

# Word Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

Adjust Zoom Magnification	<b>ALT, W, Q</b>
Align text left/right	<b>CTRL, L or R</b>
Apply bold formatting	<b>CTRL, B</b>
Apply italic formatting	<b>CTRL, I</b>
Apply underline formatting	<b>CTRL, U</b>
Cancel command	<b>ESC</b>
Center text	<b>CTRL, E</b>
Close document	<b>CTRL, W</b>
Close Word	<b>ALT, F4</b>
Copy selection	<b>CTRL, C</b>
Create new document	<b>CTRL, N</b>
Cut selected content	<b>CTRL, X</b>
Decrease/increase font size (1 point)	<b>CTRL, [ or ]</b>
Find next spelling/grammatical error	<b>ALT, F7</b>
Open document	<b>CTRL, O</b>
Open Editor pane (Spelling/Grammar)	<b>F7</b>
Open Help pane	<b>F1</b>
Open Thesaurus pane	<b>SHIFT, F7</b>
Paste selection	<b>CTRL, V</b>
Print document	<b>CTRL, P</b>
Redo action	<b>CTRL, Y</b>
Remove document window split	<b>ALT, SHIFT, C</b>
Save As dialog box	<b>F12</b>
Save document	<b>CTRL, S</b>
Select all document content	<b>CTRL, A</b>
Split document window	<b>CTRL, ALT, S</b>
Switch to next open document	<b>CTRL, F6</b>
Switch to previous open document	<b>CTRL, SHIFT, F6</b>
Undo action	<b>CTRL, Z</b>

### Editing Text and Graphics

Copy header/footer (previous section)	<b>ALT, SHIFT, R</b>
Copy selection to new location	<b>SHIFT, F2, Move, ENTER</b>
Copy selected formatting*	<b>CTRL, ALT, C</b>
Copy selection	<b>CTRL, C</b>
Create new Building Block from selection	<b>ALT, F3</b>
Cut selection	<b>CTRL, X</b>
Delete one word to left	<b>CTRL, BACKSPACE</b>

\* Older versions use **CTRL, SHIFT, C**

Delete one word to right	<b>CTRL, DELETE</b>
Display Object dialog box	<b>ALT, N, J, J</b>
Display Find/Replace dialog box	<b>CTRL, H</b>
Insert Building Block	<b>Building Block Name, F3</b>
Insert SmartArt graphic	<b>ALT, N, M</b>
Insert WordArt graphic	<b>ALT, N, W</b>
Move selected content	<b>F2, Move cursor, ENTER</b>
Open Clipboard task pane	<b>ALT, H, E, O</b>
Paste selected formatting*	<b>CTRL, ALT, V</b>
Paste selection	<b>CTRL, V</b>
*Older versions use <b>CTRL, SHIFT, V</b>	

### Formatting Characters

Add bulleted list	<b>CTRL, SHIFT, L</b>
Apply bold formatting	<b>CTRL, B</b>
Apply double underline formatting	<b>CTRL, SHIFT, D</b>
Apply italic formatting	<b>CTRL, I</b>
Apply small caps formatting	<b>CTRL, SHIFT, K</b>
Apply subscript formatting	<b>CTRL, =</b>
Apply superscript formatting	<b>CTRL, SHIFT, +</b>
Apply underline formatting	<b>CTRL, U</b>
Apply underline formatting (words only)	<b>CTRL, SHIFT, W</b>
Change selected text to Symbol font	<b>CTRL, SHIFT, Q</b>
Change text to all upper case	<b>CTRL, SHIFT, A</b>
Decrease/increase font size (1 pt)	<b>CTRL, [ or ]</b>
Decrease/increase font size (2 pts)	<b>CTRL, SHIFT, &lt; or &gt;</b>
Display Font dialog box	<b>CTRL, D</b>
Display nonprinting characters*	<b>CTRL, SHIFT, 8</b>
Display Reveal Formatting task pane	<b>SHIFT, F1</b>
Hide selected text	<b>CTRL, SHIFT, H</b>
Remove manual character formatting	<b>CTRL, SPACE</b>
Switch between upper/lower/title case	<b>SHIFT, F3</b>

