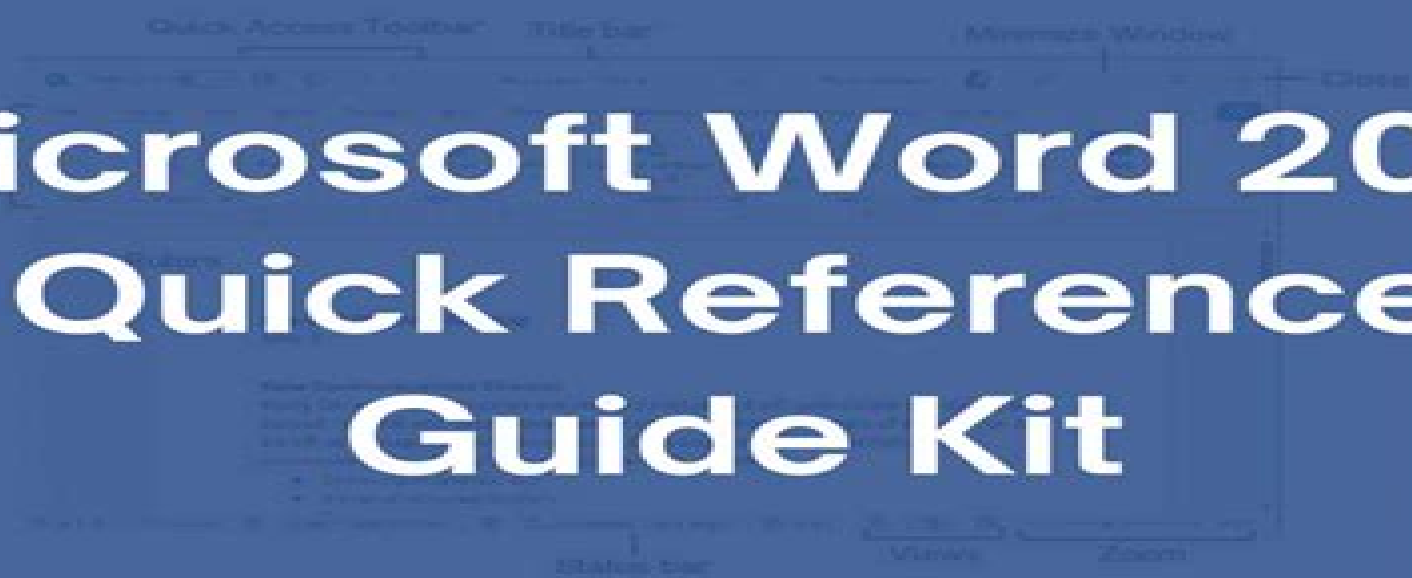




# Word 2021 Basic Quick Reference Guide

## 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 at the end of a sentence.

## Keyboard

- ### General
- Open a document
  - Create a new document
  - Save a document
  - Move the cursor
  - Go to a specific location
  - Down one word
  - Beginning of a line
  - End of a line
  - Beginning of a paragraph
  - End of a paragraph
  - Open Go To dialog
- ### Editing
- Cut
  - Copy
  - Paste
  - Undo
  - Redo
  - Find
  - Replace
  - Select All
  - Check Spelling
  - Grammar

# Microsoft Word 20reference Guide

**Guillaume Favre**



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

## Reviewing **Microsoft Word 20reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Microsoft Word 20reference Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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