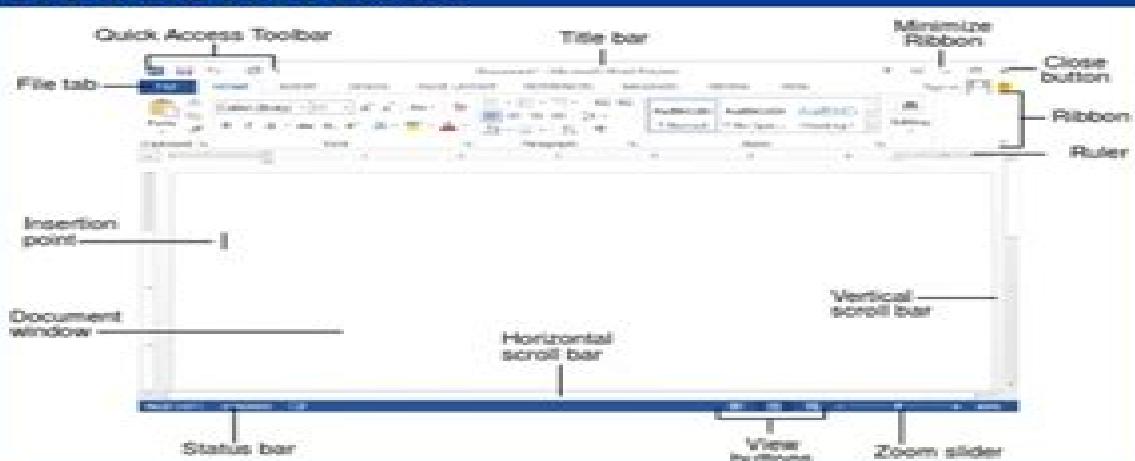


The Word 2013 Screen



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
 - To Create a New Document: Click the **File** tab, select **New**, select a template and click the **Create** button. Or, press **<Ctrl> + <N>**.
 - To Open a Document: Click the **File** tab and select **Open**, or press **<Ctrl> + <O>**.
 - To Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
 - To Save a Document with a Different Name: Click the **File** tab, select **Save As** and enter a new name for the document.
 - To Preview a Document: Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
 - To Print a Document: Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
 - To View Advanced Printing Options: Click the **File** tab and select **Print**. Select from the options under **Settings**.
 - To Undo: Click the **Undo** button on the Quick Access Toolbar, or press **<Ctrl> + <Z>**.



Keyboard Shortcuts

General

- Open a Document: **<Ctrl> + <O>**
- Create New: **<Ctrl> + <N>**
- Save a Document: **<Ctrl> + <S>**
- Print a Document: **<Ctrl> + <P>**
- Close a Document: **<Ctrl> + <W>**
- Help: **<F1>**



Navigation

- Up One Screen: **<Page Up>**
- Down One Screen: **<Page Down>**
- Beginning of Line: **<Home>**
- End of Line: **<End>**
- Beginning of Document: **<Ctrl> + <Home>**
- End of Document: **<Ctrl> + <End>**
- Open the Go To dialog box: **<Ctrl> + <F5>**



Editing

- Cut: **<Ctrl> + <X>**
- Copy: **<Ctrl> + <C>**
- Paste: **<Ctrl> + <V>**
- Undo: **<Ctrl> + <Z>**
- Redo or Repeat: **<Ctrl> + <Y>**

Formatting

- Bold**: **<Ctrl> + **
- Italics**: **<Ctrl> + <I>**
- Underline**: **<Ctrl> + <U>**
- Align Left**: **<Ctrl> + <L>**
- Center**: **<Ctrl> + <E>**
- Align Right**: **<Ctrl> + <R>**
- Justify**: **<Ctrl> + <J>**



Text Selection

- | To Select: | Do This: |
|--------------|---|
| A Word: | Double-click the word: <Ctrl> + click anywhere in the word |
| A Sentence: | <Ctrl> + click anywhere in the sentence |
| A Line: | Click the selection bar next to the line |
| A Paragraph: | Triple-click the paragraph |
| Everything: | <Ctrl> + <A> |



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