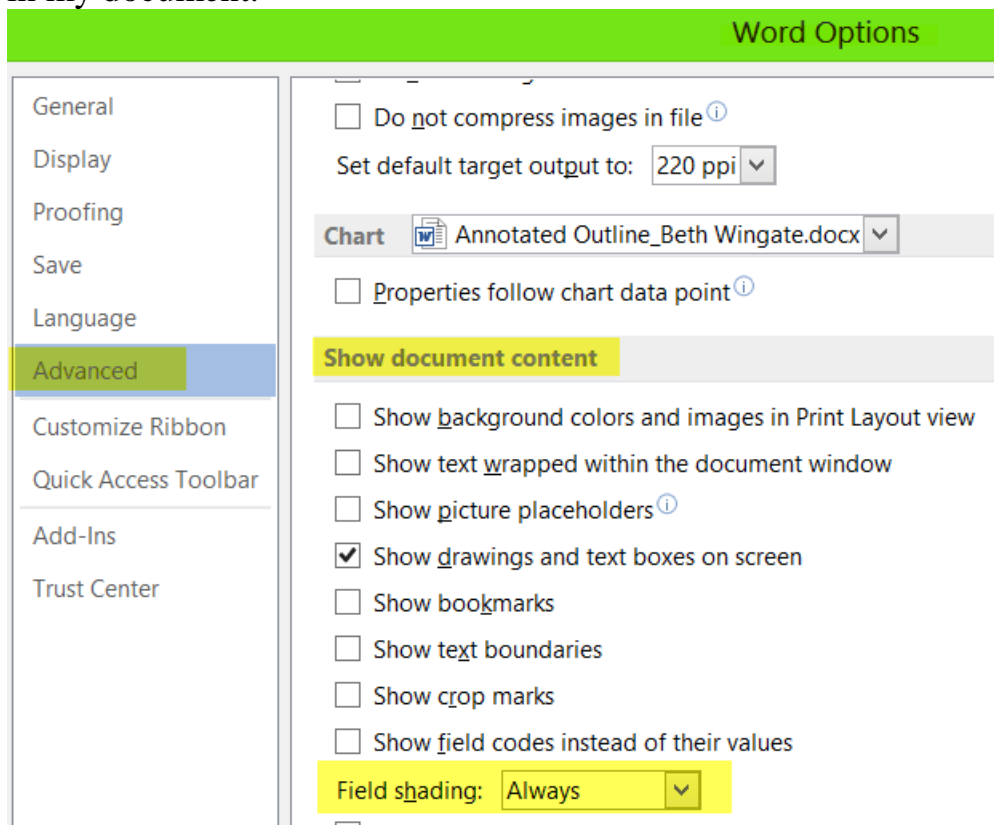
- Select *Page Layout* tab
- Select *Page Setup* Section
- Choose the *Hyphenation* button
- Select your hyphenation choice





4. Figure and Table Captions

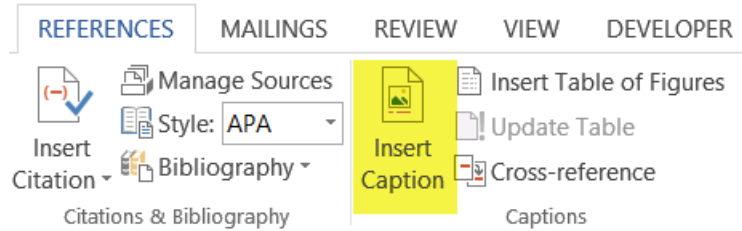
- Don't waste time manually typing in figure/ table numbers and captions and manually cross-referencing them in the text
- Especially useful when adding/deleting/moving figures or combining documents that contain their own figures and tables—automatically update the fields!
- I turn on **Field Shading** so I can quickly see where fields are already placed in my document.



