Using Microsoft Word

**Table of Contents**

[The Word Screen 2](#_bookmark0)

[Document View Buttons 2](#_bookmark1)

[Selecting Text 3](#_bookmark2)

[Using the Arrow Keys 3](#_bookmark3)

[Using the Mouse 3](#_bookmark7)

[Line Spacing 4](#_bookmark14)

[Paragraph Alignment 4](#_bookmark16)

[Show/Hide Codes 4](#_bookmark18)

[Page Layout 5](#_bookmark19)

[Page Breaks 5](#_bookmark23)

[Bullets and Numbering 5](#_bookmark25)

[Indents 6](#_bookmark29)

[First Line Indent 6](#_bookmark30)

[Left and Right Indents 6](#_bookmark32)

[Hanging Indents 6](#_bookmark35)

[Tabs 7](#_bookmark37)

[Styles 7](#_bookmark40)

[Find / Replace 8](#_bookmark42)



[Spell Check........................................................ 9](#_bookmark43)

[Pictures ............................................................. 9](#_bookmark45)

[Formatting Pictures.......................................... 9](#_bookmark46)

[Tables.............................................................. 10](#_bookmark48)

[Table Rows...................................................... 10](#_bookmark51)

[Table Columns ................................................ 10](#_bookmark53)

[Row Height and Column Width ..................... 12](#_bookmark59)

[AutoFit ............................................................ 12](#_bookmark61)

[Sort...................................................................12](#_bookmark63)

[Columns ...........................................................13](#_bookmark65)

[Column Breaks ................................................13](#_bookmark67)

[Envelopes.........................................................14](#_bookmark69)

[Return Address Labels ....................................14](#_bookmark71)

[Updating Date and Time .................................15](#_bookmark73)

[Page Numbering ..............................................15](#_bookmark75)

[Default Settings ...............................................16](#_bookmark77)

[How-To Table of Contents ..............................17](#_bookmark79)

[Word Quick Reference ................................... 18](#_bookmark80)

Updated: 15 February 2019

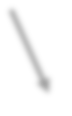
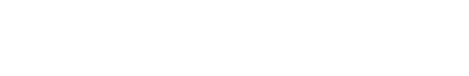
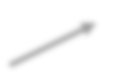
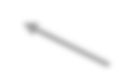
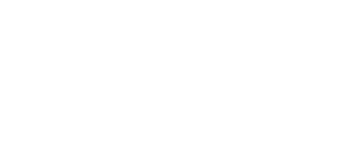
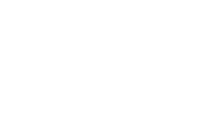
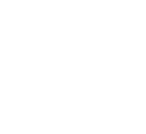
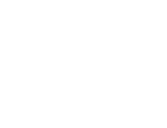
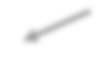
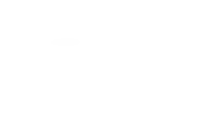
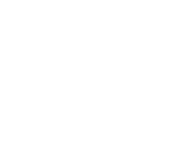
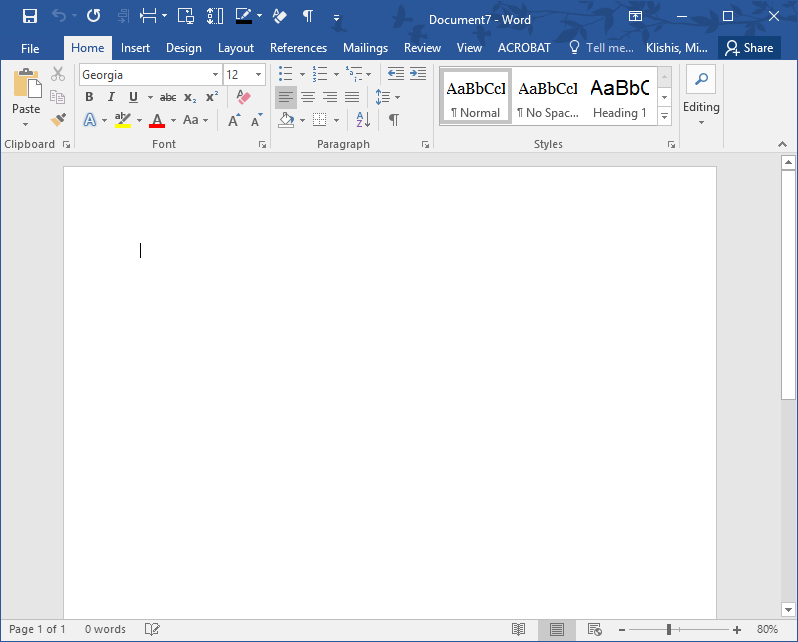
As with most computer software programs, there are usually multiple ways to do the same thing. No one way is “right”, there is just the way you remember or find easiest. Don’t let anyone tell you that you are doing something “wrong” if it works and you can remember it.

