



# Word 2013 keyboard shortcuts

<b>Alt+H</b>	Open the Home tab
<b>Alt+N</b>	Open the Insert tab
<b>Alt+C</b>	Open the Mathematics tab
<b>Alt+D</b>	Open the Design tab
<b>Alt+L</b>	Open the Developer tab
<b>Alt+P</b>	Open the Page Layout tab
<b>Alt+S</b>	Open the Reference tab
<b>Alt+M</b>	Open the Merge tab
<b>Alt+R</b>	Open the Review tab
<b>Alt+W</b>	Open the View tab
<b>Alt+1</b>	Activate first button in Quick Access Toolbar
<b>Alt+2</b>	Activate second button in Quick Access Toolbar
<b>Alt+3</b>	Activate third button in Quick Access Toolbar
<b>Alt+F9</b>	Switch between field codes and results
<b>Alt+Ctrl+.</b>	Insert an ellipsis
<b>Alt+Ctrl+1</b>	Apply Heading 1 style
<b>Alt+Ctrl+2</b>	Apply Heading 2 style
<b>Alt+Ctrl+3</b>	Apply Heading 3 style
<b>Alt+Ctrl+C</b>	Insert © symbol
<b>Alt+Ctrl+M</b>	Insert a comment
<b>Alt+Ctrl+R</b>	Insert ® symbol
<b>Alt+Ctrl+T</b>	Insert ™ symbol
<b>Ctrl+Backspace</b>	Delete word to the left

<b>Ctrl+Delete</b>	Delete word to the right
<b>Ctrl+End</b>	Move to end of document
<b>Ctrl+Enter</b>	Insert a page break
<b>Ctrl+Home</b>	Move to start of document
<b>Ctrl+B</b>	Boldface content
<b>Ctrl+C</b>	Copy selected text/object
<b>Ctrl+F</b>	Open Navigation pane to find content
<b>Ctrl+G</b>	Open Go To dialog box
<b>Ctrl+H</b>	Open Find and Replace dialog box
<b>Ctrl+I</b>	Italicize content
<b>Ctrl+N</b>	Create a new document
<b>Ctrl+O</b>	Open a document
<b>Ctrl+P</b>	Print a document
<b>Ctrl+S</b>	Save a document
<b>Ctrl+T</b>	Create a hanging indent
<b>Ctrl+U</b>	Underline content
<b>Ctrl+X</b>	Cut selected text/object
<b>Ctrl+Y</b>	Redo or repeat an action
<b>Ctrl+Z</b>	Undo the last action
<b>Ctrl+Shift+*</b>	Display non-printing characters
<b>Ctrl+Shift+Space</b>	Insert non-breaking space
<b>Shift+Enter</b>	Insert line break

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# Microsoft 2013 Shortcuts Guide

**Ying-Ying Zheng**



## **Microsoft 2013 Shortcuts Guide:**

The Top Books of the Year Microsoft 2013 Shortcuts Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft 2013 Shortcuts Guide : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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