- Go to:
 - *File*
 - *Options*
 - *Advanced*
 - *Show document content*
 - *Field Shading* and set to *Always*

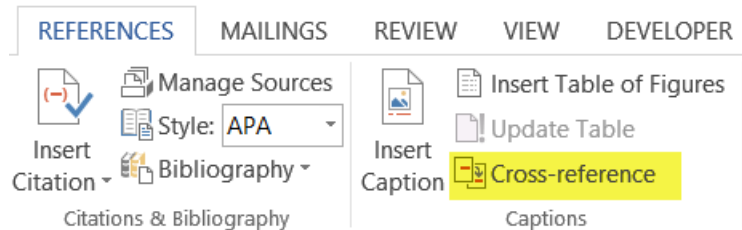
- **Auto-numbered captions**

- *Reference* tab
- *Insert Caption*
- Select options you want – can toggle on/off the Label
- I insert a period and a space after the label and figure number and then select *OK*



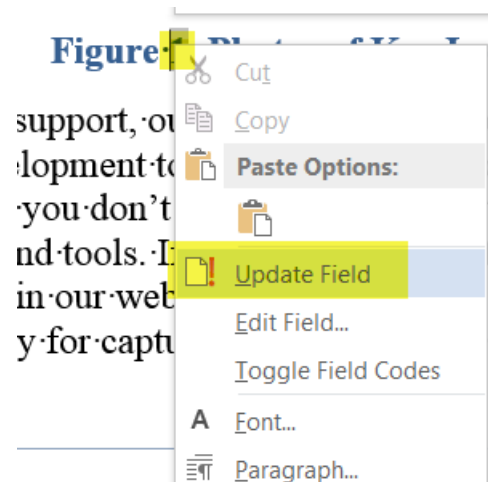
- **Cross-referencing exhibits and sections in narrative**

- Find where you want to reference a figure, table, section, etc. in your test
- Click in that spot
- Go to *References* tab
- Go to *Captions* area
- Select *Cross-reference*
- Choose correct cross-reference
- Select *Insert*
- Can go back and add in “*above/below*” – will automatically update as you move picture around on the page.



- **Updating fields** – you want to be sure all the fields are up-to-date before delivering your document to the readers

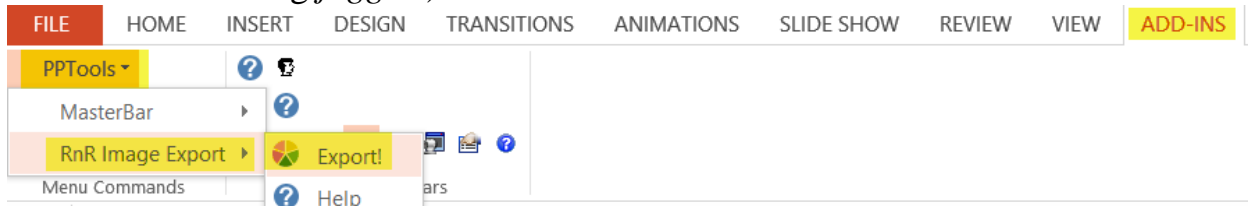
- Automatically update all your fields in the document either by:
 - Select the whole document (*CNTL + A*)
 - Click *F9*
- Or
 - Select the appropriate field that you want to update
 - Right click mouse
 - Select *Update Field*
 - You can toggle the Field Codes by typing *ALT + F9*



5. Graphics

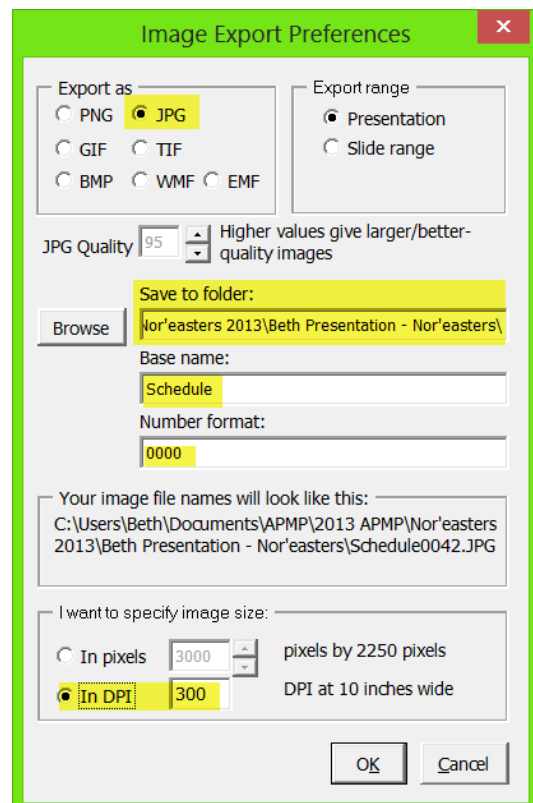
- **Insert graphics into proposal from PowerPoint**

