Microsoft Word Tips and Shortcuts

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**Microsoft Word**

**Inking:** Go to Review → Start Inking and select a pen. Then ink wherever you’d like.

**Moving Inking Tools to the Top Toolbar:** Go to Review and right click the “Start Inking” button. Choose “Add to Quick Access Toolbar.”

![Image of Word interface with Ink Tools highlighted]

This will put a button at the top left corner of Word and allows you to choose a pen and start inking with one click.

**Erase:** Once you start using the pen functions, a new tab should appear called “Ink Tools.” In that tab are the “Eraser” and “Select Objects” buttons.

**Type and Click Normally:** Under “Ink Tools,” choose “Select Objects.”

![Image of Word interface with Select Objects highlighted]

If at any point you don’t see the “Ink Tools” tab any longer, simply go to Review → Start Inking and you will see it again.
**Power Point**

**Inking:** Go to Review→Start Inking and select a pen. Then ink wherever you’d like. When you switch to viewing the Power Point presentation as a slideshow, right click the screen and choose “Pointer Options” and then a pen. The eraser can also be accessed this way. After you’ve enabled the pen, you’ll see a few buttons at the bottom of the screen for navigation and changing the pen to an eraser. At the end of your slides, Power Point will give you the option to save your annotations if you wish. You can also add inking to the Quick Access Toolbar just as you could with Word.