

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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Jianjun Gao



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SQL Server's Developer's Guide to OLAP with Analysis Services Mike Gunderloy, Tim Sneath, 2006-07-14 The Skills You Need to Develop OLAP Solutions with SQL Server 2000 This one of a kind book teaches you everything you need to know to use Microsoft's Analysis Services software to build implement and manage effective OLAP solutions Expert advice and in depth explanations combine to help you and your company take full advantage of the affordable power of SQL Server's built in OLAP functionality Coverage Includes Analyzing large volumes of data effectively with Analysis Services Architecting and designing data analysis applications Querying OLAP data using MDX Programming applications using ADO MD Managing Analysis Services servers with DSO Building data mining solutions with Analysis Services Using English Query for natural language querying of OLAP data Choosing appropriate client tools for exploring OLAP data Using the PivotTable Service for client side data analysis Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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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

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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

SQL Server 2017 Administration Inside Out William Assaf, Randolph West, Sven Aelterman, Mindy Curnutt, 2018-02-26 Conquer SQL Server 2017 administration from the inside out Dive into SQL Server 2017 administration and really put your SQL Server DBA expertise to work This supremely organized reference packs hundreds of timesaving solutions tips and workarounds all you need to plan implement manage and secure SQL Server 2017 in any production environment on premises cloud or hybrid Four SQL Server experts offer a complete tour of DBA capabilities available in SQL Server 2017 Database Engine SQL Server Data Tools SQL Server Management Studio and via PowerShell Discover how experts tackle today s essential tasks and challenge yourself to new levels of mastery Install customize and use SQL Server 2017 s key administration and development tools Manage memory storage clustering virtualization and other components Architect and implement database infrastructure including IaaS Azure SQL and hybrid cloud configurations Provision SQL Server and Azure SQL databases Secure SQL Server via encryption row level security and data masking Safeguard Azure SQL databases using platform threat protection firewalling and auditing Establish SQL Server IaaS network security groups and user defined routes Administer SQL Server user security and permissions Efficiently design tables using keys data types columns partitioning and views Utilize BLOBs and external temporal and memory optimized tables Master powerful optimization techniques involving concurrency indexing parallelism and execution plans Plan deploy and perform disaster recovery in traditional cloud and hybrid environments For Experienced SQL Server Administrators and Other Database Professionals Your role Intermediate to advanced level SQL Server database administrator architect developer or performance tuning expert Prerequisites Basic understanding of database administration procedures

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

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