Many of us or our SMEs only know how to create graphics using PowerPoint, or sometime the photo we want to use in our proposal already exists in a PowerPoint presentation. Use PPTools Image Exporter Plug In (an inexpensive tool for creating high-res .jpegs and .pngs from PowerPoint and avoiding *jaggies*):

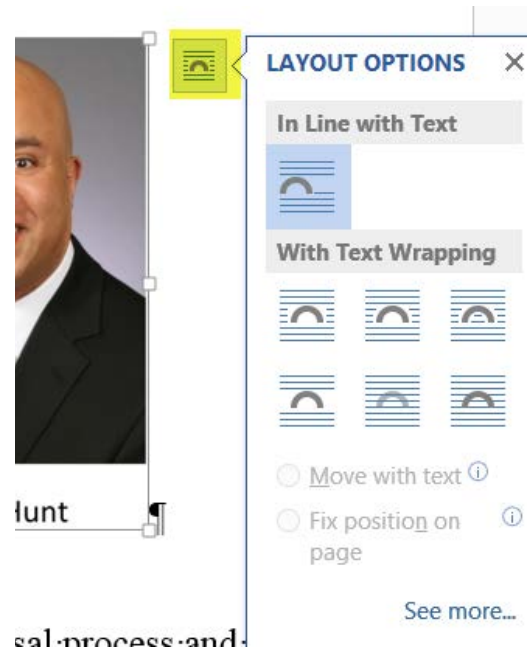


- Open PowerPoint containing your graphic
- Select *Add-ins*
- Select *PPTools*
- Select *RnR Image Export*
- Select *Export*

- Select parameters you want
- Select *OK*
- Select *Yes* to output image(s)
- Select *Yes* to launch output images if you want to see how they look. Otherwise, select *No* and return to your MS Word document.
- Then select the *Insert* tab
- Select *Pictures*
- Choose the picture(s) you want to insert into your MS Word document

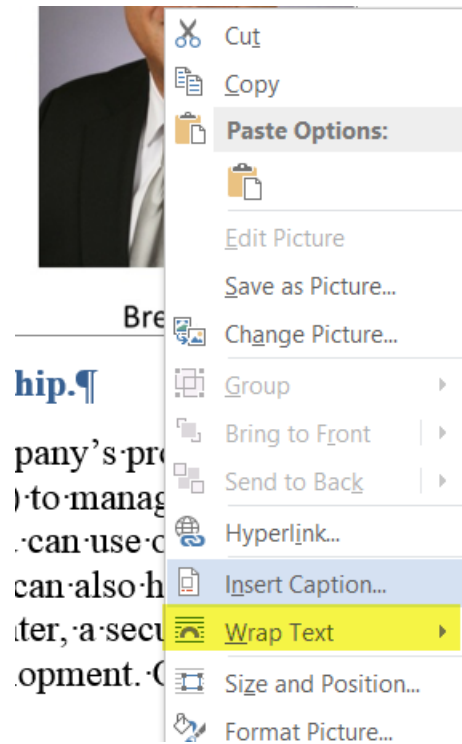


- **Wrapping text around a graphic**
 - Click the popup layout options button



OR

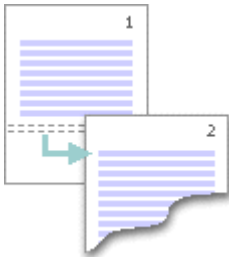
- Select the picture and right click mouse
- Select Wrap text



6. Page Breaks: Next Page vs. Continuous Breaks

Next Page section break starts the new section on the next page (e.g., if we want to start our Proposal Coordinators section on page 3, we'd insert a *Next Page* break)

- Select *Page layout* tab
- Select *Breaks*
- Select *Next Page* break

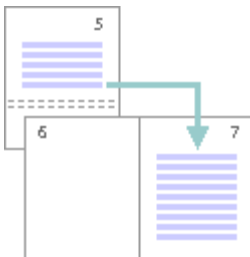


Continuous section break starts the new section on the same page.



