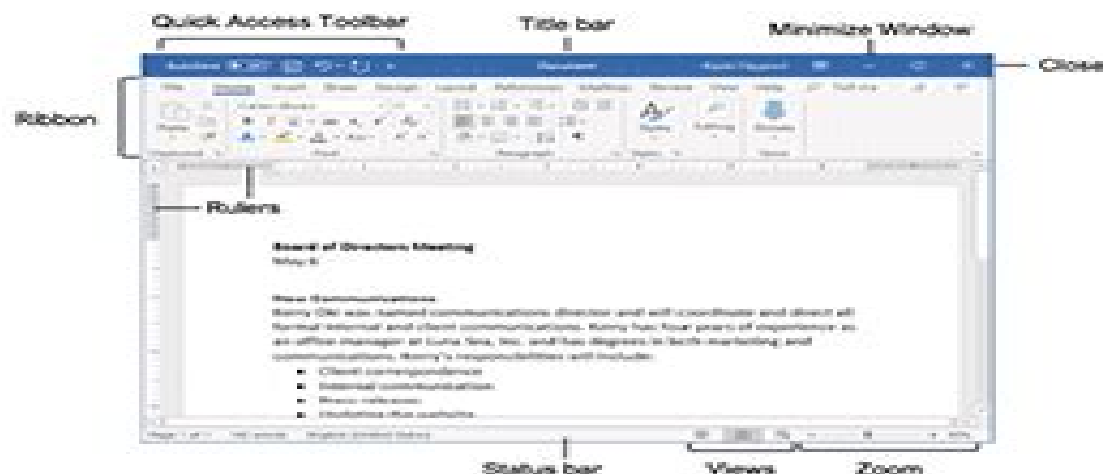


Word 2019 Basic

The Word 2019 Program Screen



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.

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 + *

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Disha Experts



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Office User Guide for MicroStrategy 10 MicroStrategy Product Manuals,2015-06-04 Excel VBA: A Beginners' Guide Rajan,2015-10-05 Excel VBA is very helpful for you to do your routine task create your own function reduce the manual effort and increase your productivity With the help of VBA you can customize and manipulate data present in the excel sheet as you want This book will be very helpful and comes in handy for the beginners who don t have any programming knowledge The ultimate aim of this book is to turns the reader to think like an Experienced VBA programmer All the topics in this book are elaborated in simple manner for easy understanding Each and every topic in this book is covered with detailed illustrations followed by output What you will learn in this book 1 Introduction to Excel VBA 2 Declaring Variables 3 Working with Ranges 4 If Else Statements 5 Select Case Statements 6 For Next Statements 7 Do Loops 8 Operators in VBA 9 Understanding the VB Editor 10 Function Procedures 11 MsgBox and InputBox Functions 12 String Functions 13 Information Functions 14 Working with Internet Explorer Office 2013: The Missing Manual Nancy Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive **Professional Visual Studio 2015** Bruce Johnson,2015-08-19 In depth coverage of the major Visual Studio 2015 revamp Professional Visual Studio 2015 is the leading pro s guide to new and upgraded features of Microsoft Visual Studio With a unique IDE centric approach and deep dive into the software s many nooks and crannies this book will bring you up to speed quickly on everything Visual Studio 2015 has to offer Whether you re new to Visual Studio or just upgrading you ll appreciate in depth professional explanation of updates features and support Visual Studio 2015 is packed with improvements that increase productivity and this book walks you through each one in succession to help you smooth your workflow and get more accomplished From customization and the interface to code snippets and debugging the Visual Studio upgrade expands your options and this book is your fast track guide to getting on board quickly The Visual Studios 2015 release fixes a number of issues that deterred many professionals from adopting VS 2013 Old products have been retooled and new features are aimed

