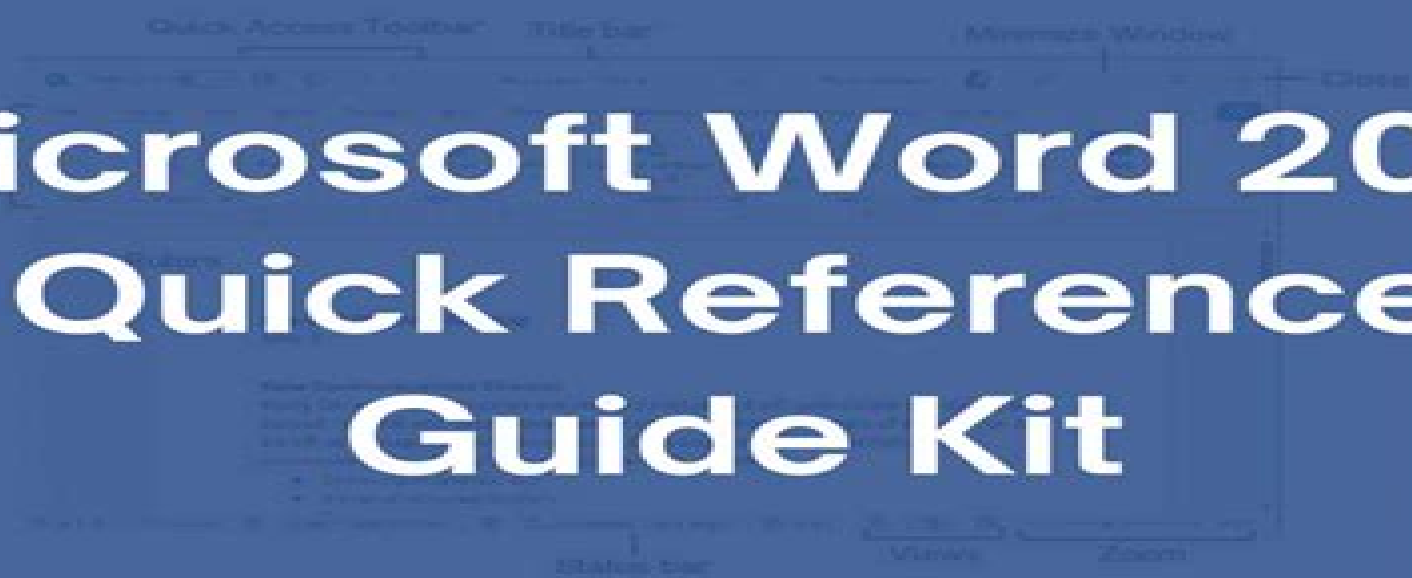




Word 2021 Basic Quick Reference Guide

The Word 2021 Program Screen



Microsoft Word 2021 Quick Reference Guide Kit

Word Fundamentals

- Create a Blank Document:** Click the File tab, select New, and click Blank document, or, press **Ctrl + N**.
- Open a Document:** Click the File tab and select Open, or press **Ctrl + O**. Select a location with a mouse or keyboard.

Select and Edit Text

- Select a Block of Text:** Click and drag across the text you want to select, or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.
- Select a Sentence:** Press the **Ctrl** key and click at the end of a sentence.

Keyboard

- General**
 - Open a document
 - Create a new document
 - Save a document
 - Print a document
 - Move the cursor
 - Go to a specific location
 - Down one word
 - Beginning of a line
 - End of a line
 - Beginning of a paragraph
 - End of a paragraph
 - Open Go To dialog
- Editing**
 - Cut
 - Copy
 - Paste
 - Undo
 - Redo
 - Find
 - Replace
 - Select All
 - Check Spelling
 - Grammar

Ms Word 20template Guide

Tao Wei



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