

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 , L , 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 , F , 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 pt)	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 (Cm+O)	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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Basic Key Words A Users Reference

Craig Grannell



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Grannell,2008-03-09 The Essential Guide to CSS and HTML Web Design is a special book it will tell you all you need to know to design great web sites that are standards compliant usable and look great but not overwhelm you with waffle theory and obscure details It is designed to be invaluable to you whatever stage you are at in your career with a mixture of practical tutorials and reference material beginners will quickly pick up the basics while more experienced web designers and developers will keep returning to the book again and again to recap on techniques they maybe haven t used for a while or look up properties attributes and other details It is destined to become a close friend adopting a permanent place on your desk It starts off by giving a brief introduction to the Internet and the broad area of web design before diving straight in to HTML and CSS basics reusing code other best practices It then focuses on all the most important areas of a successful web site typography images navigation tables layouts forms and feedback including ready made PHP scripts for you to use and browser quirks hacks and bugs The book is completely up to date covering support of the standards in IE 7 and Firefox 2 The last chapter of the book provides several case studies for you to dissect and learn from including all the most popular web site archetypes a blog a store front a corporate home page and an online gallery Then the book is rounded off with several detailed reference appendices covering CSS HTML Color references entities and more meaning that any details you need to look up are close at hand This book will teach you everything you need to know to create professional CSS and HTML web sites Up to date covering support of the standards in IE 7 and Firefox 2 Includes practical real world tutorials essential reference sections andcase studies IBM® PC AT User's Reference Manual Gilbert Held,1985 *Adobe Lightroom 2025*

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InfoWorld , 1988-08-08 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Guide to Technology Databases World Intellectual Property Organization, 2002 The present Guide is a detailed technical paper aimed at industrial property office examiners and users in general to assist them in identifying the correct database and using the possible functionalities and tools offered by specific databases The current Guide examines a selection of commercial and non commercial database services considered representative of the broader population of existing services in order to illustrate types and combinations of features available through these services

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