**The Word Screen**

Quick Access Toolbar Title Bar

Ribbon Options

Ribbon



Scroll Bar

Status

Bar

Document

Views Zoom

**Document View Buttons**

The StatusBar contains buttons that allow you to switch between the different document views. These view options are also accessible from the View tab of the ribbon.

The document view buttons are Read Mode, Print Layout, and Web Layout. You will probably spend most of your time in Print layout view.



**Selecting Text**

You will often need to select chunks of text to change their formatting or location. There are multiple ways to select text.

**Using the Arrow Keys**

# Selecting Characters

1. Place the cursor at the beginning of the text to be selected.
2. Press and hold the **Shift** key.
3. Press the **right** or **left arrow** key to highlight text one character at a time.
4. Press the **up** or **down arrow** key to select one line of text at a time.

# Selecting Whole Words

1. Use the keyboard command **Ctrl + Shift + left/right arrow**.

# Selecting Whole Paragraphs

1. Use the keyboard command **Ctrl + Shift + up/arrow**.

**Using the Mouse**

# Selecting a Whole Word

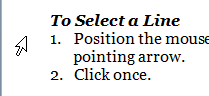
1. **Double click** in the word to be selected.

# Selecting a Sentence

1. Hold the **Ctrl** key and **click** in the sentence to be selected.

# Selecting a Line

1. Position the mouse in the **left** margin beside the line to be selected. The cursor changes to a right pointing arrow.



1. Click once.

# Selecting a Paragraph

1. Position the mouse in the **left** margin beside the paragraph to be selected. The cursor changes to a right pointing arrow.
2. Double click.

# Selecting the Entire Document

1. Select the **Home** tab. At the far right of the ribbon, in the **Editing** section, choose **Select** and then **Select All**.

**OR**

Use the keyboard command **Ctrl + A**.

# Deselecting Text

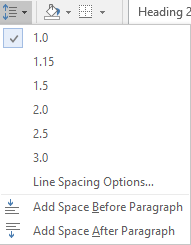
1. Press one of the **arrow** keys.

**OR**

Click the left mouse button outside of the selected area.

**Line Spacing**

Line spacing is the distance between lines in your document. Most formal documents use single line spacing. School papers and drafts of articles often use double line spacing, so comments can be written between the lines.



# Changing Line Spacing

1. Select the text to be modified. If the line spacing for the entire document is to be changed, select the entire document.
2. In the Paragraph section of the Home tab, click the **Line Spacing** button, then select the desired line spacing. If the option you want is not available, select **Line Spacing Options**.

**Paragraph Alignment**

Alignment reflects how the paragraphs are laid out on the page and how they fit along the margins.

# Changing Paragraph Alignment

1. Select the text to be modified. If the alignment of the whole document is to be changed, select the entire document.



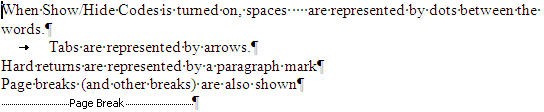
1. In the Paragraph section of the **Home** tab, select one of the Alignment buttons:

**Left**, **Center**, **Right**, or **Justify**.

**Show/Hide Codes**

The Show/Hide Codes button toggles whether formatting marks are visible on the screen. These marks represent spaces, tabs, hard returns, and other formatting.



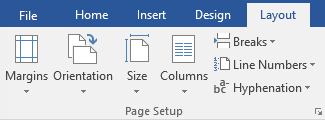


These codes are turned off and on with the Show/Hide Codes button on the Home tab of the ribbon.

