

## **2011 ABA TECHSHOW**

### **Live Tweet Review – Microsoft Word Power Users Session**

From <http://twitter.com/#!/OreLawPracMgmt>

- Customize quick access toolbar in Word to add shortcuts to features like auto text.
- Auto text is (found) under Quick Parts.
- Big change from Word 2007 to 2010: File replaces MS button in 2010. File contains things you can "do" to your doc.
- "Software years are dog years." Barron Henley. Lesson: upgrade from Word 2003!
- Key to sections in Word - think about where you need breaks to be. Must have new sections for each break.
- Word tip: right click in status bar and check show section so you know which section you are in.
- To add pg (page) number in Word and preserve other text in footer, position cursor in footer and insert number using current position.
- "Same as previous is evil." Barron Henley. Be sure to unlink when working with multiple sections in Word (footers or headers).
- Use section pages field if you want to count total pages excepting TOC (for example) in Word.
- Don't manually type paragraph numbers. Use multilevel list and build your own in Word.
- Leave number alignment at left (has nothing to do with paragraph in Word when numbering).
- Preview in numbering is your best friend. As you make changes, observe how preview in Word multilevel list changes.
- To add another level in a multilevel list, right click and choose adjust list indents in Word.
- Once numbering list created in Word, delete contents of doc and save blank doc as template. Number scheme lives in template.
- A style is a collection of formats (font, size, etc.) in Word-a good way to save time and ensure consistency.
- Can link styles to your numbered lists in Word. If you are frustrated that your formatting keeps changing, adjust the styles.