



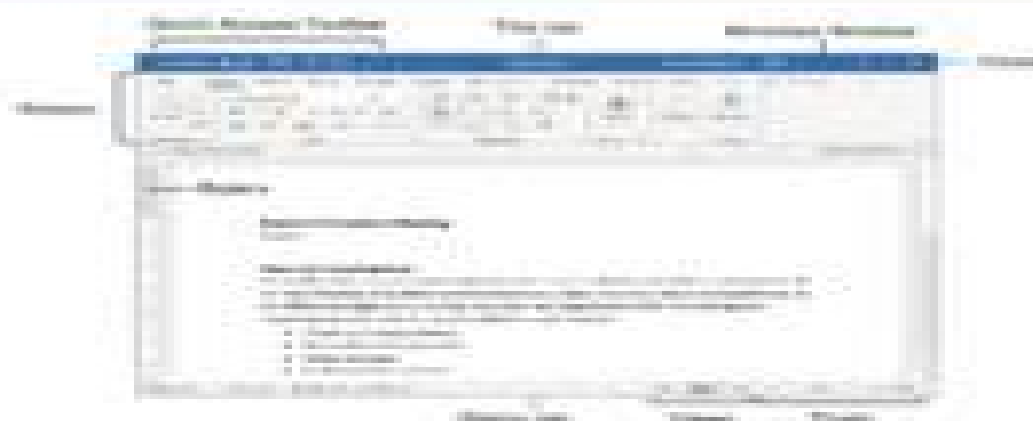
Microsoft

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 + F
Close a window	Alt + C
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 Other)	Ctrl + Shift + V

Formatting

Bold	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
Numbered List	Ctrl + Shift + N
Bulleted List	Ctrl + Shift + L
Decrease Indent	Ctrl + M
Increase Indent	Ctrl + Shift + M
Decrease Indent	Ctrl + M
Increase Indent	Ctrl + Shift + M
Decrease Indent	Ctrl + M
Increase Indent	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**. Clicking **Save** will save the document. If the document is new, clicking **Save** will prompt you to save the document.

Print a document. Click the **File** tab, click **Print**, or press **Ctrl + P**. Clicking **Print** will prompt you to print the document. If the document is new, clicking **Print** will prompt you to save the document.

Close a document. Click the **File** tab, click **Close**, or press **Ctrl + W**. Clicking **Close** will close the document. If the document is new, clicking **Close** will prompt you to save the document.

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

Help. Click the **File** tab, click **Help**, or press **F1**. Clicking **Help** will open the Help window.

Working with Text

Insert a block of text. Click the **Insert** tab, click **Text**, and click **Text Box**. Or, press **Ctrl + N**. Clicking **Text Box** will insert a text box into the document.

Insert a document. Click the **Insert** tab, click **Document**, and click **Document**. Or, press **Ctrl + D**.

Insert a document. Click the **Insert** tab, click **Document**, and click **Document**. Or, press **Ctrl + D**.

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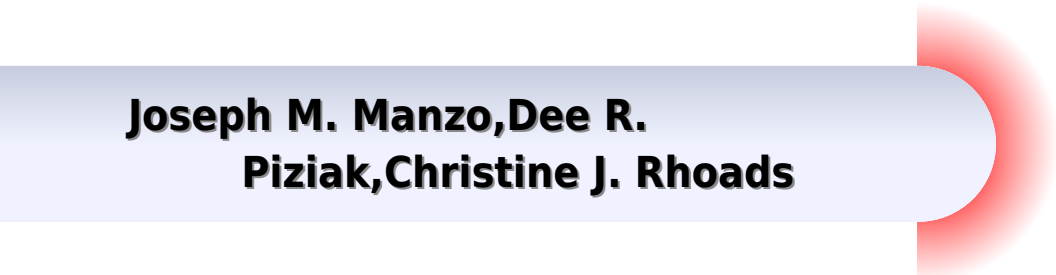
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Insert a document. Click the **Insert** tab, click **Document**, and click **Document**. Or, press **Ctrl + D**.

Word Quick Reference Custom Guide

**Joseph M. Manzo, Dee R.
Piziak, Christine J. Rhoads**



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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

Word 6 for Windows Don Gosselin,1994 Simple Type this Click that instructions put your fingers on the correct keys fast No narration or exposition just illustrated keystrokes along with two or three words give you the answers you need in seconds instead of minutes Free color template on back cover **Guide to Microsoft Word 5** Jim Heid,1992 **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 *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 **Microsoft Office 2007 in Business** Joseph M.

Manzo,Dee R. Piziak,Christine J. Rhoads,2009 Microsoft Office is the industry standard in business software Learn how to make Office 2007 work for you As part of the In Business System Microsoft Office 2007 In Business Core is the only Office 2007 book that prepares students expressly for core business courses such as Accounting Economics Marketing Finance and Business Statistics by providing exposure to real business files that meet professional standards useful references that can be used in later courses an understanding of how to use the software as a tool to accomplish business goals and coverage of the core Office skills needed in business The second edition includes several new features that reinforce the primary mission of the series which is to illustrate how Microsoft Office is used to accomplish both personal and professional business objectives Microsoft Office skills are essential for anyone working in a business environment Whether you need Word skills for Marketing or Excel skills for Accounting Microsoft Office 2007 In Business Core ensures that you can meet your business goals *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 **Sourcebook--small Systems Software and Services Sourcebook** Ruth K. Koolish,1982 *Running Word 6 for Windows* Russell Borland,1994 An updated edition of the bestselling guide for intermediate and advanced Word users Written by a former member of the Word for Windows development team this example rich book contains scores of insights and power tips not found in the documentation **Compute** ,1989 *Computer Buyer's Guide and Handbook* ,1991 **The Software Encyclopedia**

,1997 Practical Microsoft Office 2003 June Jamrich Parsons,Dan Oja,2004 This text and companion Book on CD provide a hands on interactive approach to learning practical Microsoft Office 2003 skills *Subject Guide to Books in Print* ,1975

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