



# Hidden but Not Forgotten

## Handy Tips to Know about Word

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Using Microsoft® Word XP Vol. 167 Issue 2

**Microsoft® Word** is packed full of handy features most people forget are there. By the time you complete this guide, you will learn to produce better documents in less time and with less effort using sections, page setup options, tables and borders, reference features, and word counting.



### Check It Out!

For information on Word basics, refer to the *Create a Memo* guide.



### Reference!

Word offers a **Word Count** feature to quickly calculate the number of words in the document or current selection.



### Reference!

You can break a document into separate **sections** to include different page numbering, margins, and other page setup options in the same document.

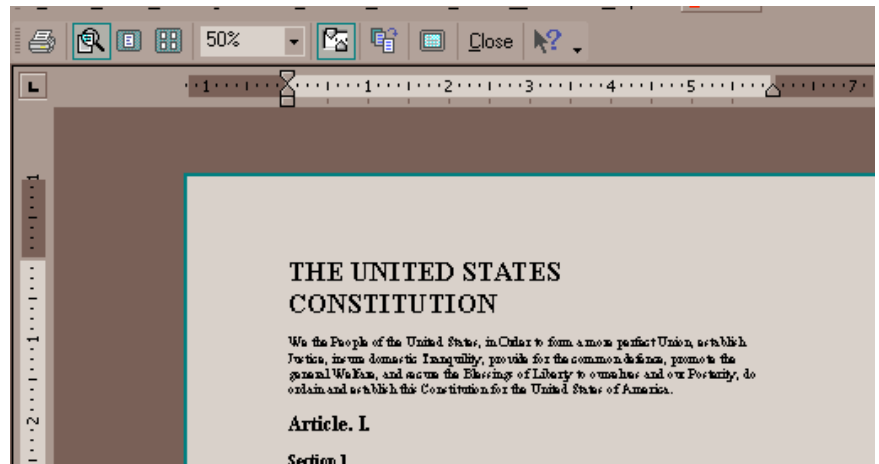


### Tip!

Press **F5** to bring up the **Go To** box and jump to any page in your document.

## Get Started

1. Open Word.
2. Open the document "*constitution.doc*", provided with this guide.
3. Click the **Print Preview** button on the *Standard* toolbar to preview the document.



4. Click **Close** to end the preview.
5. Go to the **View** menu to *Toolbars* to *Word Count*.
6. Click the **Recount** button the *Word Count* toolbar to count the words in the document.



## Section It Off

1. Press **F5**.
2. Type "6" in the page number box, then click **Go To**.