

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 + *

Microsoft Office Custom Guide

**Irene Joos, Ramona Nelson, Marjorie J.
Smith**



Microsoft Office Custom Guide:

Microsoft Office Project 2003 Bible Elaine Marmel, 2004-01-21 A comprehensive soup to nuts resource that shows business people how to master the latest version of this popular project management software Begins with an overview of project management basics and moves on to showing how to create a new project track a project s progress and work in groups More advanced topics discussed include customizing Project using macros and importing and exporting information Includes coverage of building tasks using views modifying the appearance of a project and resolving scheduling and resource problems plus new sample projects and a new chapter on using Visual Basic for Applications VBA and VBScript with Project Provides expanded coverage of Project Server installation hardware and software requirements and software configurations all needed to ensure that Project Server is administered and used effectively CD ROM includes sample projects bonus appendixes and demo software *Open Learning Guide for Project 2003 Introductory* Cia Training Ltd Staff, 2004-09 This introductory manual provides the knowledge and techniques necessary for the successful creation and updating of a project schedule After completing the guide you will be able to create edit and save a project schedule enter tasks milestones and durations organise a task list and more

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and compliance for Microsoft Teams Implement governance and lifecycle management Administer Microsoft Teams clients and devices Create and manage teams channels chats and apps Manage meetings and events in Microsoft teams Monitor report and troubleshoot usage performance audio video and client issues Practice and prepare for the exam with mock exams and additional exam resources Who this book is for This book is for IT professionals taking the Microsoft 365 Certified Teams Administrator Associate MS 700 certification exam It s tailored for those managing Microsoft Teams and Microsoft 365 collaboration and communication solutions including aspects of Teams Phone and Teams clients and devices Prior experience with Microsoft 365 services SharePoint Online OneDrive Exchange and Microsoft Entra ID and Teams features is required Familiarity with networking identity licensing information management user adoption and integration with Microsoft Viva and Power Platform will be beneficial

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Training ,2009

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Introduction to Computers for Health Care Professionals Irene Joos,Ramona Nelson,Debra Wolf,2019-12-01 Introduction to Computers for Health Care Professionals Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students

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QBasic Gary B. Shelly,Thomas J. Cashman,Kevin M. Gleason,1997 This text uses data files immediately to teach input and output file processing Beginning with Chapter Two readers learn to create a sequential file for output and subsequent chapters readers learn to use sequential files for input and output Working Model of Visual Basic 4 0 is optionally available

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