Continuous section break is useful when you want to change the formatting, such as changing the number of columns, without starting a new page.

Even Page or an **Odd Page section break** starts the new section on the next even-numbered or odd-numbered page.



When you want document chapters to begin on an odd page, use an **Odd page section break**

- Use Page Breaks to allow insertion of differently sized or oriented pages in the middle of your document



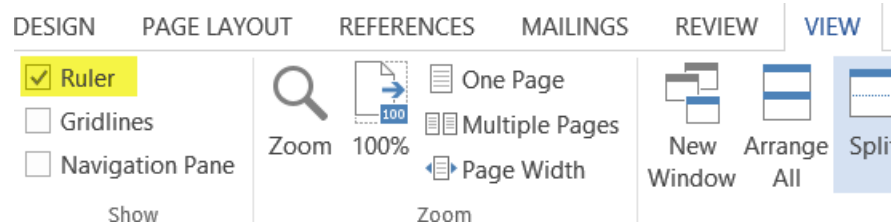
7. Tabs and Margins

- **Various tab types**

- Use a **Left Tab** to set the start position of text that will then run to the right as you type.
- Use a **Center Tab** to set the position of the middle of the text (text centers on this position as you type).
- Use a **Right Tab** to set the right end of the text (text moves to the left as you type).
- Use a **Decimal Tab** to align numbers around a decimal point.
- Use a **Bar Tab** to insert a vertical bar at the tab position (doesn't align text).

- **To see Tabs, be sure your Ruler is turned on.**

- Go to *View* tab
- Go to *Show* section on Ribbon
- Check the *Ruler* checkbox



- Then use the Tab selection tool to choose the type of tab you want and then click on the Ruler where you want the tab to appear
- Drag the tab left or right to adjust as necessary

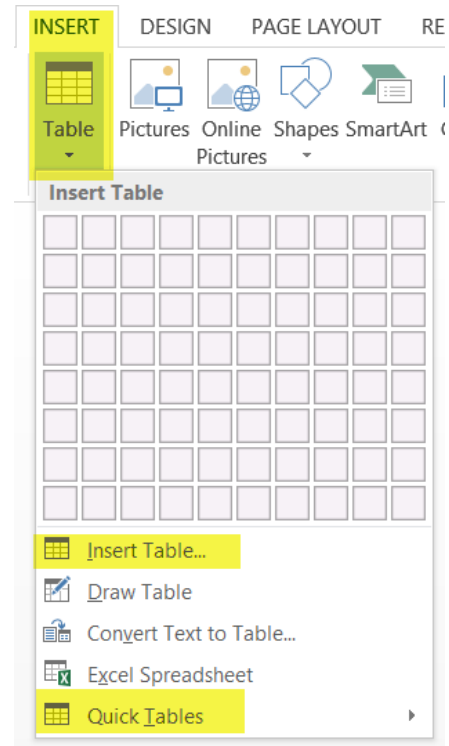


7. Tabs and Margins

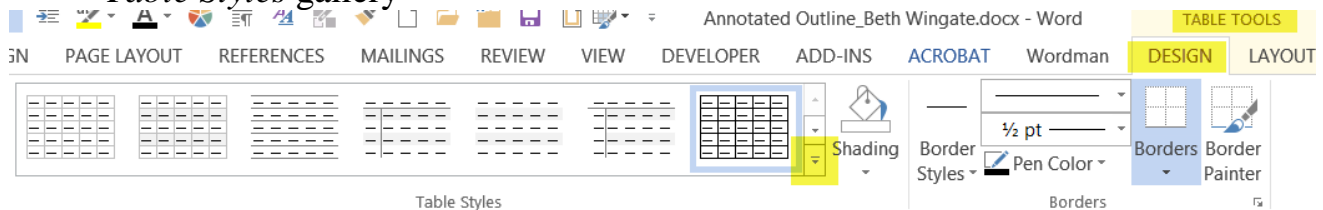
- Many uses for tabs (e.g., resumes where Name is left justified and Position is right justified on the same line)