**Page Layout**

Document layout and formatting commands are available from the Page Layout tab.

# Setting the Page Orientation



1. On the Page Layout tab click the **Orientation**

button and then select **Portrait** or **Landscape**.

# Modifying the Margin Settings

1. On the Page Layout tab, click the **Margins** button, then select one of the options, or choose **Custom Margins**.

# Setting the Paper Size

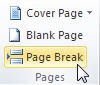
1. On the Page Layout tab, select the **Size** button, then select the desired paper size, or choose **More Paper Sizes**.

**Page Breaks**

There will often be times when you want a section of text to start at the top of the page. In Word, the command to force text onto a new page is called a page break.

# To Create a Page Break

1. From the Insert tab, click the **Page Break** button.



**OR**

Use the keyboard command **Ctrl + Enter**.

**OR**

From the Page Layout tab, click the **Breaks** button and select **Page**.

**Bullets and Numbering**

Bullets and numbering are used to emphasize points in your document or to format brief lists. Lists can be created as you type, or list formatting can be applied to already existing text.

# Creating a List from Existing Text

1. Select the text that is to be formatted as a list.



1. In the Home tab, click the **Bullets** or **Numbering** button.

# Creating a List as You Type

1. In the Home tab, click the **Bullets** or **Numbering** button.



**OR**

For a numbered list, type in the number **1.** and press the **Tab** key or space bar.

1. Type in the first item on the list.
2. Press the **Enter** key on the keyboard. The next number or bullet is added.
3. To end the list, press the **Enter** key again.

# Stopping Word from Creating a List from a Numbered Item

1. Type in your number and press **Tab**. Word realigns your line.
2. Press the **Undo** button.

**OR**

Use the keyboard command **Ctrl + Z**. Word will undo the automatic formatting.

**Indents**

An indent is the distance between the text and the margins. There are four types of indents: first line indents, hanging indents, left indents, and right indents.

**First Line Indent**

When you press the tab key to indent your first paragraph, Word automatically indents subsequent paragraphs.

**Creating a First Line Indent from the Ribbon**

1. In the Paragraph section of the Home tab, click the arrow in the lower right corner.
2. The Paragraph dialog box opens. In the Indentation section, under **Special**, select **First line**.
3. Click **OK**.

**Left and Right Indents**

Left and right indents place distance between the text and the left and/or right margins.

**Creating an Indent from the Ribbon**

1. In the Paragraph section of the Home tab, click the arrow in the lower right corner.
2. In the Indenting section, in the spin box beside **Left** or **Right** select or type in the desired distance.
3. Click **OK**.

# Using the Indent Icon

1. Select the text to be indented.



1. In the Paragraph section of the Home tab, click the **Increase / Decrease Indent**

button.

**Hanging Indents**

A hanging indent keeps the first line of text flush with the margin and moves the remaining lines of text to the right.

# Creating a Hanging Indent with the Ribbon

1. In the Paragraph section of the Home tab, click the arrow in the lower right corner.
2. In the Paragraph dialog box, in the Indentation section, select **Hanging**.
3. Click **OK**.

**Tabs**

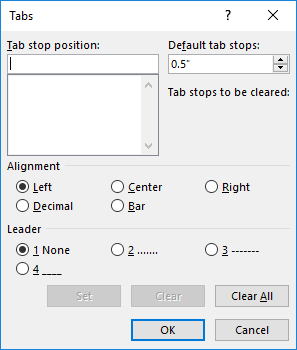
Tabs are used to offset text. Pressing the tab key automatically moves the cursor to the next 1/2 inch measurement in the document. Word provides multiple tab styles: left, center, right, and decimal.

Tabs can also have options, such as dot leaders, which are simply dots that appear between the tab and the text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Left Tab** | **Center Tab** | **Decimal.Tab** | **Right Tab** |
| Malcolm Reynolds | male | 72.5 | Captain |
| Zoe Washburn | female | 71.75 | First Mate |
| Jayne Cobb | male | 75.75 | Second Mate |
| Hoban Washburn | male | 72 | Pilot |
| Kaylee Frye | female | 68.045 | Mechanic |

# Setting Tabs

1. In the **Paragraph** section of the Home tab, click the arrow in the lower right corner.



1. In the lower left corner of the Paragraph dialog box, click the **Tabs** button.
2. In the Tabs dialog box, type in the distance from the left margin where the first tab should be placed.
3. Under Alignment, select a tab style.
4. Under Leader, select a leader style.
5. Click **Set**, then click **OK**.

