

Microsoft Word/Corel WordPerfect: Frequently Asked Questions

Q: Why can't I tab or create indented text inside the cells of a table?

A: To tab or indent text inside the table cell, hold down the Control key then hit the tab key. This works in Word and WordPerfect.

Q: How do I add a row at the bottom of a table?

A: Click inside the very last (bottom right) cell of your table. Now hit the tab key. This creates a new row at the bottom of the table. This works in both Word and WordPerfect.

Q: How do I delete a row from a Word table?

A: Highlight the row you wish to delete. Right click inside the highlighted area. A menu box pops up. Click on "delete cells", then click on "delete entire row".

Q: How do I delete a row from a WordPerfect table?

A: Highlight the row. Right click inside the highlighted area. Click on "delete" then click on "row".

Q: How do I delete a column out of a Word table?

A: Highlight the column. Right click inside the highlight area. Click on "delete column".

Q: How do I delete a column out of a WordPerfect table?

A: Highlight the column. Right click inside the highlighted area. Click on "delete" then on "column".

Q: Why can't I tab between fields of my Word '98 - 2004 form?

A: The form has to be in "Protected" mode. To Protect, click on "Tools" / "Protect" / "Form" - do not give it a password (too easy to forget passwords). Click "OK".

Q: Why can't I tab between fields of my Word 2007 form?

A: The form has to be in "Protected" mode. To Protect, click on "Developer" / "Protect Document" / in #2 the list will contain "Allow only this type of editing in the document" / in the list under that click the down arrow and click on "Filling in Forms". Below that is #3 - click on "Yes, Start Enforcing Protection". *Never give a document a password*

To "UNPROTECT" go to Developer then scroll down and click "Unprotect".

Q: Why can't I edit the text I entered into a form field in Word?

A: To edit form field text you can do two things: 1) Click on the field. This selects the entire field. Retype the entry with corrections. OR: 2) in "Unprotect" mode, click either just before or just after the field. Use the arrow keys on your keyboard to move the mouse pointer to the area you want to edit. You can now type new text or delete old text.

Q: Why can't I edit the main text (outside the form fields) of a Word Form document?

A: The form is in "Protect" mode. Follow the instructions for turning off "Protect", as given for the earlier question on tabbing between fields in a form (two questions above this one). DO NOT "Protect" the document again. Doing so will erase all text previously entered into form fields.

Q: How do I spell check text I've entered into a form field?

A: You will have to check your own spelling and grammar for text you've entered inside a form field. Microsoft has not yet provided a spellchecker program for this part of Word.

Q: I've filled in the form fields, now I want to print but when I click the print button all my entries are erased and the form prints blanks.

A: The Options in your Word program has been set for the printer to "update form fields." To turn off this option, click on "Tools" / "Options" then click on the "Print" Tab. In the "Printing Options" area you will see a box named "Update Fields". UNCLICK the box then close the menu. Go back to your document and click "save" (if you forget to click save, you'll have to repeat the above exercise). Now you can fill in your form fields again, print and keep the text.

A. If you're using Word 7 or later: Click on the round "Office" button on the top left of the screen, then click on "Display", find the box to UNclick called "Update Fields". UNCLICK the box then save and close. Now you can open your document, fill in the fields again and print.

Q: I've edited (added or deleted) text in a Word Form (such as BOMA). The text I've added comes out in a different color and/or is underlined and the text I've deleted comes out with double strike outs or other unwanted editing marks. How do I turn off the "show edits"?

A: Click on "Tools" / "Track Changes" / "Highlight Changes". Now UNCLICK all the boxes in the menu. Close and go back to your document. Changes should not show up in any color other than black.

NOTE: When making any changes in BOMA forms or CAB forms you must make those changes in bold so that they can be identified. To delete text, use the strike out, do not erase original text.

1) Before you do anything else, SAVE AS, rename the form you're about to use and place it in the proper property folder. DO NOT TYPE OR EDIT THE ORIGINAL FORM. The original form is our template and must be kept untouched.

2) When filling out your form, do not delete or add text to the main body of the document. To show text that is not to be included in the document use the "strike-out" method. To show text that has been added, make the new text "bold" and in a different font, slightly larger than the main body of the text.

Q: How do I edit or add text to a header in Word?

A: Make sure your document is in "Print Layout" mode. (Click on "View" then "Print Layout".)

Back in the document, Double Click inside the header area. The header will become bright and the main document will fade out. Edit the header then double click on the main document to exit the header. Main document will become bright and header will fade.

Q: How do I create a header in Word?

A: Click on "View" / "Header and Footer". This opens the header area and fades the main document. You can now type the header. To return to the main document, double click in the middle of the page.

Q: How do I get rid of a header on the first page of my document, in Word?

A: Click on "View" / "Header and Footer". This opens the header area and fades the main document. It also opens the "Header/Footer" tool bar - it is a long narrow panel and will have several icons on it that help you create and edit headers and footers. On the tool bar you will see an icon that looks like an open book. This is the *"Page Setup" button*. Click on it. Another panel opens. On this panel, find the *"Different First Page"* box, and click in it. On the same panel, in the *"Apply to:"* box, click on *"Whole Document"*.

Q: How do I delete a page break in Word?

A: Click on "View" on the menu bar. Click on "Normal". This presents a view of your document that shows the page breaks as "single" dotted lines. Place your mouse pointer on the far left margin of the dotted line (an arrow will show up when you have the pointer in the correct position). Click to highlight, then hit "delete". Another way is to place the mouse pointer in the page below the break and delete back until the break is deleted. Now click on "View" then "Print Layout" to return to the document. (CAUTION: when in "Normal" mode make sure you are not deleting a "section break". Section breaks are double dotted lines.)

Q: How do I create a page break in Word?

A: Click on "View" on the menu bar. Click on "Normal". This presents a view of your document that shows the page breaks etc. Place the mouse pointer on the location where you want to create a break. Click on "Insert" / "Break" / "Page Break".

Q: How do I get the automatic bullet / numbering / outline mode to work.

A: Don't use this part of either Word or WordPerfect. It is flawed in both programs. Create your own outlines, numbering and bullets and save a lot of time and irritation trying to fix the problems the auto feature creates.

Q: Automatic numbering is already on and now I need to insert a new paragraph but don't want to have it numbered. Every time I hit enter to start a new line of text, the auto-numbering adds a number that I don't want.

A: To insert extra lines of text at the end of an auto-numbered paragraph, hold the shift key down then hit "enter". This temporarily bypasses auto-numbering. To add more paragraphs repeat the above action.