

Word Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Adjust Zoom Magnification	ALT, W, Q
Align text left/right	CTRL, L or R
Apply bold formatting	CTRL, B
Apply italic formatting	CTRL, I
Apply underline formatting	CTRL, U
Cancel command	ESC
Center text	CTRL, E
Close document	CTRL, W
Close Word	ALT, F4
Copy selection	CTRL, C
Create new document	CTRL, N
Cut selected content	CTRL, X
Decrease/increase font size (1 point)	CTRL, [or]
Find next spelling/grammatical error	ALT, F7
Open document	CTRL, O
Open Editor pane (Spelling/Grammar)	F7
Open Help pane	F1
Open Thesaurus pane	SHIFT, F7
Paste selection	CTRL, V
Print document	CTRL, P
Redo action	CTRL, Y
Remove document window split	ALT, SHIFT, C
Save As dialog box	F12
Save document	CTRL, S
Select all document content	CTRL, A
Split document window	CTRL, ALT, S
Switch to next open document	CTRL, F6
Switch to previous open document	CTRL, SHIFT, F6
Undo action	CTRL, Z

Editing Text and Graphics

Copy header/footer (previous section)	ALT, SHIFT, R
Copy selection to new location	SHIFT, F2, Move, ENTER
Copy selected formatting*	CTRL, ALT, C
Copy selection	CTRL, C
Create new Building Block from selection	ALT, F3
Cut selection	CTRL, X
Delete one word to left	CTRL, BACKSPACE

* Older versions use **CTRL, SHIFT, C**

Delete one word to right	CTRL, DELETE
Display Object dialog box	ALT, N, J, J
Display Find/Replace dialog box	CTRL, H
Insert Building Block	Building Block Name, F3
Insert SmartArt graphic	ALT, N, M
Insert WordArt graphic	ALT, N, W
Move selected content	F2, Move cursor, ENTER
Open Clipboard task pane	ALT, H, E, O
Paste selected formatting*	CTRL, ALT, V
Paste selection	CTRL, V
*Older versions use CTRL, SHIFT, V	

Formatting Characters

Add bulleted list	CTRL, SHIFT, L
Apply bold formatting	CTRL, B
Apply double underline formatting	CTRL, SHIFT, D
Apply italic formatting	CTRL, I
Apply small caps formatting	CTRL, SHIFT, K
Apply subscript formatting	CTRL, =
Apply superscript formatting	CTRL, SHIFT, +
Apply underline formatting	CTRL, U
Apply underline formatting (words only)	CTRL, SHIFT, W
Change selected text to Symbol font	CTRL, SHIFT, Q
Change text to all upper case	CTRL, SHIFT, A
Decrease/increase font size (1 pt)	CTRL, [or]
Decrease/increase font size (2 pts)	CTRL, SHIFT, < or >
Display Font dialog box	CTRL, D
Display nonprinting characters*	CTRL, SHIFT, 8
Display Reveal Formatting task pane	SHIFT, F1
Hide selected text	CTRL, SHIFT, H
Remove manual character formatting	CTRL, SPACE
Switch between upper/lower/title case	SHIFT, F3

* Do not use numeric keypad

Formatting Paragraphs

Add/remove space before paragraph	CTRL, 0 (zero)
Align paragraph to left	CTRL, L
Align paragraph to right	CTRL, R
Apply 1.5-line spacing to paragraph	CTRL, 5
Apply double spacing to paragraph	CTRL, 2

GUIDE KEY

NEXT TO ONE, ANOTHER	SEPARATED BY COMMAS
CTRL, C	ALT, S, O, N
Press together (C+S+C)	Press and release one at a time, in order

Apply single spacing to paragraph	CTRL, 1
Apply style: Heading 1 to 3	CTRL, ALT, 1-3
Apply style: Normal	CTRL, SHIFT, N
Center paragraph	CTRL, E
Create hanging indent	CTRL, T
Display Apply Styles task pane	CTRL, SHIFT, S
Display Styles task pane	CTRL, ALT, SHIFT, S
Enable AutoFormat	CTRL, ALT, K
Indent paragraph	CTRL, M
Justify paragraph	CTRL, J
Remove hanging indent	CTRL, SHIFT, T
Remove paragraph formatting	CTRL, Q
Remove paragraph indent	CTRL, SHIFT, M

Mail Merges (Mailings tab must be selected)

Edit mail merge data document	ALT, SHIFT, E
Go to next field	F11
Go to previous field	SHIFT, F11
Insert DATE field	ALT, SHIFT, D
Insert empty field	CTRL, F9
Insert LISTNUM field	CTRL, ALT, L
Insert merge field	ALT, SHIFT, F
Insert PAGE field	ALT, SHIFT, P
Insert TIME field	ALT, SHIFT, T
Lock field	CTRL, F11
Merge document	ALT, SHIFT, N
Preview mail merge	ALT, SHIFT, K
Print merged document	ALT, SHIFT, M
Toggle all field codes and their results	ALT, F9
Toggle single field code and its result	SHIFT, F9
Unlink field	CTRL, SHIFT, F9
Unlock field	CTRL, SHIFT, F11
Update selected fields or links	F9

