

# The Sharper Turtle

Microsoft Word Tutorials (5/8/18)

## Time Savers

- [Visually format a paragraph with the ruler and mouse](#)
- [Visually set tabs with the ruler and mouse](#)
- [Simple steps to format text in your document](#)
- [Form a paragraph quickly with a mouse click](#)
- [Mark text as hidden](#)
- [Add borders to paragraphs](#)
- [Modify paragraph alignment and spacing](#)
- [Insert a drop cap at the start of a paragraph](#)
- [Quickly add line numbers in the document left margin](#)

## Working with bullets and lists

- [Designing bulleted lists and paragraphs](#)
- [Designing numbered lists and paragraphs](#)
- [Avoiding unintentional style changes](#)

## Working with graphics and images

- [Inserting and position pictures](#)
- [Cropping and stylize pictures inside Word](#)
- [Inserting a screenshot image or icon](#)
- [Wrapping text around an irregular object](#)
- [Adding and editing an organizational chart](#)
- [Using the draw tools](#)

## Printing and output

- [Saving a PDF of your document](#)

## Customizing defaults in Word

- [Customize themes for quick formatting](#)

## Working with page design

- [Adding outside borders to pages](#)
- [Adding page numbers](#)
- [Tips on working with page headers](#)
- [Navigating in your document using the View menu](#)
- [Adding cover pages and watermarks](#)
- [Creating a table of contents](#)

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Microsoft Word Tutorials (5/8/18)

## Working with mail-merge

- [Printing an address to an envelope](#)
- [Using mail-merge without a recipient list](#)
- [Using mail-merge with an existing Word list](#)
- [Using mail-merge with Excel data](#)
- [Creating mailing labels with Word and Excel](#)

## Working with find and replace

- [Locating specific text in a document](#)
- [Finding and managing non-printing characters](#)

## Working with columns

- [Formatting with columns in your document](#)

## On the creative side

- [Adding new text boxes](#)
- [Enhance your creativity with WordArt](#)

## Working with tables

- [Inserting a table into your document](#)
- [How to reposition and resize a table](#)
- [Drawing a table in your document](#)
- [Converting text to a table or a table to text](#)
- [Using Excel worksheets within Word](#)

## More time saving tricks and tips

- [Creating a program for an event](#)
- [Designing a basic half-page document](#)
- [Cleaning up non-standard spaces and quotes with replace command](#)
- [Reformatting an entire document instantly](#)
- [Saving time with keyboard shortcuts](#)
- [Opening PDF files in Word for editing](#)
- [Three ways to edit PDF files in Word](#)
- [How to work with footnotes](#)
- [Entering the cents symbol, degree symbol, and others from the keyboard](#)