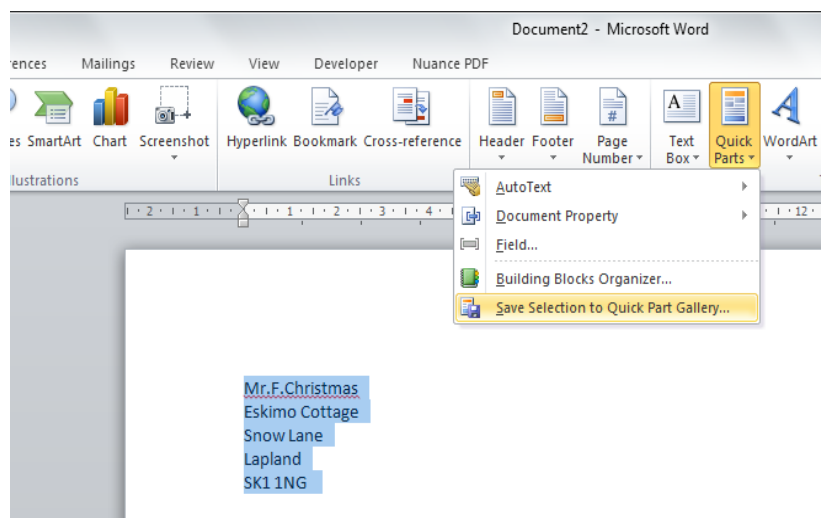


Microsoft Word Quick Parts

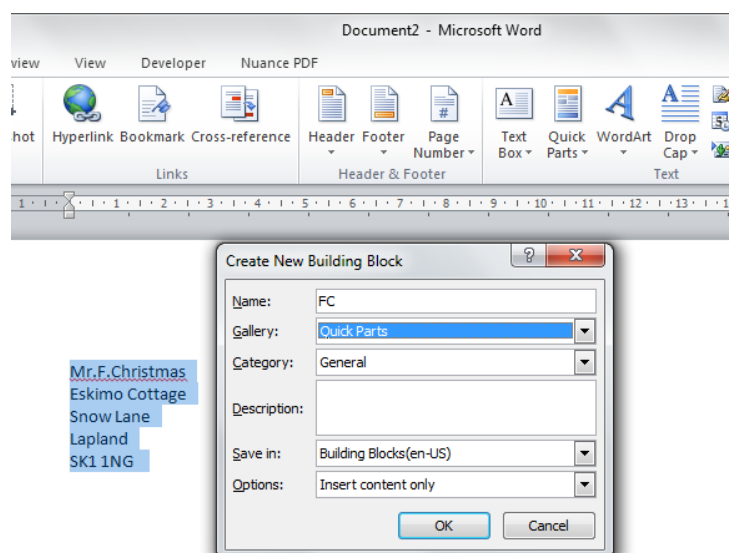
Say you had a block of text you had to regularly type out – it might be the address of a contact you regular write to:

Mr.F.Christmas
Eskimo Cottage
Snow Lane
Lapland
SK1 1NG

High light the block of text and choose from the Insert Tab, Quick Parts



Choose Save Selection to Quick Parts Gallery. Either leave it as Quick Parts or put it into Auto Text and give it a short, but easy to remember name.



Create a new document and from the drop down Quick Parts Gallery choose this block of text or if you gave the block of text a name you remember e.g FC then type in FC and hit f3 the block of text will automatically appear.

This is not only handy to save time but is very handy if the address or text has hard to remember spellings in it!