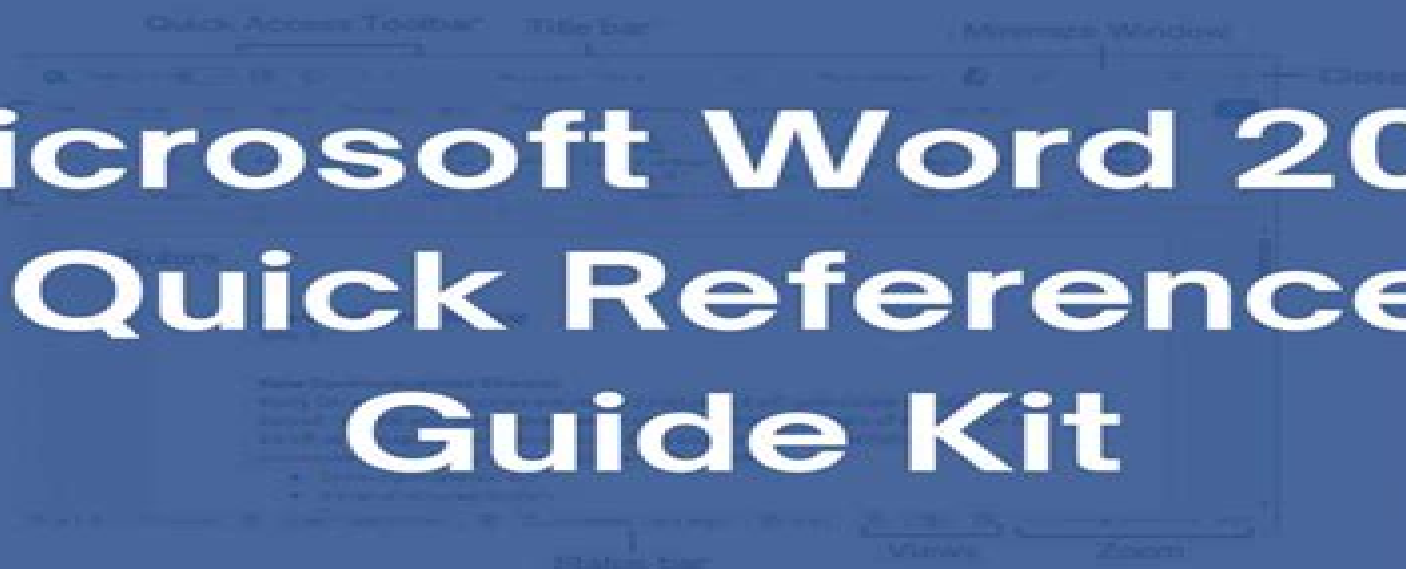


Microsoft

# 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 at the end of a sentence.

## 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 dialog box

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