WORD TIPS

Videos and instructions pertain to Word 2019. Steps used in other versions of Word might vary slightly.

Also, functionality of computers or keyboards can vary slightly, depending on manufacturer.

Press F7 to engage spellchecker.
To change background color of all pages on document on screen, click Design. Scroll mouse over to the right and click Page Color box. Roll mouse over colors and click on desired color. Click Page Color again if a new color is desired.
Control F1 toggles the toolbar on/off.
Shadow word or phrase with mouse and click Shift F3 to cycle between lowercase, first letter capped, or all caps.