8. Tables

- **Create custom Table Styles and Save to Quick Parts**
 - Select the *Insert* tab
 - Select *Table* on the ribbon



- On the *Design* tab of the *Table Tools* tab, select the dropdown button on the *Table Styles* gallery

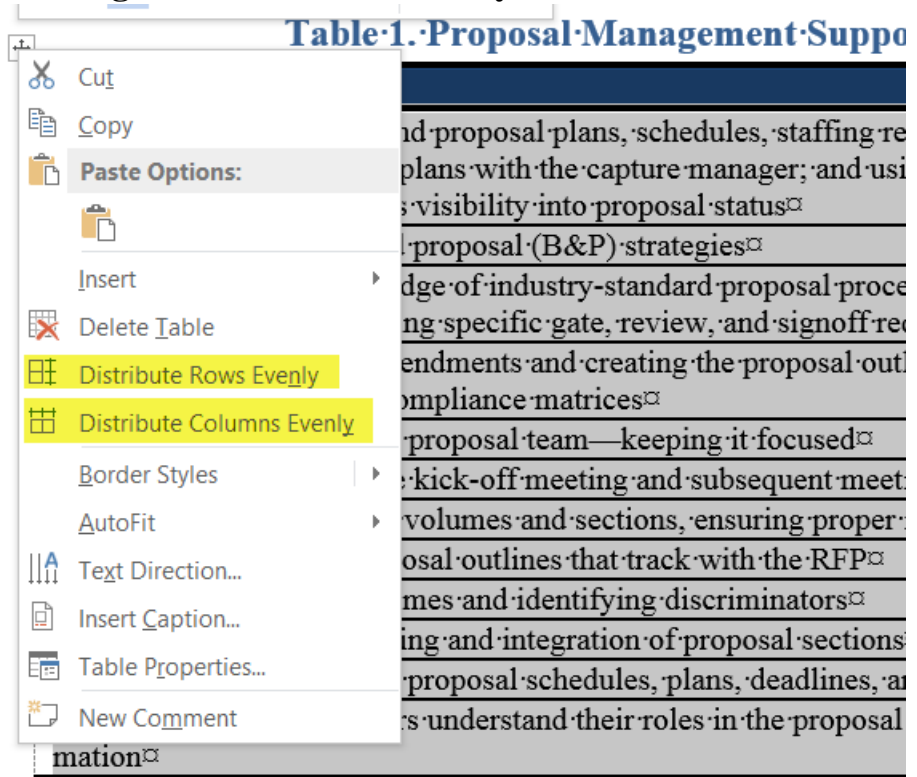


- Select *New Table Style* at the bottom of the gallery
- Give your table style a name
- Select *Only in This Document* option or *New Documents Based on This Template*
- Select *OK* to save the new style
- Select the table you just created
- Go to the *Insert* tab on the ribbon
- Select *Table*
- Select *Quick Tables*
- Select *Save Selection to Quick Tables Gallery*
- The new style is listed in the *Table Style Gallery* under *General* [In Office 2013 it appears in *Insert, Table, Quick Parts*]



- **Automatically distributing rows or columns evenly**

- Right click your table and select *Distribute Rows Evenly* or *Distribute Columns Evenly*

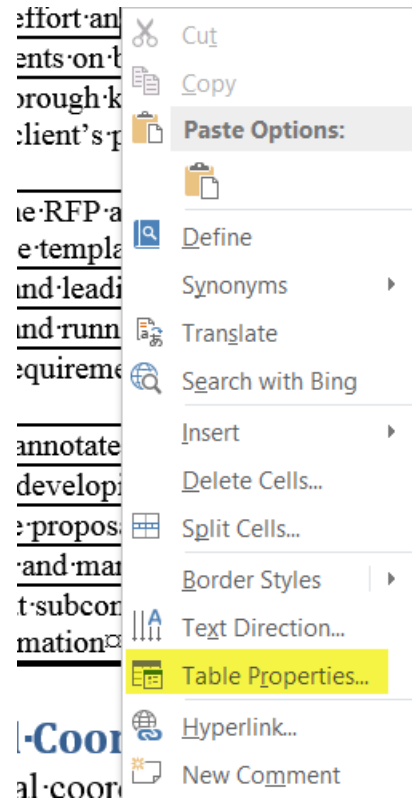


- **Quickly adjust width of table (and redistribute columns)**

- Move mouse to area between cells or on border of table until you see the double sided arrow
- Click and hold down mouse button and move the mouse left or right

