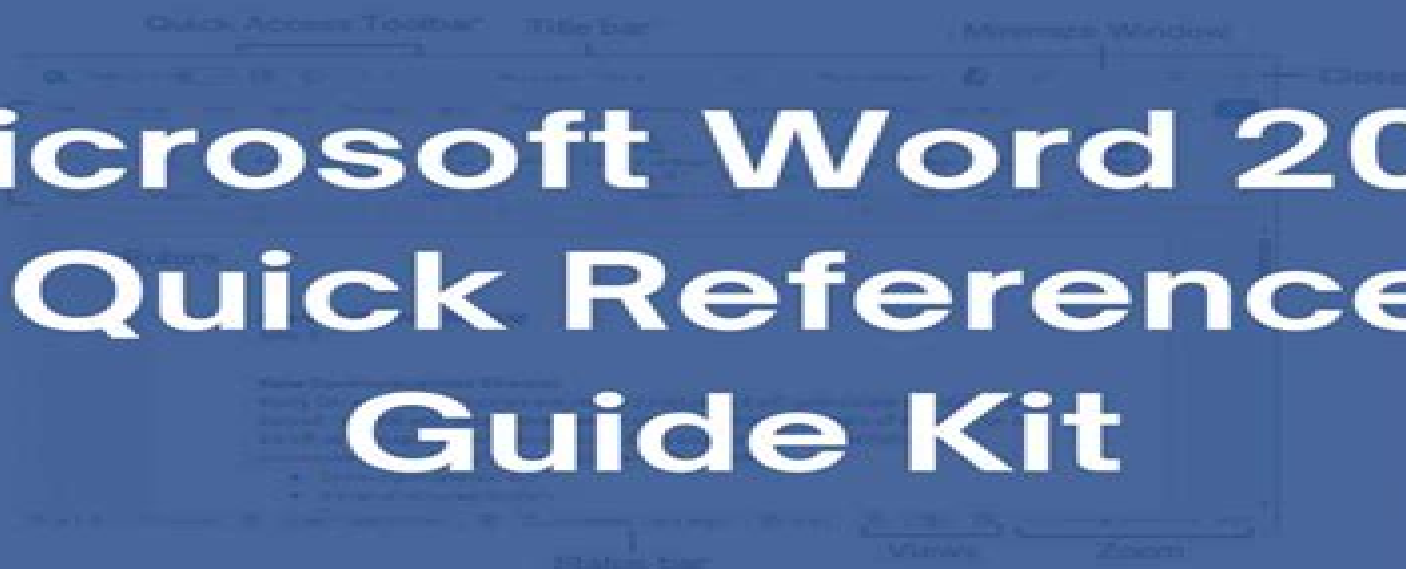




Microsoft

Word 2021 Basic Quick Reference Guide

The Word 2021 Program Screen



Microsoft Word 2021 Quick Reference Guide Kit

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 mouse or keyboard.

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 at the end of a sentence.

Keyboard

General

Open a document
Create a new document
Save a document

Move the cursor
Up one line
Down one line
Beginning of a line
End of a line
Beginning of a document
End of a document
Open Go To

Editing

Cut
Copy
Paste
Undo
Redo
Find
Replace
Select All
Check Spelling
Grammar

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