# Deleting Tabs

1. **Highlight** the text containing the tabs to be deleted.
2. Open the Tabs dialog box.
3. Select the tab to be deleted and press the clear button.

**OR**

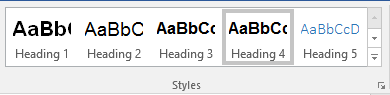
Press the **Clear All** button to delete all tabs in the highlighted section.

**Styles**

Styles are a way of applying a set format to a line of text, and are available on the Home tab.

# Applying Styles from the Ribbon

1. Select the text to be formatted.



1. In the Styles section of the Home tab, choose one of the visible headings, or click the arrow for more styles.

**OR**

1. Use the keyboard commands:

Heading 1 Alt + Ctrl + 1

Heading 2 Alt + Ctrl + 2

Heading 3 Alt + Ctrl + 3

Normal Ctrl + Shift +N

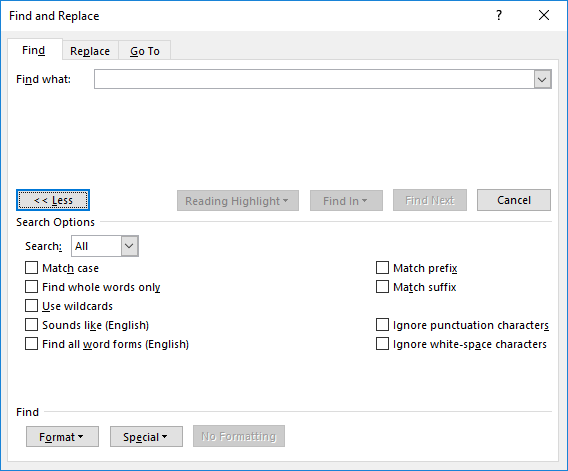
**Find / Replace**

If you are looking for anything beyond a word or phrase, or want to use the replace options, open Advanced Find.

1. Click the **Find** button or use the keyboard command **Ctrl +F**.
2. The Navigation pane opens to the left. Beside the text box click the triangle.
3. From the menu select **Advanced Find**. **OR**

Use the keyboard command **Ctrl + H**.

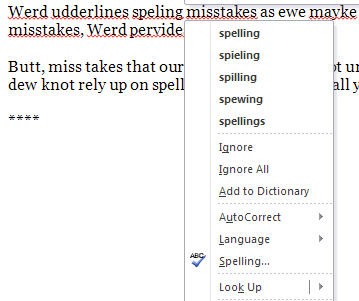
1. The Find and Replace dialog box opens. Click the **More** button to see further options.



|  |  |
| --- | --- |
| **Match case** | Looks for text exactly as it is typed into the **Find What** box, including capitalization. |
| **Find whole words only** | Searches for complete words. The option for find whole words only should almost always be selected when using find & replace. |
| **Use wildcards** | Allows you to search for parts of words or characters within a word, using the characters **?**, **\***, **[]**, and **[-]**. |
| **Sounds like (English)** | Searches for words that sound like the word in the Find what box. |
| **Find all word forms** | Searches for all forms of the word, such as bag, bagged, baggie, and bagging. |
| **Match prefix** | Match the prefix of the word. |
| **Match suffix** | Match the suffix of the word. |
| **Ignore punctuation characters** | Ignores punctuation when searching for a word or phrase. |
| **Ignore white space characters** | Ignores spaces between words and letters when searching for a word. |
| **Format** | Selects based on formatting, such as **Bold** or Highlighting |
| **Special** | Selects special characters such as Tabs or Paragraph breaks |

**Spell Check**

Word automatically checks your document for errors as you type, and underlines duplicated and unrecognized words in red. You can then fix these mistakes as you write your document.



# Correcting Mistakes as you Type

1. **Right click** on any word underlined in red.
2. From the context menu, select the correct spelling, if it is listed.
3. If the word is spelled correctly, you can choose **Ignore All** to ignore the word in the current document, or **Add to Dictionary** to add the word to your custom dictionary.

