# Word 2019 Basic

### The Word 2019 Program Screen



#### Word Fundamentals

Create a Stank 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 Otrl = 5. Choose a location there you want to save the file. Give the file a name, then click Save.

Recover an Unsered Document. Restart Word after a crash. If a document can be recovered, the Recover unsered 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 wiew, 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 **SMR** 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 lext

Cut. Copy and Paste: Select the text you want to cut or copy and click the Cut X or Copy (2) button on the Home tab. Click where you want to paste the text, and click the Paste (2) button.

Unido: Click the **Unido** <sup>17</sup> button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** <sup>(\*)</sup> button on the Quick Access Toolbar. The button turns to Repeat. U once everything has been re-done.

#### **Keyboard Shortcuts**

#### General

Open a document	Ctrl + O
Cheate a new document	Ctrl + N
Save a document	C64 - S
Print a document .	Ctrl - P
Close a document.	Cort - W

#### Navigation

Move the text oursor	
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

CVI	Ctrl + X
Copy	Ctrl - C
Poote	C64 - V
Undo	Cort - Z
Redo	C6/1 - Y
Find	Cort + F
Replace.	Ctrl - H
Select All	Ctrl - A
Check Spelling and	
Generalis	6.7

#### Formatting

Bold	Ctorl - B
Itarics	Ctrl + I
Underline	C64 - U
Align Left	Ctrl + L
Align Center	Ctrl + E
Align Right	Ctrl - R
Justify	Ctrl + J
Indent a paragraph	Ctrl - M
Riemove an Indent	Cod - Shift - M
Inonesse font size	Ctrl + Shift + >
Decrease font size.	Cort - Shift - 4
Increase font size fipt	Ctrl + ]
Decrease font size fipt	Cort + [
Copy formatting	CM - SNR - C
Paste formatting	CM - SME - V
Show/Hide Formatting Marks	Carl + Shift + *

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Jiyuan Zhang

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