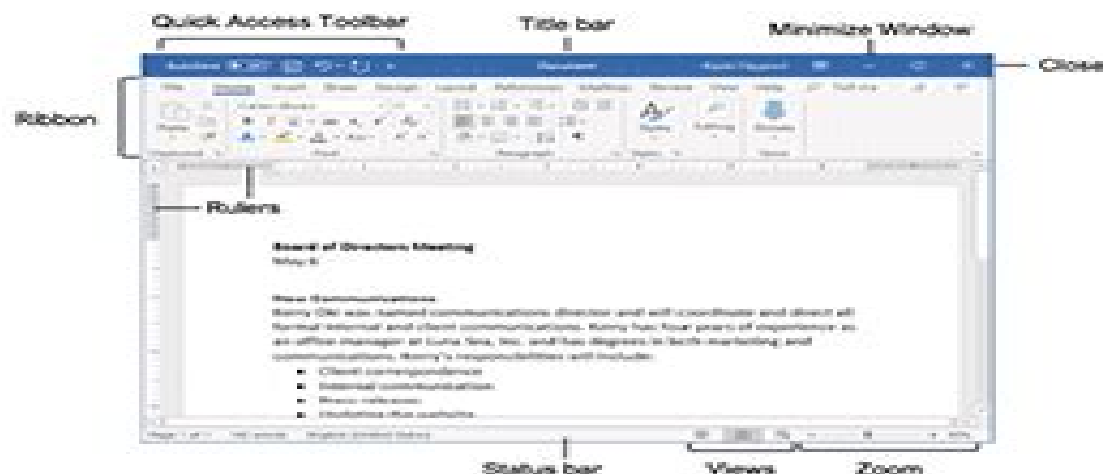


# Word 2019 Basic

## 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 Office 2015 Custom Guide

**Jennifer Anne Garcia**



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