at productivity enhancement and fixes to UI Fully aligned with VS 2015 this guide walks you through the changes and helps you incorporate helpful new features into the way you work Discover new options for themes displays and settings Learn the new workflow and shortcuts to ASP NET code Master improved debugging and unit testing support capabilities Exploit changes to Windows STORE apps phone apps Azure and SharePoint [Applied Behavior Analysis Advanced Guidebook](#) James K. Luiselli,2023-03-03 This second edition of Applied Behavior Analysis Advanced Guidebook A Manual for Professional Practice gives behavior analysts and other behavioral practitioners pragmatic advice direction and recommendations for being an effective clinician consultant supervisor and performance manager Like the first edition the book includes chapters on evidence based practice competencies as well as many new areas devoted to professional development technology and telehealth service delivery Written by expert scientist practitioners each chapter is filled with guidance that follows from the most contemporary research support Focuses on professional practice areas required among behavior analysts Includes forms tables flowcharts and other visual aids to facilitate practice Presents the most current guidelines for established ABA methods Emphasizes the research basis for practice recommendations Helps readers build skills and competencies that broaden scope of practice Covers emerging topics of telehealth technology adult learning and sports fitness *Microsoft Office 2010* BITTU KUMAR,2015-06-01 We have moved one step ahead in the arena of student and job oriented books with the CCL by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers Books published under this series are specifically designed to engage readers improve computer skills and prepare themselves for future success This comprehensive series with step by step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers Written in simple and lucid language without technical jargons each book of this series is accompanied by an interactive CD DVD with video tutorials This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010 The guide book uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with Microsoft Word Excel PowerPoint Outlook Access and Publisher It covers the basics of Microsoft Office such as typing in Word navigating an Excel spreadsheet creating a unique PowerPoint presentation configuring e mail with Outlook designing an Access database and much more When you go through the text you feel like you have an MS Office expert by your side to answer your questions and queries **Office User Guide for MicroStrategy 9.5** MicroStrategy Product Manuals, MicroStrategy,2015-02-01 The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft Excel PowerPoint Word and Outlook to analyze format and distribute business data **Guide to RRB NTPC Non Technical Recruitment Exam 2nd Edition** Disha Experts,2018-11-19 The 2nd edition of the Guide to RRB Non Technical Recruitment Exam provides the 2017 Solved Papers of Stage I II The book has 4 sections General Intelligence Reasoning General Awareness General Science and Arithmetic

Each section is further divided into chapters which contains theory explaining the concepts involved followed by MCQ exercises The detailed solutions to all the questions are provided at the end of each chapter The General Science section provides material for Physics Chemistry and Biology till class 10 There is a special chapter created on Railways in the general awareness section The book covers 100% syllabus as prescribed in the notification of the RRB exam Belajar Visual Basic 2015 Step-by-Step Christopher Lee,2016-12-19 Visual Basic 2015 adalah versi terbaru dari Visual Basic yang diperkenalkan oleh Microsoft pada tahun 2015 dengan tambahan banyak fitur baru terutama fitur untuk membangun aplikasi mobile Namun sebagai konsekuensi dari kecanggihan baru ini mengakibatkan semakin bertambahnya kerumitan dalam menggunakan bahasa pemrograman Visual Basic Sehingga Anda tidak dapat lagi mengandalkan online Help atau belajar secara otodidak tentang bagaimana membuat sebuah program yang baik dengan menggunakan Visual Basic 2015 Buku Belajar Visual Basic 2015 Step by Step ditulis dengan tujuan untuk menjelaskan semua hal penting yang perlu Anda ketahui untuk mengembangkan aplikasi Windows Forms dan WPF dengan Microsoft Visual Basic 2015 Disajikan dalam langkah langkah yang terinci dan teratur sehingga Anda dapat dengan mudah memahami setiap perintah dan tindakan yang harus dilakukan TERSTRUKTUR JELAS STEP BY STEP Sebagai tambahan manfaat eksklusif untuk Anda dapatkan semua file latihan yang digunakan dalam buku ini dengan mendaftarkan pembelian buku Anda ke tips4programming gmail com TERSEDIA FILE LATIHAN Buku ini praktis digunakan mudah dibaca mudah diingat sekaligus bermanfaat PRAKTIS MUDAH DIBACA BERMANFAAT Dengan dilengkapi file latihan Anda akan dapat mempelajari Microsoft Visual Basic 2015 dengan lebih mudah dan efektif Mulai tingkatkan kemampuan Anda menggunakan bahasa pemrograman Visual Basic dengan buku yang penuh dengan berbagai tips berharga yang jarang diketahui **IC3: Internet and Computing Core Certification Global Standard 4 Study Guide** Ciprian Adrian Rusen,2015-04-22 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet

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