Microsoft Word is a powerful word processing tool that has helped us to create professional looking documents, CV’s, reports and just about anything else that you can imagine. Despite the power we have at our fingertips when using Word, we might only know the basics which is probably why you clicked onto this video. Here I’ll show you the top 10 features including some tips and tricks, which will help you to get the most out of Microsoft Word.

## Editor

Editor is a powerful tool that works as your writing assistant that checks your text in real time. If we look under the Review tab, you’ll see editor has replaced the spell check tool that many of us are probably used to. The Editor gives us much more than spell checking. We can see that it gives us an editor score and that everything is nicely organised as corrections or refinements to give our document that extra edge. If we click into each one, it will show us the issue and suggestions on how to correct it. Once we choose a suggestion, it moves onto the next issue. Or course, we can choose to ignore these suggestions if we want to. After we go through them all, our document is free of mistakes, and we have a respectable score of 100%!

## Dictation (speech-to-text)

Microsoft Word now has built-in dictation. This lets you use speech-to-text to automatically type in Word using a microphone and an internet connection. On the home tab over on the right is the built-in dictate button, this will automatically start listening out for what you have to say. When you start speaking, the text will appear on the screen. Note that you will need to insert punctuation by directly saying them out loud.

## Immersive reader

The immersive reader helps improve reading and writing, regardless of your age and ability. It is designed to help people build confidence in their reading and offer text decoding for students who have learning variability such as dyslexia. You can find the Immersive reader in the view tab. Now we can:

* Change the font size
* Adjust the column width
* Change the background colour
* Focus on specific lines of text
* Increase the space between text
* Split up words into syllables. And,
* Read out text aloud and change the speed of reading.

## Accessibility checker

At Queen’s, accessibility is paramount when it comes to designing resources and making them inclusive for everyone. It is found under the Review tab. Here you can review your results. You will see a list of errors, warnings, and tips on how-to-fix recommendations for each. To be notified of accessibility issues in your Word, Excel, and PowerPoint documents as you continue working on them, tick the Keep accessibility checker running while I work checkbox. This adds the Accessibility button to your status bar and keeps track of accessibility issues in real time.

## Collaborate with others

In Word, it is possible to collaborate and work on documents with others in real-time- similar to how you would in Google Docs. First of all, you will need to click on the Share button. Here you can enter someone’s email or have it that if someone has the link, they can access the document. Once they click on the email, that person will now be able to start co-authoring on the document in real-time, they will begin to type, and I will be able to see that in real-time.

## Built in icons, stock photos etc

Microsoft has come a long way from its clip art days. Now we have something that can make your documents look a bit more professional. Under the Insert tab, click on Icons. A pop-up window will appear that will show you a lot of icons that you can search or filter into different categories. Along the top you will also see there is images, cut-out people, stickers, and illustrations. These are all stock images which are free to use so you don’t need to attribute them. Again, you can search or categorise these. Once you find what you need, select it, and then click on Insert. This should save you time searching for an image online.

## Dark mode

Many apps and tools now have a dark mode and Microsoft Word is no exception. Users prefer to use dark mode as it reduces the amount of bright white light on screen that can be uncomfortable after a while. To change to dark mode, go to the File tab, select Account and then under Office Theme choose Black. If we go back to our document, you’ll notice that the interface, and more recently, the page, has turned a darker colour. If, like me, you like a darker interface but want to keep the page white, we can go to the File tab again and select Options. Here we want to check the Disable dark mode box and select OK. And just like that, we have our white page again with a dark interface.

## Bookmark

A bookmark in Microsoft Word works just how you would expect it to; it marks a place you want to find again easily. This comes in handy if you have a long document and you don’t have time to waste time scrolling to find a particular section. To begin, select a place in your document where you want to insert your bookmark. Then under the Insert tab, select Bookmark. Give your bookmark a name, in this example I’m going to call mine ‘Introduction’***.*** Now if I want to go to that place in an instant, select Bookmark again, choose the bookmark you want to go to and select the Go To button.

## Lorem ipsum, text filler

You’ve maybe used Lorem Ipsum before on other projects that you have worked on. You are testing the layout of fonts and other design elements of your document and need some filler text. Instead of looking for an online generator, you can get lorem ipsum from inside Word simply typing =lorem() and hitting enter. As you can see this generates 3 paragraphs of filler text. You can also control the amount of text by using the following function. For instance, =lorem(2,5) will create 2 paragraphs of lorem ipsum text and it will span across 5 lines.

## You’re in Control

Here are 5 shortcuts which will help speed up your work

* **ctrl + backspace** (This is an easy one you may not know about: instead of holding down Backspace to eliminate 1 letter at a time, press Ctrl + Backspace to erase whole words, making a tedious task much easier)
* **ctrl + space** (Trying to turn a document from an external source into something that works for you? Strange formatting can slow you down, so instead of trying to fix one thing at a time, press Ctrl + Space to remove formatting from highlighted text and start fresh with your own style)
* **ctrl + k** (Similar to the copy / paste / cut commands, learning the keyboard shortcut for adding web links to a document — Ctrl + K — will save lots of time and quickly become one of the sharpest tools in your kit)
* **ctrl + click** (To quickly highlight an entire sentence, press Ctrl and on the sentence. Word will take care of the rest)
* **ctrl + scroll** (Some people like to work in a Word window zoomed in to 150%, while others like to zoom out to 75% to see a document in its entirety. Whatever you like, press Ctrl and use the scroll wheel to zoom in and out easily for a better view that suits you.)

So, there we have it, those are my top 10 tips that you may not have know you could do in Microsoft Word. Hopefully these tips will improve your productivity and help you with any future documents and projects.