QUICK START LIST

Apps: efficiency

1. Open MS Word
2. Favorite Templates
3. Make a Heading
4. Make a paragraph
5. Make a list with bullets
6. Change the text
7. Paste Unformatted
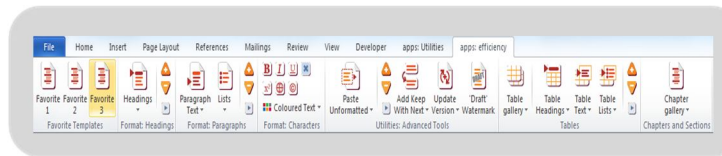
TIP – Favorite Templates
You will need to set up your favourite templates first. Refer to [document link] for how to do this.

GETTING STARTED

Start apps: efficiency quickly with this simple walkthrough

1. ## Open MS Word

   - Start **MS Word**

   - Click **apps: efficiency** tab. The apps efficiency ribbon displays as below:

apps Products

- apps Formatting Efficiency

Microsoft Word

- MS Word 2007
- MS Word 2010 (32bit)

Windows

- Windows XP
- Windows 7

Before these steps

- Install apps Formatting Efficiency

Next steps

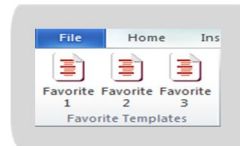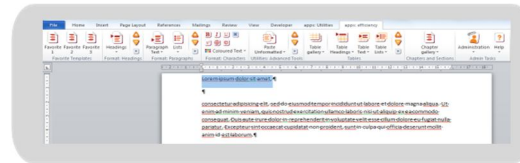- apps Formatting Efficiency Introduction

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2. **Favorite Templates**

Favorite templates are a great way to open a document that looks the way you like it.

• Click **Favorite button**. (e.g. Favorite 1)

ew document (e.g. Document 1) in Word based on

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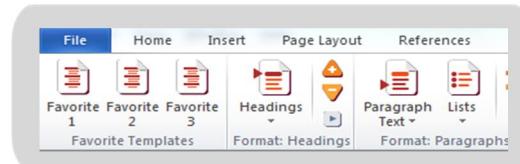6. Change the text
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3. **Make a Heading**

   This is a simple way to create different level headings.

   - Click on and highlight the text to be made into a heading.

   - Click the **Headings** button.

   - This applies the most commonly used heading to the selected text.

   - To make the heading text bigger, click the Plus icon.

   - To make the heading text smaller, click the Minus icon.
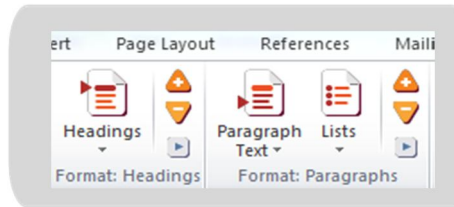
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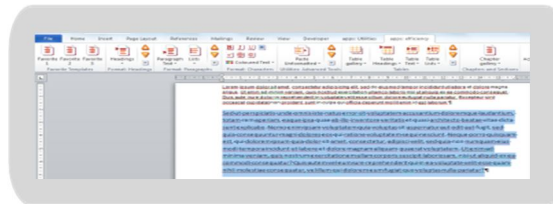7. Paste Unformatted

4. **Make a paragraph**

- Click on and highlight the text to be made into paragraph text.

- Click the **Paragraph Text** button to make your text paragraph text.

- The text will now have paragraph text applied.

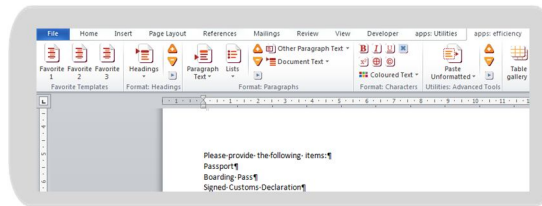**APPSFOROFFICE**

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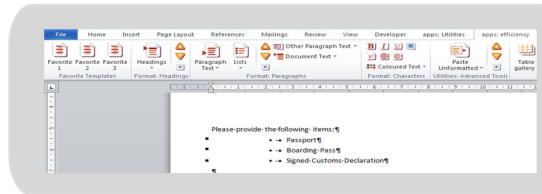7. Paste Unformatted

HOT TIP:
To make the list a numbered list, click the **arrow** under the Lists button and select **Numbered List.**

5. **Make a list with bullets**

- Create a list down the page of your document.

- Click and highlight the list.
- Click the **Lists** button.
- The selected text will display as a bulleted list.

- To indent the text further in the page, click the Plus icon.

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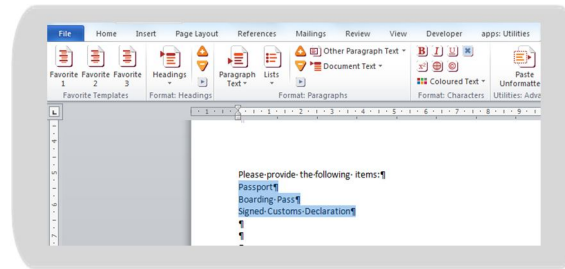www.appsforoffice.com

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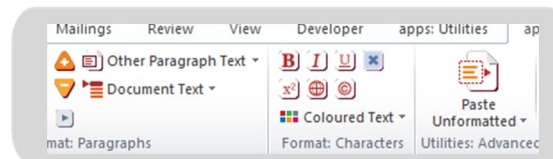6. Change the text
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6. **Change the text**

Use the **Format: Characters** buttons to apply formatting to your text.

- Click and highlight the text you want to apply the new formatting to.

- Click **B** to make the text bold
- Click **I** to make the text italics
- Click **U** to underline the text
- Click **coloured text** to make the text a different colour.

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7. Paste Unformatted

Paste Unformatted makes it easy when cutting or copying text from an old document into your new document.

It makes sure that the source formatting will not be carried over, meaning you can choose any format you like, using the tools described in the previous pages.

- Click and highlight the text in your old document.

- Press **Ctrl + C** to copy the text.

- Click in your new document where you want the text to be.

- Click **Paste Unformatted**.
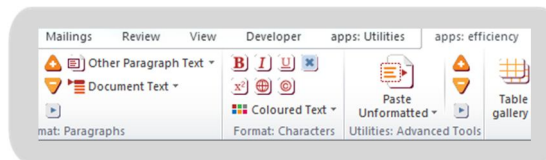
- The text will paste into your new document with no format.

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