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 from 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** ¹⁷ button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** ^(*) 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
find 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	Ctrl - Y
Find	Cort • F
Replace.	Ctrl - H
Select All	Ctrl - A
Check Spelling and	
Generalie	16.7

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 + *

Microsoft Office Custom Guide

Didier Musso

Microsoft Office Custom Guide:

Whispering the Strategies of Language: An Mental Journey through Microsoft Office Custom Guide

In a digitally-driven world where screens reign great and immediate communication drowns out the subtleties of language, the profound strategies and psychological subtleties hidden within words usually go unheard. However, set within the pages of **Microsoft Office Custom Guide** a captivating literary value sporting with fresh feelings, lies an extraordinary journey waiting to be undertaken. Published by a skilled wordsmith, that wonderful opus encourages visitors on an introspective trip, delicately unraveling the veiled truths and profound impact resonating within the cloth of every word. Within the mental depths with this moving evaluation, we will embark upon a genuine exploration of the book is core themes, dissect their captivating publishing model, and fail to the powerful resonance it evokes serious within the recesses of readers hearts.

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