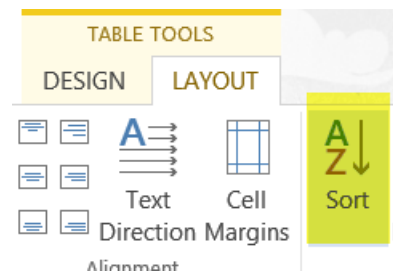
- **Add space in a cell without hitting enter or adding space above/below a paragraph**

- Select the table
- Go to *Table Properties* (or right click and select *Table Properties*)
- Select the *Cell* tab
- Change the space above/below or within the cells



- **Sort info within columns of your table**

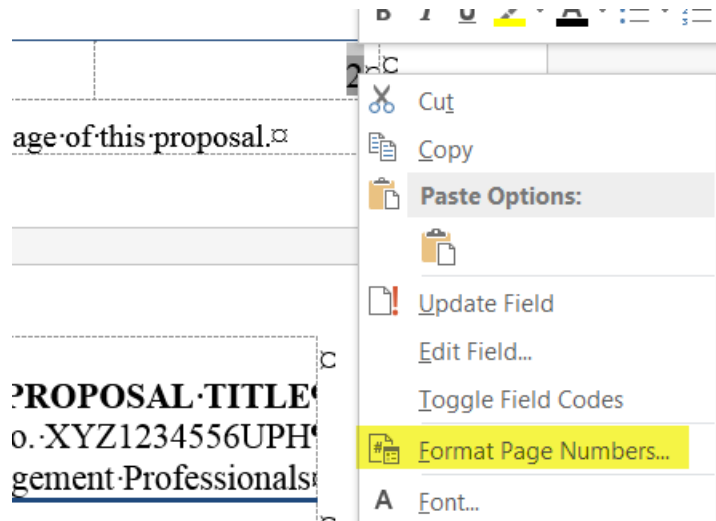
- Select *Table*
- Go to *Layout* Tab
- Click the *Sort* button
- Select what you want to sort on





9. Page Numbers

- **Insert a page number**
 - Click in the *Footer* area
 - *Header/Footer* tab appears on ribbon
 - Select type of *Page Number* you want and its location
 - *Select Insert*
- **Format page numbers**
 - Right click the actual page number
 - Select *Format Page Numbers*





10. How to insert a Table of Contents

- Position cursor where you want your Table of Contents to appear (usually at the beginning of your document)
- Select *Page Layout* Tab
- Select *Breaks*
- Select *Next Page*
- Move cursor before that newly inserted break
- Go to *References* tab
- Select *Table of Contents*
- Select one of the *Automatic Tables* – table automatically inserts
- To “play” with the setting of the Table of Contents go to *References* tab
 - Select *Table of Contents*
 - Select *Custom Table of Contents*
 - Adjust parameters

You'll then need to play with your header and footers as desired to change page numbers to begin on page 1 (or whichever number you choose).

The screenshot shows the Microsoft Word interface with the **REFERENCES** tab selected. The **Table of Contents** button is highlighted in the ribbon. A dropdown menu is open, showing three options: **Built-In**, **Automatic Table 1**, and **Automatic Table 2**. Below these, a preview of the **Automatic Table 1** is shown, displaying a table of contents with three levels of headings (Heading 1, 2, and 3) and their corresponding page numbers (all 1). Below that, a preview of **Automatic Table 2** is shown, displaying a table of contents with three levels of headings and page numbers (1, 1, 1). At the bottom of the gallery, there is a section for **Manual Table** with a preview showing a table of contents with five levels of headings and page numbers (1, 2, 3, 4, 5). The **Custom Table of Contents...** option is highlighted in blue.