

# Documents quick reference

This topic helps you discover or remember how to do certain document tasks.

Table 1. Formatting text










How Do I...	Action
Change the font size?	Select the text, and click the <b>Select Font Size</b> icon  on the toolbar. You can increase and decrease the font size quickly by clicking <b>Format &gt; Text Properties &gt; Increase Font Size</b> or <b>Decrease Font Size</b> .
Change the font color?	Select the text and click the <b>Set Font Color</b> icon  on the toolbar.
Highlight text with color?	Select the text and click the <b>Set Highlight Color</b> icon  on the toolbar.
Change the indentation of text?	Select the text that you want to indent and click the <b>Increase Indent</b> icon  or <b>Decrease Indent</b> icon  on the toolbar.
Align text?	Select the text that you want to align and click <b>Left Align</b>  , <b>Center Align</b>  , <b>Right Align</b>  , or <b>Justify</b>  on the toolbar.
Apply a heading style to text?	Select the text to which you want to apply heading style and click <b>Format &gt; Heading</b> . Then select the heading style that you want.

Table 1. Formatting text (continued)



How Do I...	Action
Add numbering and bullets to text?	Click the <b>Add Numbering or Change Numbering</b> <b>Style</b> icon  on the toolbar to add numbering. Click the <b>Add Bullets or Change Bullet Style</b> icon  on the toolbar to add bullets.
Return to normal paragraph formatting after a bulleted or numbered list?	Press Enter twice.
Create a document header or footer?	Click <b>Insert &gt; Header</b> or <b>Insert &gt; Footer</b> .
Insert date and time in text?	Click <b>Insert &gt; Fields</b> and then select a <b>Date</b> or a <b>Time</b> option to insert.
Insert a link in text?	Click <b>Insert &gt; Link</b> .
Insert page breaks?	Click <b>Insert &gt; Page Break</b> .
Insert special characters?	Click <b>Insert &gt; Special Character</b> .
Insert horizontal line?	Click <b>Insert &gt; Horizontal Line</b> .
Spell check text?	Click <b>Tools &gt; Check Spelling as You Type</b> .
Create a document from a template?	Click <b>File &gt; New &gt; From Template &gt; Document</b> .
Add a table of contents?	Click <b>Format &gt; Heading</b> to apply a heading style to each heading, click where you want to add the table of contents, and then click <b>Insert &gt; Table of Contents</b> .
Edit a table of contents?	Make changes to the headings in the document, right-click the table of contents, and click <b>Update</b> .
Remove a table of contents?	Right-click the table of contents, and click <b>Delete</b> .

Table 2. Working with tables





How Do I...	Action
Create a table?	To create a simple table, click <b>Table &gt; Create</b> . To create a table with predefined styles, click the <b>Change Table Style</b> icon  on the toolbar.
Add a row to a table, or move a row up or down in a table?	Click the arrow on the <b>Insert or Move Row</b> icon  on the toolbar, and then select <b>Insert Row Above</b> , <b>Insert Row Below</b> , <b>Move Row Above</b> , or <b>Move Row Below</b> .
Add a column to a table, or move a column left or right in a table?	Click the arrow on the <b>Insert or Move Column</b> icon  on the toolbar, and then select <b>Insert Column Before</b> , <b>Insert Column After</b> , <b>Move Column Before</b> , or <b>Move Column After</b> .
Change column width?	Position the mouse pointer over the column boundary until it becomes a resize pointer. Drag the boundary to the desired new location.
Change row height?	Position the mouse pointer over the row boundary until it becomes a resize pointer. Drag the boundary to the desired new location.
Resize an entire table?	Place the mouse pointer over the end of the table until the resize handle and a double-sided arrow  displays. Drag the table to the size that you want.
Merge cells?	Select the cells that you want to merge, right-click, and then select <b>Cell &gt; Merge Cells</b> . If you want to merge a cell with the cell below, right-click the cell, and select <b>Cell &gt; Merge with Cell Below</b> .

Table 2. Working with tables (continued)


How Do I...	Action
Split a cell?	Right-click the cell and then select <b>Cell &gt; Split Vertically</b> or <b>Split Horizontally</b> .
Quickly delete all content from a cell?	Right-click the cell and select <b>Cell &gt; Clear Content</b> .
Add borders to a table?	Right-click the table and select <b>Table &gt; Table Properties</b> .
Set background colors for the cells?	Select the cells and then click the <b>Set Background Color</b> icon  on the toolbar. If you want to set a background color for one cell, you do not need to select it. Just click it.
Add a caption to a table?	Right-click the table and click <b>Show Caption</b> .
Add column or row headers?	To define the first row as column headers, right-click any cell in the first row, and select <b>Row &gt; Use Selected Row as Header</b> . To define the first column as row headers, right-click any cell in the first column, and select <b>Column &gt; Use Selected Column as Header</b> .

Table 3. Working with graphics

How Do I...	Action
Insert an image?	Click <b>Insert &gt; Image</b> .
Set image properties such as image width, height, border, and alignment?	Click the image and click <b>Format &gt; Image Properties</b> .
Quickly change the image size?	Click the image and place the mouse pointer over a border until you see a double-sided arrow, and drag. Dragging does not keep the aspect ratio.

Table 4. Collaborating with others in real time

How Do I...	Action
Share the current document to set others as editors?	Click <b>File &gt; Share</b> .

Table 4. Collaborating with others in real time (continued)

How Do I...	Action
Add a comment?	Place the cursor where you want to add a comment and click <b>Team &gt; Add Comment</b> .

Table 4. Collaborating with others in real time (continued)

How Do I...	Action
Open or close co-editing indicators?	Click <b>View &gt; Co-editing Highlights</b> .