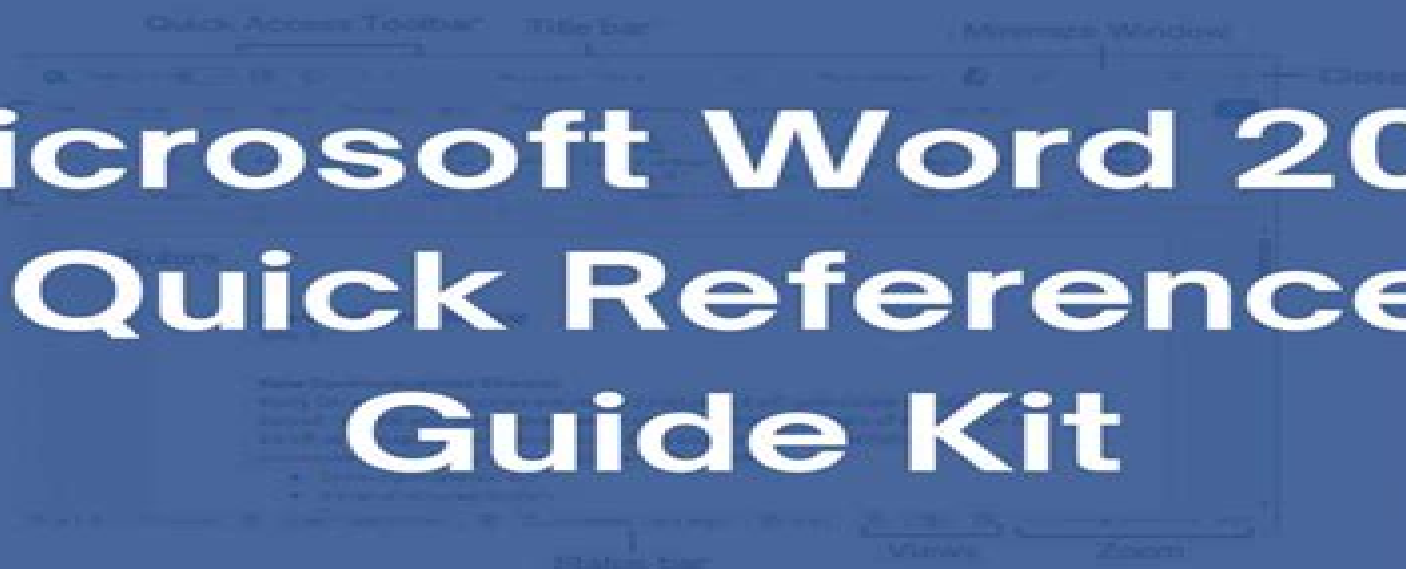


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Create a Blank Document. Click the File tab, select New, and click Blank document, or, press **Ctrl + N**.

Open a Document. Click the File tab and select Open, or press **Ctrl + O**. Select a location with a

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

Print a document

Close 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

Find

Replace

Select All

Check Spelling

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Ms Word 20template Guide

Daniel T. Bobola



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