\* Do not use numeric keypad

### Formatting Paragraphs

Add/remove space before paragraph	<b>CTRL, 0 (zero)</b>
Align paragraph to left	<b>CTRL, L</b>
Align paragraph to right	<b>CTRL, R</b>
Apply 1.5-line spacing to paragraph	<b>CTRL, 5</b>
Apply double spacing to paragraph	<b>CTRL, 2</b>

### GUIDE KEY

NEXT TO ONE, ANOTHER	SEPARATED BY COMMAS
<b>CTRL, C</b>	<b>ALT, S, O, N</b>
Press together (C+S+C)	Press and release one at a time, in order

Apply single spacing to paragraph	<b>CTRL, 1</b>
Apply style: Heading 1 to 3	<b>CTRL, ALT, 1-3</b>
Apply style: Normal	<b>CTRL, SHIFT, N</b>
Center paragraph	<b>CTRL, E</b>
Create hanging indent	<b>CTRL, T</b>
Display Apply Styles task pane	<b>CTRL, SHIFT, S</b>
Display Styles task pane	<b>CTRL, ALT, SHIFT, S</b>
Enable AutoFormat	<b>CTRL, ALT, K</b>
Indent paragraph	<b>CTRL, M</b>
Justify paragraph	<b>CTRL, J</b>
Remove hanging indent	<b>CTRL, SHIFT, T</b>
Remove paragraph formatting	<b>CTRL, Q</b>
Remove paragraph indent	<b>CTRL, SHIFT, M</b>

### Mail Merges (Mailings tab must be selected)

Edit mail merge data document	<b>ALT, SHIFT, E</b>
Go to next field	<b>F11</b>
Go to previous field	<b>SHIFT, F11</b>
Insert DATE field	<b>ALT, SHIFT, D</b>
Insert empty field	<b>CTRL, F9</b>
Insert LISTNUM field	<b>CTRL, ALT, L</b>
Insert merge field	<b>ALT, SHIFT, F</b>
Insert PAGE field	<b>ALT, SHIFT, P</b>
Insert TIME field	<b>ALT, SHIFT, T</b>
Lock field	<b>CTRL, F11</b>
Merge document	<b>ALT, SHIFT, N</b>
Preview mail merge	<b>ALT, SHIFT, K</b>
Print merged document	<b>ALT, SHIFT, M</b>
Toggle all field codes and their results	<b>ALT, F9</b>
Toggle single field code and its result	<b>SHIFT, F9</b>
Unlink field	<b>CTRL, SHIFT, F9</b>
Unlock field	<b>CTRL, SHIFT, F11</b>
Update selected fields or links	<b>F9</b>

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**Dr. Garima Verma**



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*SQL Server's Developer's Guide to OLAP with Analysis Services* Mike Gunderloy, Tim Sneath, 2006-07-14 The Skills You Need to Develop OLAP Solutions with SQL Server 2000 This one of a kind book teaches you everything you need to know to use Microsoft's Analysis Services software to build implement and manage effective OLAP solutions Expert advice and in depth explanations combine to help you and your company take full advantage of the affordable power of SQL Server's built in OLAP functionality Coverage Includes Analyzing large volumes of data effectively with Analysis Services Architecting and designing data analysis applications Querying OLAP data using MDX Programming applications using ADO MD Managing Analysis Services servers with DSO Building data mining solutions with Analysis Services Using English Query for natural language querying of OLAP data Choosing appropriate client tools for exploring OLAP data Using the PivotTable Service for client side data analysis Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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MCSE Training Guide Jason Sirockman,1998 Solid objective based content prepares readers to take the MCSE Windows NT Server Enterprise exam The CD ROM features an exam simulation program so they can practice the test **Cloud Storage Forensics** Darren Quick,Ben Martini,Raymond Choo,2013-11-16 To reduce the risk of digital forensic evidence being called into question in judicial proceedings it is important to have a rigorous methodology and set of procedures for conducting digital forensic investigations and examinations Digital forensic investigation in the cloud computing environment however is in infancy due to the comparatively recent prevalence of cloud computing Cloud Storage Forensics presents the first evidence based cloud forensic framework Using three popular cloud storage services and one private cloud storage service as case studies the authors show you how their framework can be used to undertake research into the data remnants on both cloud storage servers and client devices when a user undertakes a variety of methods to store upload and access data in the cloud By determining the data remnants on client devices you gain a better understanding of the types of terrestrial artifacts that are likely to remain at the Identification stage of an investigation Once it is determined that a cloud storage service account has potential evidence of relevance to an investigation you can communicate this to legal liaison points within service providers to enable them to respond and secure evidence in a timely manner Learn to use the methodology and tools from the first evidenced based cloud forensic framework Case studies provide detailed tools for analysis of cloud storage devices using popular cloud storage services Includes coverage of the legal implications of cloud storage forensic investigations Discussion of the future evolution of cloud storage and its impact on digital forensics MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams Geoff Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it Power Excel with MrExcel MrExcel's Holy Macro! Books,Bill Jelen,2024-09-26 Master Excel 2019 and Office 365 with MrExcel s expert tips updated for the latest features Learn real world strategies to solve problems and improve productivity Key Features Updated version for Excel 2019 it s a powerful platform for solving complex data challenges In this guide MrExcel takes you through the essentials of Excel 2019