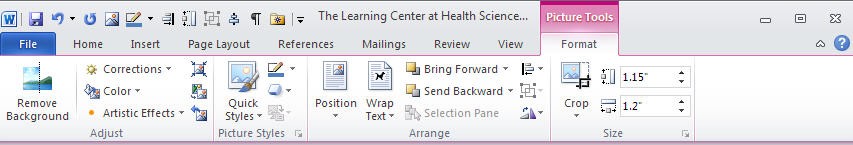
**Pictures**

Pictures are placed into documents to clarify a section of text, to present data in graphical form, to entertain, etc. For instructions on how to add images to your document, please see the Office basics handout.

**Formatting Pictures**

By default, pictures are inserted “in line with text.” This makes the image part of the sentence, and often makes it difficult to move images in the document. Word allows you to change the layout style so you can place images more precisely on the screen.

|  |  |
| --- | --- |
| **In line with text** | Images appear in the same line as the text. Text does not wrap around the image. The image may be difficult to move in the document. |
| **Square** | Text wraps around the image, the image can be moved in the document with relative ease. |
| **Tight** | The same as square, only the text runs close to the edges of the image. |
| **Behind text** | Places the image behind the text. |
| **In front of text** | Places the image in front of the text. |



# Changing Image Layout

1. Click once on the image to select it. Select the **Picture Tools Format** tab.

**OR**

**Double click** on an image to bring up the Picture Tools Format tab in the ribbon.

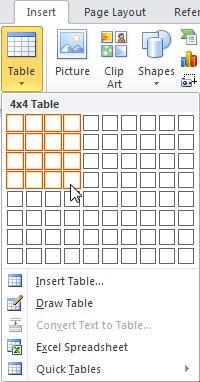
1. In the Arrange portion of the Format Pictures Tools tab, click the triangle beside **Wrap Text** and select the desired text wrapping. **Square** is typically the best choice if you need to move your image.

**Tables**

A table is an element composed of individual cells that have been arranged into rows and columns. Rows are the horizontal elements of a table, columns are the vertical elements of a table. Tables are most frequently used to present data in an easy to read manner.

# To Create a Table

1. Select the **Insert** tab.
2. Click the **Table** button. A drop down menu appears. Highlight the desired number of rows and columns for your table and then click.

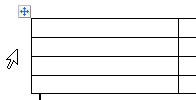


# To Move in a Table

* Press the **Tab** key to move to the right.
* Press **Shift + Tab** to move to the left.
* Press the **arrow keys** to move in the indicated direction.

**Table Rows**

# To Select a Row

1. Place the cursor to the left of the table. When the cursor changes to a right pointing arrow, click to select the row to the right.

**OR**

Click and drag to select all the cells in a single row.

**Table Columns**

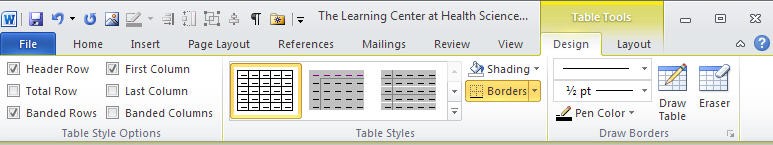
# To Select a Column

1. Place your cursor directly over the column until the cursor changes to a small, black arrow. Click the left mouse button.

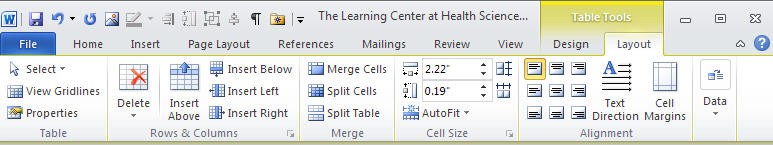
**OR**

Click and drag to select every cell in the column.

# Table Tools Design Tab



# Table Tools Layout Tab



# To Add Rows/Columns to a Table

1. When you have reached the last cell of the table, press the **Tab** key to create a new row.

**OR**

1. **Right click** in the row above or below which you want the new row to appear or select the column to the left or right of where the new column should appear. To insert multiples, highlight a number equal to the number to be inserted.
2. From the drop down menu select **Insert**, then **Insert Rows Above** / **Below** or **Insert Columns to the Right** / **Left**.

