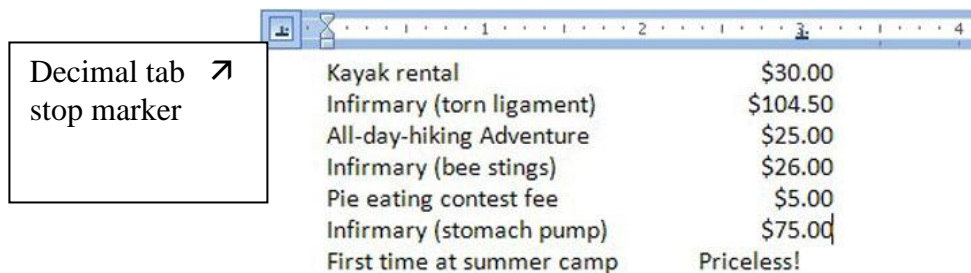


Word Tricks to Make Life Easier

Would you like to create tables and polish papers with less stress and frustration? Below are a couple of hints for using tricks hidden within Word.

Hint 1. Need to align a column of numbers in a table on the decimal points? (BTW, yes you do!)

1. Make sure Word display is in Print Layout so that the ruler is showing across the top of the page.
2. Select the cell or cells containing the figures you want to align.
3. In the box at the left edge of the ruler, click repeatedly on the tab stop marker until you see the symbol for a decimal tab, which looks like an inverted T with a decimal point to the right of the center bar.
4. Click on the ruler above the selected cells at the location where you want the numbers aligned.

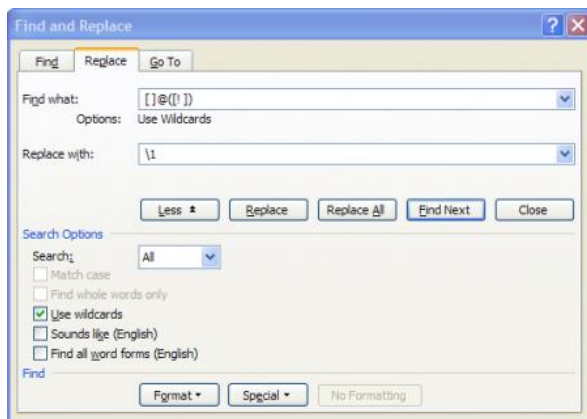


Hint 2. Use Find and Replace to Remove Extra Spaces in a Document

According to the APA style manual, one space follows any punctuation mark; in other words, you should leave only one space between sentences.

Are your thumbs hardwired for hitting the space bar twice at the end of every sentence? Those extra spaces can give your paper a snaggletoothed appearance. There's a simple fix to the double spaces problem using Word's **Find and Replace** feature.

1. In the "Find" box, put the cursor to the far left, and then hit the space bar twice.
2. In the "Replace" box, put the cursor to the far left, and then hit the space bar once.



3. For the timid, click on the "Find Next" box - Word will show you the next double-space occurrence; click "Replace" to fix.
4. For the brave, click on the "Replace All" box. A pop-up box will report how many replacements were made.

Voilà! Your document is no longer snaggletoothed -- and you may have gained a few extra lines for text.

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