

Shortcuts for MS Word style sheets @ NWU

Most of the shortcuts are available for all the NWU style sheets with exception of the examination paper and the cover page for the examination paper style sheets.

Name	Description	Shortcut
CaptionTop_Tbl_Fig	Capiton for a Table or Figure at the top of the Table or Figure. Normal + Bold + Hanging indent 2cm + Keep with next selected	Alt+C+T
CaptionBot_Tbl_Fig	Capiton for a Table or Figure at the bottom of the Table or Figure. Normal + Bold + Hanging indent 2cm	Alt+C+B
Citation	Normal + Italic + Space before(6pt) + Space after(6pt)	Alt+C+I
Heading 0	For the main caption (title) of the document - Font size 14 Not available for examination papers.	Ctrl+Alt+0
Heading 1	For 1 st level captions - Font size 12 FOR THE <u>MINUTES, AGENDA, FAX AND MEMO</u> STYLE SHEETS THE KEEP WITH NEXT PARAGRAPH OPTION IS NOT SELECTED. IF YOU WANT THIS OPTION SELECTED FOR MINUTES USE THE A4 STANDARD DOCUMENTATION STYLE SHEET. AVAILABLE FOR <u>EXAMINATION PAPERS</u> IN FONT SIZE 11	Ctrl+Alt+1
Heading 2	For 2 nd level captions - Font size 11 FOR THE <u>MINUTES, AGENDA, FAX AND MEMO</u> STYLE SHEETS THE KEEP WITH NEXT PARAGRAPH OPTION IS NOT SELECTED. IF YOU WANT THIS OPTION SELECTED FOR MINUTES USE THE A4 STANDARD DOCUMENTATION STYLE SHEET. AVAILABLE FOR <u>EXAMINATION PAPERS</u> IN FONT SIZE 10	Ctrl+Alt+2
Heading 3-9	For 3 rd to 9 th level captions - Font size 10 FOR THE <u>MINUTES, AGENDA, FAX AND MEMO</u> STYLE SHEETS THE KEEP WITH NEXT PARAGRAPH OPTION IS NOT SELECTED. IF YOU WANT THIS OPTION SELECTED FOR MINUTES USE THE A4 STANDARD DOCUMENTATION STYLE SHEET. AVAILABLE FOR <u>EXAMINATION PAPERS</u> ONLY UP TO LEVEL 4	Ctrl+Alt+3 to 9
List Bullet - List Bullet 5	Rather use the List Bullet style of the Style sheet before using the icon in the Home tab. This style ensures that the first level of the list bullet starts against the left margin.	Alt+B+1, Alt+B+2, etc.

List Number - List Number 5	This is the normal list number 1., 2., etc. Rather use the List Number style of the Style sheet before using the icon in the Home tab. This style ensures that the first level of the list number starts against the left margin.	Alt+N+1, Alt+N+2, etc.
List_ABC 1	This level 1 list, number with a) and the list number starts against the left margin.	Alt+A+1
List_ABC 2	This level 2 list, number with (a) and the list number indents from the left margin.	Alt+A+2
List_Number_Brackets - List_Number_Brackets 5	The standard for NWU is the numbering system with () on both sides: (1), (2), (3), etc. This style ensures that the first level of the list number starts against the left margin.	Alt+L+1, Alt+L+2, etc.
List Continue - List Continue 5	This is a unnumbered list paragraph that is part of a list item with a number, number with brackets or a bullet list.	Alt+C+1,Alt+C+2, etc.
Normal	Arial + 10 pt + Justified + Single + Space After(6pt)	Ctrl+Shift+N
Normal_Bold	Normal + Bold	Alt+N+B
Normal_Header	Normal + Bold + Keep with next + Space After(6pt)	Alt+N+H
Normal_IndentLeft	Normal + Left indent 1.27 cm	Alt+N+L
Normal_IndentLeftRight	Normal + Left indent 1.27cm + Right indent 1.27cm	Alt+N+R
Normal_Italic	Normal + Italic	Alt+N+I
Par1 - Par9	For numbered paragraphs. Connects with the numbering of the headings AVAILABLE FOR EXAMINATION PAPERS ONLY UP TO LEVEL 4	Alt+P+1, Alt+P+2, etc.
Table_heading	For the caption above a table. Keep with table	Alt+T+H
Table_ParagraphAfter	For the first paragraph just after a table	Alt+T+P
EXTRA STYLES ONLY FOR EXAMINATION PAPERS		
Division	Normal + Bold + All Caps + Keep with next	Alt+D
Instructions	Normal + Bold	Alt+I
TitleExamPaper	Normal + Bold + Underline + Keep with next	Alt+T+E