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Douglas Montgomery's Introduction to Statistical Quality Control Brenda S. Ramirez, M.S.,Jose G. Ramirez, Ph.D.,2018-10-04 Master Statistical Quality Control using JMP Using examples from the popular textbook by Douglas Montgomery *Introduction to Statistical Quality Control* A JMP Companion demonstrates the powerful Statistical Quality Control SQC tools found in JMP Geared toward students and practitioners of SQC who are using these techniques to monitor and improve products and processes this companion provides step by step instructions on how to use JMP to generate the output and solutions found in Montgomery s book The authors combine their many years of experience as passionate practitioners of SQC and their expertise using JMP to highlight the recent advances in JMP s Analyze menu and in particular Quality and Process Key JMP platforms include Control Chart Builder CUSUM Control Chart Control Chart XBar IR P NP C U UWMA EWMA CUSUM Process Screening Process Capability Measurement System Analysis Time Series Multivariate Control Chart Multivariate and Principal Components Distribution For anyone who wants to learn how to use JMP to more easily explore data using tools associated with Statistical Process Control Process Capability Analysis Measurement System Analysis Advanced Statistical Process Control and Process Health Assessment this book is a must Power Excel with MrExcel MrExcel's Holy Macro! Books,Bill Jelen,2024-09-26 Master Excel 2019 and Office 365 with MrExcel s expert tips updated for the latest features Learn real world strategies to solve problems and improve productivity Key Features Updated version for Excel 2019 it s a powerful platform for solving complex data challenges In this guide MrExcel takes you through

the essentials of Excel 2019 incorporating the latest features from Office 365 You'll start by mastering the Excel interface before moving on to advanced calculation techniques that streamline your workflow The guide emphasizes data wrangling teaching you how to transform raw data into meaningful insights with ease Beyond calculations you'll learn to create visually appealing spreadsheets that communicate your data effectively MrExcel's approach combines problem solving strategies with real world scenarios ensuring you gain practical skills that apply directly to your work Reader sourced tips and solutions to common user pitfalls are integrated throughout the guide offering a personalized learning experience By the end of this book you'll have a solid understanding of Excel 2019's capabilities enabling you to work faster make informed decisions and present your data professionally Whether you're looking to enhance your existing skills or learn new techniques MrExcel's expert guidance will help you master Excel and elevate your data analysis game What you will learn Solve Excel problems efficiently Apply new Excel 2019 features Master Office 365 updates Improve spreadsheet aesthetics Streamline data wrangling Employ faster formula techniques Who this book is for The ideal audience includes Excel users from beginners to advanced professionals looking to improve their efficiency in Excel 2019 and Office 365 A basic understanding of Excel is recommended to get the most out of this book

Power Excel with MrExcel Bill Jelen, 2015-04-01 Updating the previous edition's tips to include features in Excel 2013 this new edition of Mr Excel's popular software guide even incorporates suggestions sent in by readers Each featured topic has a problem statement and description followed by a broad strategy for solving the problem Mr Excel then walks readers through the specific steps to solve the issue Alternate strategies are also provided along with common scenarios that trip users up leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets

Peter Norton's Complete Guide to Norton SystemWorks 2.0 Peter Norton, Scott H. Clark, 1999 The book explores everything from an overview and explanation of the tools in the Norton Utilities suite to detailed explanations of each piece Topics covered include virus control system diagnostics monitoring management and optimization disk integrity and data recovery and Internet performance The coverage is in the same comfortable familiar tone known of the Peter Norton series This book leads the reader through the new integrated user interface to launch and use each separate component The authors teach the reader how to exploit the full features of Utilities CrashGuard AntiVirus WebServices and the bonus pack The reader will quickly learn to use this suite to enhance and fix their computers whether at home or work

Bioinformatics in Aquaculture Zhanjiang (John) Liu, 2017-04-17 Bioinformatics derives knowledge from computer analysis of biological data In particular genomic and transcriptomic datasets are processed analysed and whenever possible associated with experimental results from various sources to draw structural organizational and functional information relevant to biology Research in bioinformatics includes method development for storage retrieval and analysis of the data Bioinformatics in Aquaculture provides the most up to date reviews of next generation sequencing technologies their applications in aquaculture and principles and methodologies for

the analysis of genomic and transcriptomic large datasets using bioinformatic methods algorithm and databases The book is unique in providing guidance for the best software packages suitable for various analysis providing detailed examples of using bioinformatic software and command lines in the context of real world experiments This book is a vital tool for all those working in genomics molecular biology biochemistry and genetics related to aquaculture and computational and biological sciences