**OR**

1. Highlight the row above or below/column to the left or right of which you want the new row to appear. To insert multiple rows, highlight a number of row equal to the number of rows to be inserted.
2. In the ribbon select the **Table Tools Layout** tab.
3. In the Rows & Columns section, select the desired option.

# To Delete Rows/Columns from a Table

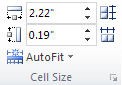
1. Select the rows/columns to be deleted.
2. **Right click** and choose **Delete Row(s)/Column(s)**. **OR**



1. Select the rows/columns to be deleted.
2. In the ribbon choose the **Table Tools Layout** tab.
3. Click the **Delete** button.
4. Select the desired option from the drop down menu.

**Row Height and Column Width**

# To Set Row and Column Size

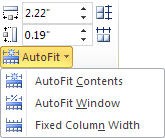


1. Select the row or column (or entire table) to be formatted.
2. In the ribbon select the **Table Tools Layout** tab.
3. In the Cell Size section, change the height and width to meet your needs, or press the **AutoFit** button.

**AutoFit**

AutoFit automatically resizes the table to your specifications. There are three choices for AutoFit.

# To Use AutoFit

1. Select the row or column (or entire table) to be formatted.
2. In the ribbon select the **Table Tools Layout** tab.
3. Press the **AutoFit** button.
4. From the drop down menu select the desired option.

**OR**

1. Select the row, column, or entire table to be formatted.
2. **Right click** and choose **AutoFit**.
3. From the drop down menu select the desired option.

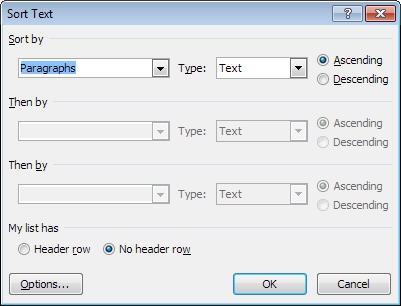
**Sort**

Word allows you to sort both text and numbers.

# To Sort a List

1. Select the terms to be sorted.



1. Select the **Home** tab.
2. Click the **Sort** button.
3. In the Sort Text dialog box, choose whether the data should be sorted as text or numbers, and then select Ascending or Descending.
4. Click **OK**.

**Columns**

Newspaper style columns allow text to flow from the bottom of one column to the top of the next.

Columns are useful when creating newsletters and brochures, or when working with long lists of short items in a document.

For example, the following text is divided into three columns:

Word I Word II Mail Merge

Excel I Excel II Pivot Tables

PowerPoint I PowerPoint II

Columns can be created for an entire document, or for selected portions of a document. Different sections of your document can have different numbers of columns. If only a portion of the document will be formatted with multiple columns, it may be easier to add the text that is to be placed in columns and then select and format that text.

# To Create Columns from the Ribbon

1. Select the text that is to be formatted into columns, or place the cursor where the columns will begin.
2. Select the **Page Layout** tab.



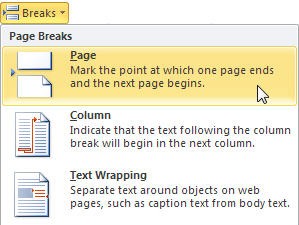
1. In the Page Setup section, click the **Columns** button and select the desired number of columns.

**Column Breaks**

Column breaks allow you to force text to appear at the top of the next column. This allows you to add text and images to later columns, without filling previous columns.

# To Create a Column Break

1. Place the cursor where the new column should begin.
2. Select the **Page Layout** tab.



1. In the Page Layout section, click the **Breaks** button, then from the drop down menu choose **Column**.

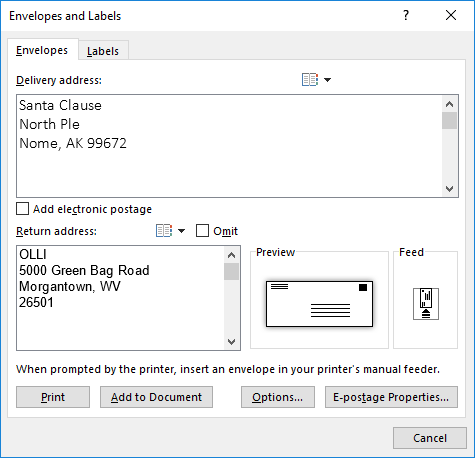
**Envelopes**

Word allows you to print the delivery address and return address on an envelope. If you want to print multiple envelopes at one time, please see the Mail Merge documentation.



