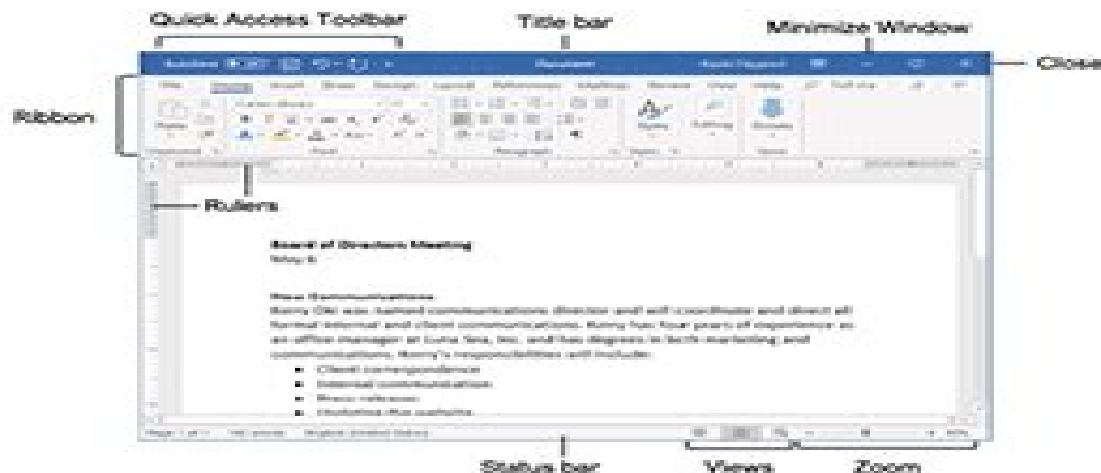


Word 2019 Basic

The Word 2019 Program Screen



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
Italic	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 + *

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.

Microsoft Word Custom Guide

Jessica J Manson



Microsoft Word Custom Guide:

Reviewing **Microsoft Word Custom 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 Custom Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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