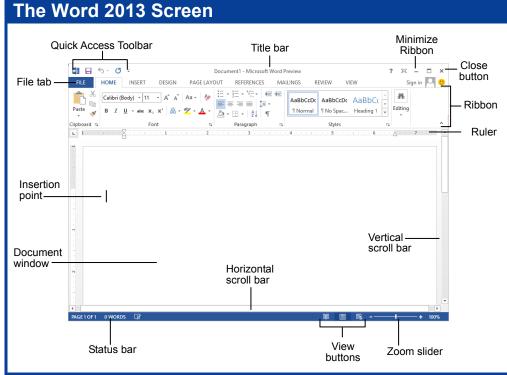


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Keyboard Shortcuts

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

End of Document <Ctrl> + <End>

<F5>

<Ctrl> + <Home>

Open the Go To dialog box

The Fundamentals

←

New

Open

Save

Print

Share

Export

Close

Account

Options

Save As

- 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>.

- To Move Text with the Mouse: Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- To Replace Text: Click the Replace button in the Editing group on the Home tab. Or, press <Ctrl> + <H>.
- To Close a Document: Click the Close button, or press <Ctrl> + <W>.
- To Correct a Spelling Error: Right-click the error and select a correction from the contextual menu. Or, press <F7> to run the Spell Checker.
- To Use the Thesaurus: Right-click the word you want to look up and select Synonyms from the contextual menu. Select a word or select Thesaurus to search the Thesaurus.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press <Ctrl> + <F1>. Or, double-click a tab. Or, right-click a tab and select Unpin the Ribbon from the contextual menu.
- To Change Program Settings: Click the File tab and click the Options button.
- To Get Help: Press <F1> to open the Help window. Type your question and press <Enter>.

Editing

Cut	<ctrl> + <x></x></ctrl>
Сору	<ctrl> + <c></c></ctrl>
Paste	<ctrl> + <v></v></ctrl>
Undo	<ctrl> + <z></z></ctrl>
Redo or Repeat	<ctrl> + <y></y></ctrl>

Formatting

Bold	<ctrl> + </ctrl>
Italics	<ctrl> + <l></l></ctrl>
Underline	<ctrl> + <u></u></ctrl>
Align Left	<ctrl> + <l></l></ctrl>
Center	<ctrl> + <e></e></ctrl>
Align Right	<ctrl> + <r></r></ctrl>
Justify	<ctrl> + <j></j></ctrl>

Text Selection

To Select: Do This:

A Word Double-click the word Press and hold <Ctrl> A Sentence

and click anywhere in the sentence

A Line Click in the selection bar

next to the line A Paragraph Triple-click the paragraph

Everything <Ctrl> + <A>

Navigation

- To Open the Navigation Pane: Click the Find button in the Editing group on the Home tab. Or, press <Ctrl> + <F>.
- To Search for a Word or Phrase: Click the Search box, type the word or phrase.
- To Search for Graphics, Tables, Equations, or Comments: Click the Magnifying Glass and select an option from the list. Click the Search box, enter the information you are searching for, and press **Enter>**.
- To View Search Results: Click Results in the Navigation Pane.
- To View a Document's Headings: Browse Headings in your document tab.
- To View a Document's Pages: Browse Pages in your document tab.

Styles

- To Apply a Style: Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on the Home tab.
- To Apply a Document Theme: Click the Themes button in the Document Formatting group on the Design tab of the Ribbon and select a theme.
- To View All Available Styles: Click the Dialog Box Launcher in the Styles group on the Home tab.
- To Change a Style Set: Look through styles by clicking the Change Styles button in the Styles group on the Home tab and choose the Style Set.
- To Create a Style: Select the text that contains the formatting of the new style, right-click the text, and click on Styles. Select Create a Style from the contextual menu and Save Selection as a New Quick Style, enter a name for the style, and click OK.
- To Check Your Styles: Select the text you wish to check. Click the Dialog Box Launcher in the Styles group on the Home tab of the Ribbon. Click the Style Inspector button in the Styles task pane.

Formatting

- To Format Text: Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher in the Font group to open the dialog box.
- To Copy Formatting with the Format Painter: Select the text with the formatting you want to copy and click the Format Painter Format Painter button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- To Indent a Paragraph: Click the | Increase Indent button in the Paragraph group on the Home tab.
- To Decrease an Indent: Click the 🔄 Decrease Indent button in the Paragraph group on the Home tab.
- To Create a Bulleted or Numbered List: Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab.
- To Change Page Orientation: Click the Page Layout tab on the Ribbon, click the Orientation button in the Page Setup group, and select an option from the list.
- To Insert a Header or Footer: Click the Insert tab on the Ribbon and click the **Header** or **Footer button** in the Header & Footer group.
- To Insert a Manual Page Break: Click the Insert tab on the Ribbon and click the Page Break button in the Pages group.

Editing

- To Cut or Copy Text: Select the text you want to cut or copy and click the 🔏 Cut or 🖺 Copy Copy button in the Clipboard group on the Home tab.
- To Paste Text: Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
- To Preview an Item Before Pasting: Place the insertion point where you want to paste, click the Paste button list arrow in the Clipboard group on the Home tab, and hold your mouse over the option you'd like to preview.
- To Insert a Comment: Select the text where you want to insert a comment and click the Review tab on the Ribbon. Click the New Comment button in the Comments group. Type a comment, then click outside the comment text
- To Delete a Comment: Select the comment, click the Review tab on the Ribbon, and click the **Delete Comment button** in the Comments group.

Drawing and Graphics

- To Insert a Clip Art Graphic: Click the Insert tab on the Ribbon and click the Clip Art button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and press <Enter>.
- To Insert a Picture: Click the Insert tab on the Ribbon and click the Picture button in the Illustrations group. Find and select the picture you want to insert and click Insert.
- To Insert a Screenshot: Click the Insert tab on the Ribbon and click the Screenshot button in the Illustrations group. Select an available window from the list, or select the **Screen Clipping** option to take a screen clip.
- To Draw a Shape: Click the Insert tab on the Ribbon, click the Shapes button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the <Shift> key while you drag to draw a perfectly proportioned shape or straight line.
- To Insert WordArt: Click the Insert tab on the Ribbon, click the WordArt button in the Text group, and select a design from the WordArt Gallery. Click the text box and enter your text. If necessary, click the text box and drag it to the desired position.
- To Insert SmartArt: Click the Insert tab on the Ribbon, click the SmartArt button in the Illustrations group, select a layout, and click OK.
- To Adjust Text Wrapping: Double-click the object, click the Wrap Text button in the Arrange group on the Page Layout tab, and select an option from the list.
- To Resize an Object: Click the object to select it, click and drag one of its sizing handles (\square), and release the mouse button when the object reaches the desired size. Hold down the <Shift> key while dragging to maintain the object's proportions while resizing it.
- To Format an Object: Double-click the object and use the commands located on the Format tab.
- To Delete an Object: Select the object and press the <Delete> key

Tables

- To Insert a Table: Click the Insert tab on the Ribbon, click the Table button in the Tables group, and select Insert Table from the menu.
- To Insert a Column or Row: Click the Layout tab under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.
- To Delete a Column or Row: Select the column or row you want to delete. click the Layout tab under Table Tools on the Ribbon, click the Delete **button** in the Rows & Columns group, and select an appropriate option from the menu.
- To Adjust Column Width or Row Height: Select the column or row you want to adjust, click the Layout tab under Table Tools on the Ribbon, and use the commands located in the Cell Size group.

