



Word 2003

Using Zoom

Magnifying your text

On the Standard Toolbar there is a **Zoom** Menu offering standard values such as 25%, 75% etc. There is a shortcut so that you can zoom more quickly.

Press the **Ctrl key** and keep it pressed
Now move the **mouse wheel**

Word changes the zoom factor by ten per cent with every mouse wheel movement enabling you to achieve the perfect setting in seconds. Moving your mouse wheel **up** increases the zoom effect and moving it **down**, decreases the effect.

Extending Document List

When you open the **File Menu**, by default there is a list of the most recently used files down at the bottom of the File Menu. Usually only the last four files are shown but you can increase this up to a maximum of nine.

Go to **Tools/Options/General**
Go to the field **“Recently used file list”** and change the value
Click OK

Change Username

Author

Every Word document automatically saves a **User name** which can be viewed by other people if you are sending documents by email. To change the user name for one document

File/Properties/Summary and change the **Author name**

To change the **author name** on a more permanent basis,

Tools/Options/User Information and change the name there.