



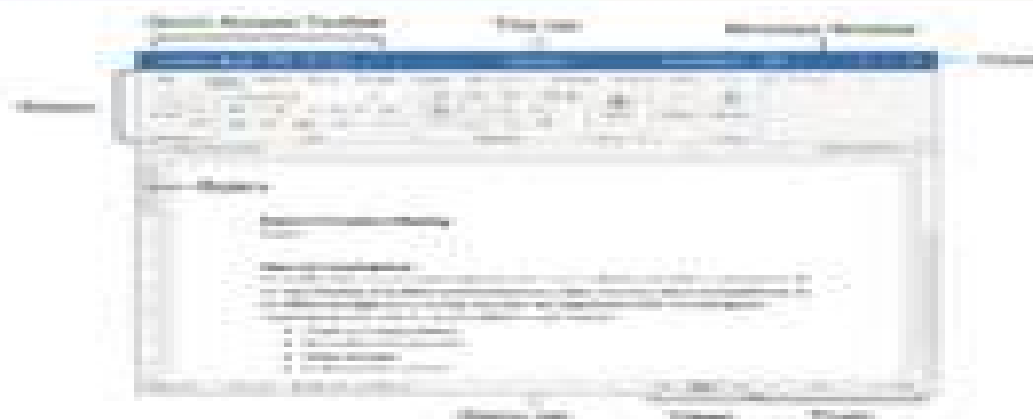
Microsoft

Word Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and eLearning Modules

The Word Program Screen



Keyboard Shortcuts

General

Open a document	Ctrl + O
Save a document	Ctrl + S
Print a document	Ctrl + P
Close a document	Ctrl + W

Navigation

Move between windows	Alt + Tab
Open a window	Alt + F4
Close a window	Alt + X
Open a document	Ctrl + O
Save a document	Ctrl + S
Print a document	Ctrl + P

Editing

Find	Ctrl + F
Replace	Ctrl + H
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Paste	Ctrl + V
Copy	Ctrl + C
Format Painter	Ctrl + Shift + C
Format Painter (Apply to All)	Ctrl + Shift + A
Format Painter (Apply to Selection)	Ctrl + Shift + S

Formatting

Font	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + L
Align Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J
Decrease Indent	Ctrl + M
Increase Indent	Ctrl + Shift + M
Decrease Indent (Left)	Ctrl + Shift + L
Increase Indent (Right)	Ctrl + Shift + R
Decrease Indent (Left)	Ctrl + M
Increase Indent (Right)	Ctrl + Shift + M
Decrease Indent (Left)	Ctrl + M
Increase Indent (Right)	Ctrl + Shift + M
Decrease Indent (Left)	Ctrl + M
Increase Indent (Right)	Ctrl + Shift + M

Word Fundamentals

Open a document. Click the **File** tab, click **Open**, and click **Open Recent**. Or, press **Ctrl + O**.

Save a document. Click the **File** tab, click **Save**, or press **Ctrl + S**. (Saving a document for the first time creates a new document.)

Print a document. Click the **File** tab, click **Print**, or press **Ctrl + P**. (Printing a document creates a printout of the document.)

Close a document. Click the **File** tab, click **Close**, or press **Ctrl + W**. (Closing a document removes it from the list of open documents.)

Open a document. Click the **File** tab, click **Open**, and click **Open Recent**. Or, press **Ctrl + O**.



Working Word

Print Layout View

Web Layout View

File tab, click the **File** tab, click **Print**, and click **Print**.

Working with Text

Insert a block of text. Click the **Insert** tab, click **Text**, and click **Text Box**. Or, press **Ctrl + N**. (Inserting a new block of text creates a new document.)

Insert a document. Click the **Insert** tab, click **Document**, and click **Document**.

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Word Quick Reference Custom Guide

Huangqi Zhang



Word Quick Reference Custom Guide:

Word 2003 Personal Trainer CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms

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Macworld Guide to ClarisWorks 2 Steven A. Schwartz,1993 New for today s most popular Macintosh application a hands on introduction that leads the new user step by step through ClarisWorks s fundamental tasks Schwartz covers using the ClarisWorks modules word processor graphics database spreadsheet and communications Plus integrating the modules to create templates for business stationery master bookkeeping technologies and more

Library Journal Melvil Dewey,Richard Rogers Bowker,L. Pylodet,Charles Ammi Cutter,Bertine Emma Weston,Karl Brown,Helen E. Wessells,2005 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately

PC Learning Labs Teaches Word for Windows 95 Robert Nichols Kulik,1995 Years of classroom teaching and lab research of how people best learn to use computers are the basis of this integrated book disk package Readers will quickly learn to type text move around the screen make changes and print a variety of documents The package concentrates on the word processing features that most people use in the office every day Disk includes examples from the text

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Young Adult Paperback Book Guide ,2003 *Computer Books and Serials in Print* ,1985 *InCider* ,1988

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Alan Neibauer,1999-11 **Software Reviews on File** ,1991 **Mastering Windows 3.0** Robert Cowart,1990 Users of Windows will find valuable how to and reference information including details on manipulating files running applications using the clipboard between different programs sharing data between DOS Windows and OS 2 and more **Computer Buyer's Guide and Handbook** ,1991 *Nibble* ,1990 **Digital Family Album Basics** Janine Warner,Tom McCain,Mindy McCain,2006 Greeting cards digital scrapbooks family web sites baby books photo galleries calendars and more Cover *A Concise Manual of Style* Hiram Allan Reed,1920 *Plain English Guide to Windows Vista* ,2008

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