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**Power Excel with MrExcel** Bill Jelen, 2015-04-01 Updating the previous edition's tips to include features in Excel 2013 this new edition of Mr Excel's popular software guide even incorporates suggestions sent in by readers Each featured topic has a problem statement and description followed by a broad strategy for solving the problem Mr Excel then walks readers through the specific steps to solve the issue Alternate strategies are also provided along with common scenarios that trip users up leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets

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**Bioinformatics in Aquaculture** Zhanjiang (John) Liu, 2017-04-17 Bioinformatics derives knowledge from computer analysis of biological data In particular genomic and transcriptomic datasets are processed analysed and whenever possible associated with experimental results from various sources to draw structural organizational and functional information relevant to biology Research in bioinformatics includes method development for storage retrieval and analysis of the data Bioinformatics in Aquaculture provides the most up to date reviews of next generation sequencing technologies their applications in aquaculture and principles and methodologies for the analysis of genomic and transcriptomic large datasets using bioinformatic methods algorithm and databases The book is unique in providing guidance for the best software packages suitable for various analysis providing detailed examples of using bioinformatic software and command lines in the context of real world experiments This book is a vital tool for all those working in genomics molecular biology biochemistry and genetics related to aquaculture and computational and biological sciences

**Crystal Reports XI**

**Official Guide** Neil FitzGerald, et al., 2006-11-01 The authorized guide to the latest edition of the 1 business intelligence software product Crystal Reports More than 16 million licenses of Crystal Reports have been shipped to date This book is a reference designed to provide hands on guidance for the latest release of the product suite The latest version of Crystal Reports and the Business Objects enterprise reporting suite delivers vast product enhancements and a tighter integration that will drive upgrades from licensees Brand new features e g Dynamic and Cascading Parameter Generation will also appeal to new audiences Over 1 million new Business Intelligence licensees will be migrating to the Crystal Enterprise Reporting platform as this is the first release of the software with the existing Business Objects BO products being integrated into the Crystal infrastructure As Business Objects insiders the authors bring unique and valuable real world perspectives on implementations and uses of the Crystal Reports product The book also includes content tutorials and samples for reporting within the Microsoft Visual Studio NET and J2EE development environments and also on top of the SAP Business Information Warehouse BW and the Peoplesoft platform Advanced content on report distribution and integration into the secured managed reporting solution known as Business Objects Enterprise XI is also now included in this definitive user guide with coverage on the new Web Services SDK

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**Power Excel with MrExcel - 2017 Edition** Bill Jelen, 2016-10-01 Updating the previous

edition's tips to include features in Excel 2016 this new edition of MrExcel's popular software guide even incorporates suggestions sent in by readers Each featured topic has a problem statement and description followed by a broad strategy for solving the problem MrExcel then walks readers through the specific steps to solve the issue Alternate strategies are also provided along with common scenarios that trip users up leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets

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Windows Server 2003 For Dummies Ed Tittel, James Michael Stewart, 2011-03-16 Die Neuauflage der Vorgängerversion Windows 2000 Server ein Bestseller mit über einer Million verkaufter Exemplare Windows NET Server For Dummies erscheint in Verbindung mit der neuen Windows NET Server Release die Microsoft im Mai 2002 auf den Markt bringt Ein praktischer Leitfaden der insbesondere Neulingen auf dem Gebiet der Netzwerk und Servertechnik genau erklärt wie man den Windows NET Server nutzt Behandelt werden alle wichtigen Features und Updates der neuen Version wie z B

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