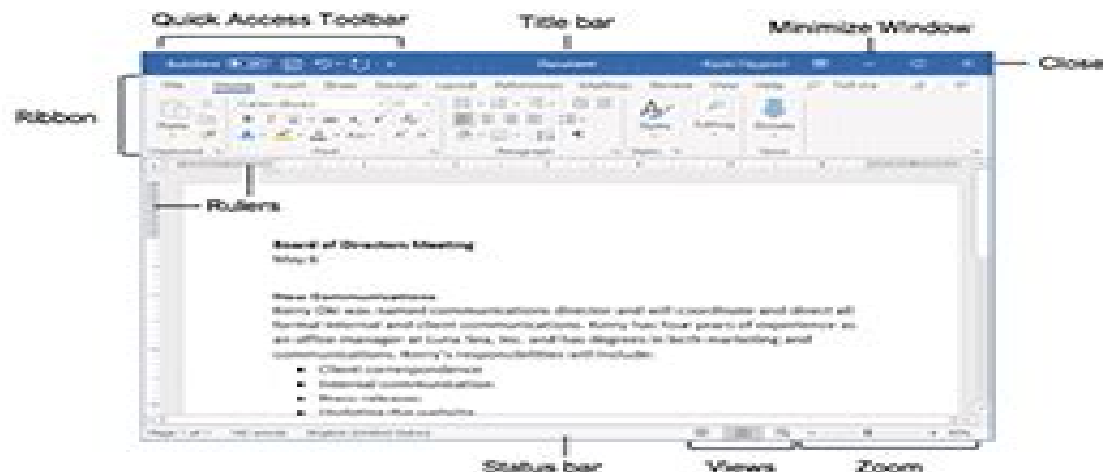


Word 2019 Basic

The Word 2019 Program Screen



Keyboard Shortcuts

General

| | |
|----------------------------|----------|
| Open a document..... | Ctrl + O |
| Create a new document..... | Ctrl + N |
| Save a document..... | Ctrl + S |
| Print a document..... | Ctrl + P |
| Close a document..... | Ctrl + W |

Navigation

| | |
|------------------------------|-------------|
| Move the text cursor..... | ↑, ↓, ←, → |
| Up one screen..... | Page Up |
| Down one screen..... | Page Down |
| Beginning of a line..... | Home |
| End of a line..... | End |
| Beginning of a document..... | Ctrl + Home |
| End of a document..... | Ctrl + End |
| Open Go To dialog box..... | Ctrl + G |

Editing

| | |
|---------------------------------|----------|
| Cut..... | Ctrl + X |
| Copy..... | Ctrl + C |
| Paste..... | Ctrl + V |
| Undo..... | Ctrl + Z |
| Redo..... | Ctrl + Y |
| Find..... | Ctrl + F |
| Replace..... | Ctrl + H |
| Select All..... | Ctrl + A |
| Check Spelling and Grammar..... | F7 |

Formatting

| | |
|---------------------------------|------------------|
| Bold..... | Ctrl + B |
| Italics..... | Ctrl + I |
| Underline..... | Ctrl + U |
| Align Left..... | Ctrl + L |
| Align Center..... | Ctrl + E |
| Align Right..... | Ctrl + R |
| Justify..... | Ctrl + J |
| Indent a paragraph..... | Ctrl + M |
| Remove an indent..... | Ctrl + Shift + M |
| Increase font size..... | Ctrl + Shift + > |
| Decrease font size..... | Ctrl + Shift + < |
| Increase font size 1pt..... | Ctrl +] |
| Decrease font size 1pt..... | Ctrl + [|
| Copy formatting..... | Ctrl + Shift + C |
| Paste formatting..... | Ctrl + Shift + V |
| Show/Hide Formatting Marks..... | Ctrl + Shift + * |

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 file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



Reading View



Print Layout View



Web Layout View

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

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 in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

Microsoft Office Custom Guide

Camilla Rothe



Microsoft Office Custom Guide:

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