

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, I, 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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AW Rasmussen



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Tutorial Guide to AutoCAD 2024 Shawna Lockhart,2023 Covers 2D drawing and 3D modeling Uses step by step tutorials and written for novice users Organization that parallels an introductory engineering course Mechanical electrical civil and architectural based end of chapter problems Prepares you for the AutoCAD Certification Exam Includes introductory videos Tutorial Guide to AutoCAD 2024 provides a step by step introduction to AutoCAD with commands presented in the context of each tutorial In fifteen clear and comprehensive chapters author Shawna Lockhart guides you through all the important commands and techniques in AutoCAD 2024 from 2D drawing to solid modeling and finally finishing with rendering In each lesson the author provides step by step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen Later individual steps are no longer provided and you are asked to apply what you ve learned by completing sequences on your own A carefully developed pedagogy reinforces this cumulative learning approach and supports you in becoming a skilled AutoCAD user Tutorial Guide to AutoCAD 2024 begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials The author includes tips that offer suggestions and warnings as you progress through the tutorials Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial Also a glossary of terms

and Commands Summary list the key commands used in the tutorials Each chapter concludes with end of chapter problems providing challenges to a range of abilities in mechanical electrical and civil engineering as well as architectural problems

Introductory Videos This textbook includes access to videos that are designed to help you get started using some of the main tools in AutoCAD These videos parallel the same instructions provided in the text Having instructions on how to use these tools in both written and video form helps reinforce and strengthen your understanding of these core tools The videos are especially helpful to those who learn best from watching someone use AutoCAD and describe how the tools work

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provides a step by step introduction to AutoCAD with commands taught in context Lockhart begins this book providing step by step instructions using commands and techniques Later individual steps are no longer provided and readers are asked to apply what they have learned by completing sequences on their own Carefully developed pedagogy reinforces the cumulative learning approach and supports readers in becoming skilled AutoCAD users [A Guide to Microsoft Windows 3.1](#) June Jamrich Parsons,1993 *A Tutorial Guide to AutoCAD 2004* Shawna Lockhart,2004 A Tutorial Guide to AutoCAD 2004 R provides a step by step introduction to AutoCAD with commands taught in context In 15 clear and comprehensive sessions author Shawna Lockhart guides readers through all the important commands and techniques in AutoCAD 2004 R from 2D to solid modeling In each lesson the author provides step by step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen Later individual steps are no longer provided and readers are asked to apply what they ve learned by completing sequences on their own Carefully developed pedagogy reinforces this cumulative learning approach and support readers in becoming skilled AutoCAD users [Mike Meyers' A+ Guide: PC Technician \(Exams 220-602, 220-603, & 220-604\)](#) Michael Meyers,2007-07-12 Essential Skills for a Successful IT Career Mike Meyers the leading authority on CompTIA A training and certification has helped hundreds of thousands of people master the skills covered on the CompTIA A exams and now he can help you too Completely updated for the new CompTIA A standards Mike Meyers CompTIA A R Guide PC Technician will help you pass CompTIA A exams 220 602 220 603 and 220 604 and become an expert computer technician Inside you ll find helpful on the job tips end of chapter practice questions and hundreds of photographs and illustrations Learn how to Work with CPUs RAM and motherboardsConfigure CMOS and BIOS settings Install internal devices and removable media drivesProvide proper power and cooling Install and configure hard drives Work with the command line interfaceTroubleshoot Windows 2000 Professional and Windows XP Work with portable PCs PDAs and wireless technologies Install sound and video cards Install and troubleshoot printers Connect to networks and manage Internet connectionsImplement security measuresEstablish good communication skills The CD ROM features Two full practice exams for each CompTIA A exam 220 602 220 603 and 220 604 One hour of LearnKey video training featuring Mike Meyers teaching key CompTIA A topics Electronic copy of the bookComplete exam objective mapList of official CompTIA A acronymsUseful tools and utilities for PC technicians Each chapter includes Learning objectives Photographs and illustrations Real world examples Try This and Cross Check exercises Tech tips notes and warnings End of chapter quizzes and lab projects **Keyboard Shortcuts Guide Microsoft Applications for Widows** Evgenia Naumchenko,2017-10-13 This book is an extensive Shortcut guide for all the important Microsoft applications Microsoft ExcelMicrosoft WordMicrosoft OutlookMicrosoft AccessMicrosoft OneNote and many others **Microsoft MS-DOS and Microsoft Windows for Workgroups Operating Systems** ,1994 [Microsoft Windows & MS-DOS](#) ,1994

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