



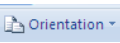







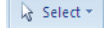
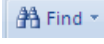
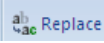














Shortcuts for MS Word

Microsoft Office programs offer a number of ways to accomplish the same actions. These different ways fall into three main categories shown in the table below. The first listed is using combinations of keys on the keyboard. If you have trouble using the mouse, sometimes this is the fastest and easiest method. The second technique is to use the commands that appear on the Quick Access Toolbar. Remember that not all commands appear on the Quick Access Toolbar. Clicking on the down arrow to the right of the toolbar opens a menu of the commands that are available to put on the Quick Access Toolbar. The last column shows the most common way and that is to use the Ribbon. Each method will accomplish the specified action. Experiment with them and find what is most comfortable for you!

| Action Needed | Keys | Commands | Button, Ribbon, & Tab Location |
|-------------------------|---------|---|--|
| New Blank Document | Ctrl+N |  | Office Button→New |
| Open File | Ctrl+O |  | Office Button→Open |
| Save File | Ctrl+S |  | Office Button→Save |
| Change Margins | |  | Page Layout→Margins |
| Change Page Orientation | |  | Page Layout→Orientation |
| Print | Ctrl+P |  | Office Button→Print |
| Print Preview | Ctrl+F2 |  | Office Button→Print Arrow→Print Preview |
| Undo | Ctrl+Z |  | Quick Access Toolbar |
| Redo | Ctrl+Y |  | Quick Access Toolbar |
| Cut | Ctrl+X |  | Home Tab→Clipboard Group |
| Copy | Ctrl+C |  | Home Tab→Clipboard Group |
| Paste | Ctrl+V |  | Home Tab→Clipboard Group |
| Select All | Ctrl+A |  | Home Tab→Editing Group→Select Arrow→Select All |
| Find | Ctrl+F |  | Home Tab→Editing Group |
| Replace | Ctrl+H |  | Home Tab→Editing Group |
| Zoom | |  | View Tab→Zoom Group |

| Action Needed | Keys | Commands | Button, Ribbon, & Tab Location |
|----------------------------|----------|---|----------------------------------|
| Ribbon On/Off | Ctrl+F1 | | |
| Insert Page Numbers | |  | Insert Tab→Header & Footer Group |
| Insert Footnote or Endnote | | | References Tab→Footnotes Group |
| Bulleted List | |  | Home Tab→Paragraph Group |
| Numbered List | |  | Home Tab→Paragraph Group |
| Bold | Ctrl+B |  | Home Tab→Font Group |
| Italics | Ctrl+I |  | Home Tab→Font Group |
| Underline | Ctrl+U |  | Home Tab→Font Group |
| Increase Font Size | Ctrl+]] |  | Home Tab→Font Group |
| Decrease Font Size | Ctrl+[[|  | Home Tab→Font Group |
| Change Font Style | |  | Home Tab→Font Group |
| Align Left | Ctrl+L |  | Home Tab→Paragraph Group |
| Align Center | Ctrl+E |  | Home Tab→Paragraph Group |
| Align Right | Ctrl+R |  | Home Tab→Paragraph Group |
| Justify | |  | Home Tab→Paragraph Group |
| Change Line Spacing | |  | Home Tab→Paragraph Group |
| Columns | |  | Page Layout Tab→Page Setup Group |
| Set Tabs | |  | |
| Spell Check | F7 |  | Review Tab→Proofing Group |
| Thesaurus | Shift+F7 | | Review Tab→Proofing Group |
| MS Word Help | F1 |  | |