Crystal Reports XI Official Guide Neil FitzGerald,et al.,2006-11-01 The authorized guide to the latest edition of the 1 business intelligence software product Crystal Reports More than 16 million licenses of Crystal Reports have been shipped to date This book is a reference designed to provide hands on guidance for the latest release of the product suite The latest version of Crystal Reports and the Business Objects enterprise reporting suite delivers vast product enhancements and a tighter integration that will drive upgrades from licensees Brand new features e g Dynamic and Cascading Parameter Generation will also appeal to new audiences Over 1 million new Business Intelligence licensees will be migrating to the Crystal Enterprise Reporting platform as this is the first release of the software with the existing Business Objects BO products being integrated into the Crystal infrastructure As Business Objects insiders the authors bring unique and valuable real world perspectives on implementations and uses of the Crystal Reports product The book also includes content tutorials and samples for reporting within the Microsoft Visual Studio NET and J2EE development environments and also on top of the SAP Business Information Warehouse BW and the Peoplesoft platform Advanced content on report distribution and integration into the secured managed reporting solution known as Business Objects Enterprise XI is also now included in this definitive user guide with coverage on the new Web Services SDK

ADVANCE EXCEL 2016 TRAINING GUIDE Ritu Arora,2018-05-31 This book will explain you the basic and advance features of Excel This book will also explain you why excel is such an amazing program and why it can do so much more than you think Excel enables any format of information to be organized in a spread sheet and its innate flexibility as program you can define and structure the layout according to how you want to manage it It allows for over 1 million rows by over 16 000 columns of data to be managed which shows how Excel is advancing as a business tool This allows Excel to be used for a large variety of business purposes If you are New to Excel 2016 or upgrading from a previous version Use this guide to learn the basics and advance features of Excel This user guide will introduce you to some of Excel s 2016 more complex functionality such as Use Conditional Logic in a formula IF statements Use the SumIF and CountIF functions Produce a chart Sort and filter Apply subtotals Data Validation What if Analysis Tools Introduction to Pivot Tables Introduction to MacrosTable of Content Chapter 1 Overview of Excel 2016 Chapter 2 Cell References and RangeChapter 3 Working with Formulas and Functions Chapter 4 Data Validation Chapter 5 Protection Chapter 6 Sorting a DatabaseChapter 7 Filtering a Database Chapter 8 SubtotalsChapter 9 Pivot Tables Chapter 10 Conditional formatting Chapter 11 What if Analysis Tools Chapter 12 Working with Multiple Worksheets Workbooks and ApplicationsChapter 13 Working with Charts Chapter 14 Macros

Power Excel with MrExcel - 2017 Edition Bill

Jelen,2016-10-01 Updating the previous edition s tips to include features in Excel 2016 this new edition of MrExcel s popular software guide even incorporates suggestions sent in by readers Each featured topic has a problem statement and description followed by a broad strategy for solving the problem MrExcel then walks readers through the specific steps to solve the issue Alternate strategies are also provided along with common scenarios that trip users up leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets **The**

Engineering Handbook Richard C Dorf,2018-10-03 First published in 1995 The Engineering Handbook quickly became the definitive engineering reference Although it remains a bestseller the many advances realized in traditional engineering fields along with the emergence and rapid growth of fields such as biomedical engineering computer engineering and nanotechnology mean that the time has come to bring this standard setting reference up to date New in the Second Edition 19 completely new chapters addressing important topics in bioinstrumentation control systems nanotechnology image and signal processing electronics environmental systems structural systems 131 chapters fully revised and updated Expanded lists of engineering associations and societies The Engineering Handbook Second Edition is designed to enlighten experts in areas outside their own specialties to refresh the knowledge of mature practitioners and to educate engineering novices Whether you work in industry government or academia this is simply the best most useful engineering reference you can have in your personal office or institutional library **Learning E-Commerce** Nancy Stevenson,Nancy Muir,2000

MCSE Supporting and Maintaining a Windows NT Server 4.0 Network Dennis Maione,Jim Cooper,Roberta Bragg,2001 The leading certification product covering one of the hottest MCSE 2000 electives This book not only prepares the reader for the exam it provides them with the real world ability to support and maintain networks that use Microsoft Windows NT Server 4 0 as a primary operating system in a mixed network The book maps to the actual exam objectives providing readers with an excellent study tool that is thorough accurate and reader friendly [Healthcare Financial Management](#) Cassandra R. Henson,2023-06-29 Healthcare Financial Management Applied Concepts and Practical Analyses is a comprehensive and engaging resource for students in health administration health management and related programs It brings together the problem solving critical thinking and decision making skills that students need to thrive in a variety of health administration and management roles Engaging case studies practice problems and data sets all focus on building the core skills and competencies critical to the success of any new health administrator Real world examples are explored through a healthcare finance lens spanning a wide variety of health care organizations including hospitals physician practices long term care and more Core conceptual knowledge is covered in detailed chapters including accounting principles revenue cycle management and budgeting and operations management This conceptual knowledge is then brought to life with an interactive course project which allows students to take ownership of and apply their newly acquired skills in the context of a nuanced real world scenario Healthcare Financial Management is an engaging and thorough resource that will equip students with both

the theoretical and practical skills they need to make a difference in this dynamic and rapidly growing field

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Search Engines for the World Wide Web Alfred Glossbrenner,Emily Glossbrenner,2001 Demonstrates successful search strategies while analyzing the strengths and weaknesses of Yahoo AltaVista Excite Infoseek Lycos and Hot Bot describing advanced features and query terminology for each

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