Word 2019 Basic

The Word 2019 Program Screen

Labels: Quick Access Toolbar, Title bar, Minimize Window, Close, Ribbon, Rulers, Status bar, Views, Zoom
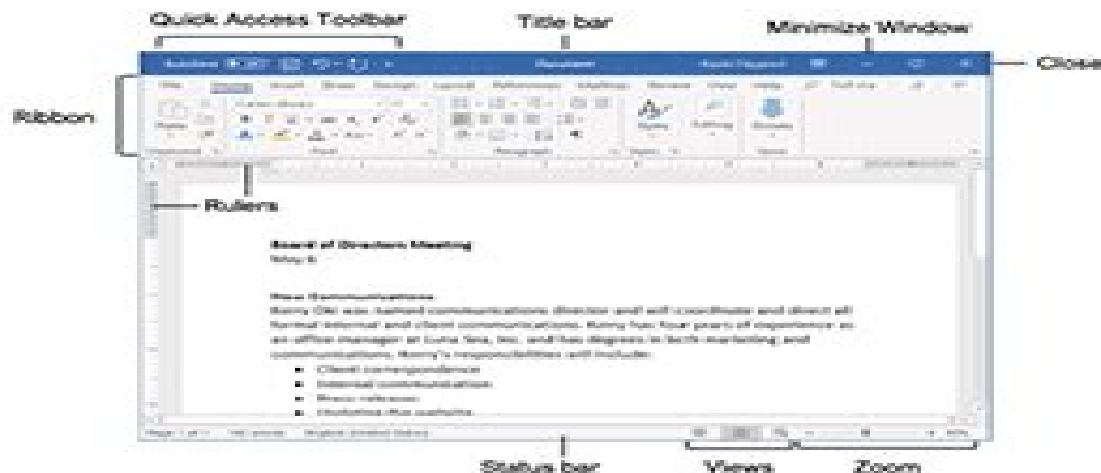
Keyboard Shortcuts

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 Word Custom Guide](#)

Carol Smallwood,Lura Sanborn

Microsoft Word Custom Guide:

   Boot-Click-Enter – 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep diva into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD   Word 2003 Personal Trainer CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms   *Log On To Computers – 5* Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD   Custom Guide to Writing ,2005   **Altogether Book 5 Semester 1** Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured   **Excel 2003 Personal Trainer** CustomGuide Inc,2004 With sections on editing formatting functions formulas lists macros creating and managing workbooks and creating and editing charts this tutorial also includes an interactive companion CD ROM   **Management for Deans** Terri Friel,2013-06-01 Are you considering a dean s position Are you a new dean Are you a sitting dean that would like some ideas on managing your organization This book offers advice and important information for anyone working at the dean s level in academic

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