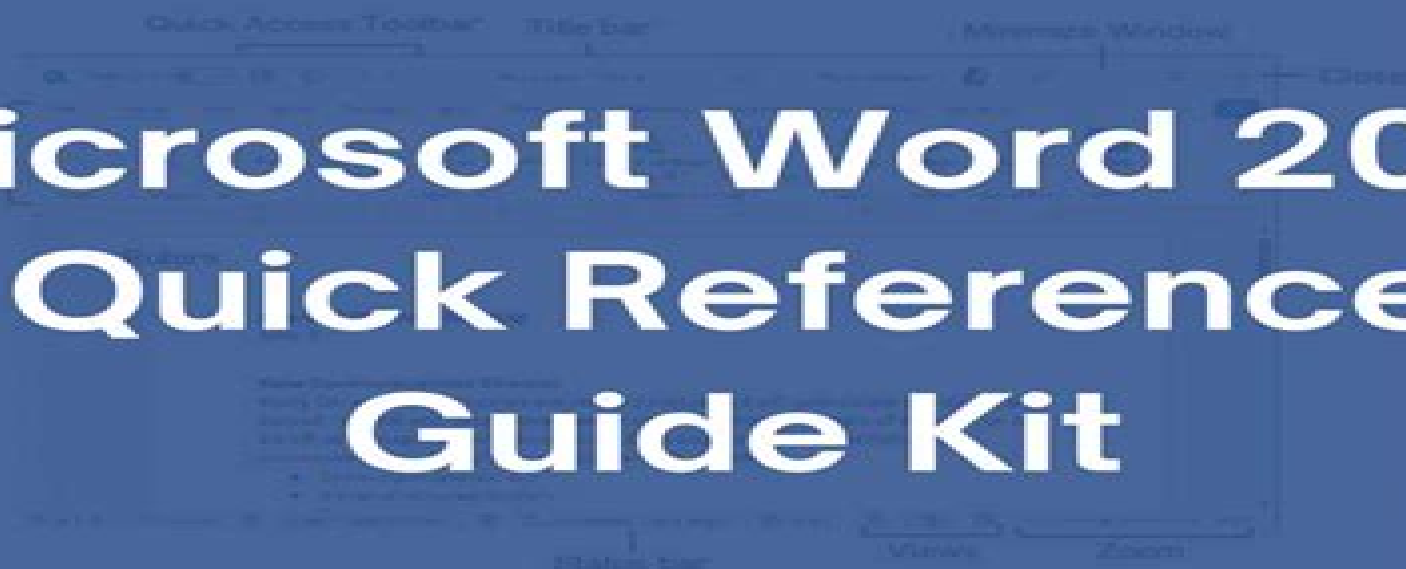


Microsoft

# 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 on

## Keyboard

### General

Open a document  
Create a new document  
Save a document

Move the cursor  
Up one line  
Down one line  
Beginning of a line  
End of a line  
Beginning of a document  
End of a document  
Open Go To

### Editing

Cut  
Copy  
Paste  
Undo  
Redo  
Find  
Replace  
Select All  
Check Spelling  
Grammar

# Microsoft Word 20reference Guide

**Ensheng Dong**



## **Microsoft Word 20reference Guide:**

## **Microsoft Word 20reference Guide** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Word 20reference Guide**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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