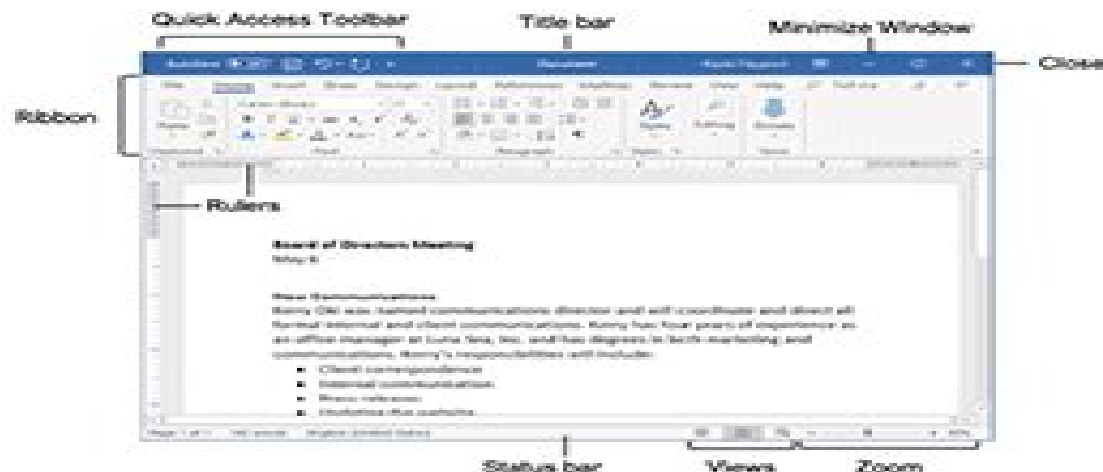


Word 2019 Basic

The Word 2019 Program Screen



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 file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



Reading View



Print Layout View



Web Layout View

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

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 in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

Keyboard Shortcuts

General

Open a document.....	Ctrl + O
Create a new document.....	Ctrl + N
Save a document.....	Ctrl + S
Print a document.....	Ctrl + P
Close a document.....	Ctrl + W

Navigation

Move the text cursor.....	↑, ↓, ←, →
Up one screen.....	Page Up
Down one screen.....	Page Down
Beginning of a line.....	Home
End of a line.....	End
Beginning of a document.....	Ctrl + Home
End of a document.....	Ctrl + End
Open Go To dialog box.....	Ctrl + G

Editing

Cut.....	Ctrl + X
Copy.....	Ctrl + C
Paste.....	Ctrl + V
Undo.....	Ctrl + Z
Redo.....	Ctrl + Y
Find.....	Ctrl + F
Replace.....	Ctrl + H
Select All.....	Ctrl + A
Check Spelling and Grammar.....	F7

Formatting

Bold.....	Ctrl + B
Italic.....	Ctrl + I
Underline.....	Ctrl + U
Align Left.....	Ctrl + L
Align Center.....	Ctrl + E
Align Right.....	Ctrl + R
Justify.....	Ctrl + J
Indent a paragraph.....	Ctrl + M
Remove an indent.....	Ctrl + Shift + M
Increase font size.....	Ctrl + Shift + >
Decrease font size.....	Ctrl + Shift + <
Increase font size 1pt.....	Ctrl +]
Decrease font size 1pt.....	Ctrl + [
Copy formatting.....	Ctrl + Shift + C
Paste formatting.....	Ctrl + Shift + V
Show/Hide Formatting Marks.....	Ctrl + Shift + *

Microsoft Word Custom Guide

Camilla Rothe



Microsoft Word Custom Guide:

Custom Guide to Writing, 2005 **Word 2003 Personal Trainer** CustomGuide Inc, 2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms **Boot-Click-Enter** □ 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

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