

# Microsoft® Word® 2003

## Quick Start Card



### Getting Started

Microsoft Word is a word processing tool that you will likely use on a daily basis. Understanding the basic features and functions of Word will allow you to be more productive and efficient in your work.

**Document Title:** Displays the title of the document currently being viewed.

**Standard Toolbar:** Shortcuts to the most commonly used Microsoft Word features.

**Formatting Toolbar:** Shortcuts to the Microsoft Word formatting features.

**Menu Bar:** All of the Microsoft Word features are available through these menus.

**Rules:** Use the rulers to manage the size and spacing of your document.

**Page Layout Options:** View your documents in Normal, Web, Print, Outline, or Reading layouts.

**Help Bar:** Type in your questions directly to get help.

**Task Pane:** Choose your task category (e.g. New Document, Clipboard, etc.) from the dropdown, press and perform tasks with one-click tabs.

**Document Browse Options:** Use these buttons to navigate the document and to move from page to page.

**Empowering your most important assets through training**

### Standard Toolbar



Description	Shortcut Keys
A. New Document	Ctrl+N
B. Open Document	Ctrl+O
C. Save Document	Ctrl+S
D. Print Document	None
E. Email Document	None
F. Print Document	Ctrl+P
G. Print Preview	Ctrl+Shift+P
H. Spelling & Grammar	Ctrl+F7
I. Research	None
J. Cut	Ctrl+X
K. Copy	Ctrl+C
L. Paste	Ctrl+V
M. Format Painter	Ctrl+Shift+C

Description	Shortcut Keys
N. Undo	Ctrl+Z
O. Redo	Ctrl+Y
P. Insert Hyperlink	Ctrl+K
Q. Tables and Borders	View/Toolbars/Tables and Borders
R. Insert Table	Table/Insert/Table
S. Insert Smart Worksheet	Insert/Object
T. Columns	Format/Columns
U. Bullying	View/Toolbars/Outlining
V. Document Map	View/Document Map
W. Show/Hide Paragraph	Ctrl+Shift+P
X. Zoom	View/Zoom
Y. Help	F1
Z. Read	View/Reading Layout

### Formatting Toolbar



Description	Shortcut Keys
1. Styles and Formatting	Format/Styles and Formatting
2. Style	None
3. Font	Ctrl+Shift+F
4. Font Size	Ctrl+S
5. Bold	Ctrl+B
6. Italic	Ctrl+I
7. Underline	Ctrl+U
8. Left Align	Ctrl+L
9. Center Align	Ctrl+C
10. Right Align	Ctrl+R
11. Justify	Ctrl+J
12. Line Spacing	Format/Paragraph/Line Spacing
13. Bullets and Numbering	Format/Bullets and Numbering
14. Borders	Format/Borders and Borders

### Customizing your Microsoft Word Toolbar

To customize your toolbar so that it reflects your most used and needed functions, select **View/Toolbars/Customize**, click the **Commands** tab and drag-and-drop the desired icons between the toolbar and the Customizer window. Click **Close** when finished.

### Creating a Custom Short-cut Key

You can assign a shortcut key to a command, macro, font, AutoText entry, style, or a commonly used symbol. To create a custom short-cut key:

#### 1. Select **Tools/Customize/Keyboard**.

2. In the Categories box, click the category that contains the desired command.

3. In the Commands box to the right, click the name of the command or other item. Any shortcut keys currently assigned appear in the Current keys box.

4. In the Press new shortcut key box, type the shortcut key combination you want to assign. Note: You must enter keystrokes that are not commonly used when typing (e.g., key combination should start with Ctrl or Alt).

5. Click **Assign** and **Close**.

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