12 top tricks and tips for MS Word

1. Use the Spike
The Spike feature allows you to move text and images from multiple locations in a document and paste them all at once to a different location.

To use Spike, select some text, images or other objects in your document and press Control and F3 to move that selection to the Spike. You can highlight and append more entries to the same Spike using the Control and F3 shortcut. Now press Control and Shift and F3 to paste the content of the Spike anywhere in the document.

2. Insert Page Breaks quickly
Press Enter so you are on a blank line and hold down the Control key and tap Enter.

3. Remove formatting from a portion of text
To quickly remove character formatting, such as bold, italic, or underline, and reset text back to the normal style, select the text and hold down the Control key and tap the spacebar.

4. Toggle through cases
You can quickly change the text from Title to UPPER and then to lower by selecting the text and holding down the Shift key and tapping F3 – each time you do this the case will change.

5. Use UNDO
Press Control and Z. Keep pressing it to backtrack and undo the most recent editing changes.

6. Expand your vocabulary
Place your cursor in the word you want to see a list of synonyms for and hold down the Shift key and tap the F7 key. Word will display a list of alternative words.

7. Selecting text with ease
Double click to select a word or triple click to select a paragraph or Control and A to select the entire document.

8. Quickly Find and Replace
Control and F.

9. Move around fast
When working on a lengthy Word document, you can press the Shift and F5 keyboard shortcut to cycle through the spots that you have edited most recently.

10. Insert a Hyperlink with ease
To insert a hyperlink simply select the text or object and hold down the Control key and tap K.

11. To move text without Copy and Paste
Select the text to be moved, press F2 and move to where it's to be inserted and press Enter.

12. Paint away with the Format Painter
Use the Format Painter to copy the formatting of other text by clicking into the formatted text, clicking on the Format Painter icon once and then selecting the text to be formatted. To use it more than once, double click on the Format Painter icon and press ESC when finished using it.