# Creating and Print an Envelope

1. Select the **Mailings** tab.
2. In the Create section click the **Envelopes** button.
3. In the Envelopes and Labels dialog box, type in the



**Delivery address** and the **Return address**.

1. To print a single envelope, press **Print**. **OR**

To create a new document that can be saved and printed at a later time, press **Add to Document**.

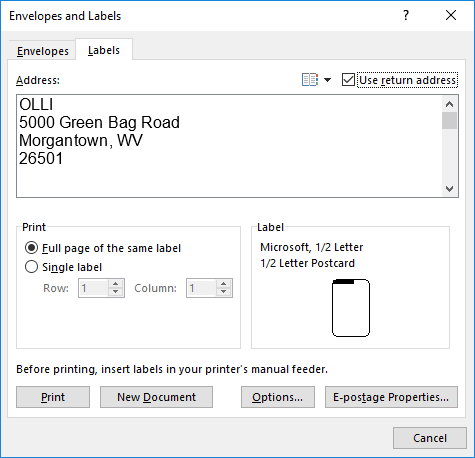
**Return Address Labels**

Word allows you to create a full sheet of return address labels. To create labels for multiple addresses, please see the Mail Merge handout.



# Creating Return Address Labels

1. Select the **Mailings** tab.
2. In the Create section click the **Labels** button.
3. In the Envelopes and Labels dialog box, type in the return address.



1. To change the label type, click once on the label. Then select a new label type from the list.
2. To print the labels immediately, press **Print**. **OR**

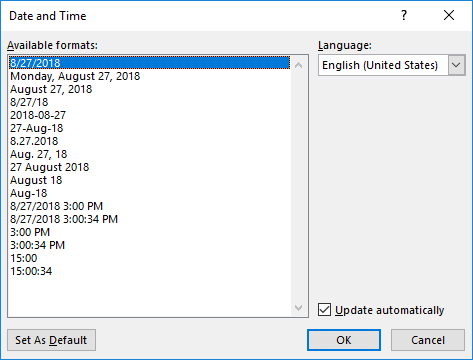
To save the document to print later, click **New Document**.

**Updating Date and Time**

Word provides an option that allows you to automatically update the date and/or time every time you save a document.

# Adding a Date/Time Stamp

1. Select the **Insert** tab.



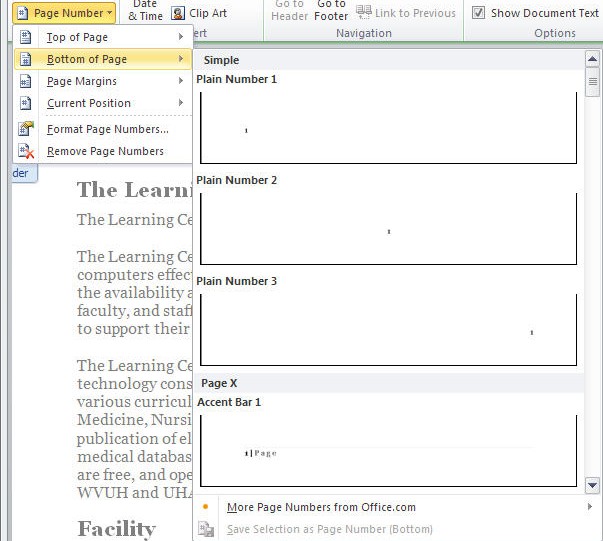
1. In the Text section, click the **Insert Date & Time** button.
2. In the Date and Time dialog box, select the desired format.
3. If desired, place a check beside **Update Automatically** in the lower right corner.
4. Click **OK**.

**Page Numbering**

In Word, page numbering lives in the header/footer of the document.

# To Create Page Numbering

1. In the Header and Footer tab **OR** in the Insert tab, click the **Page Number** button.

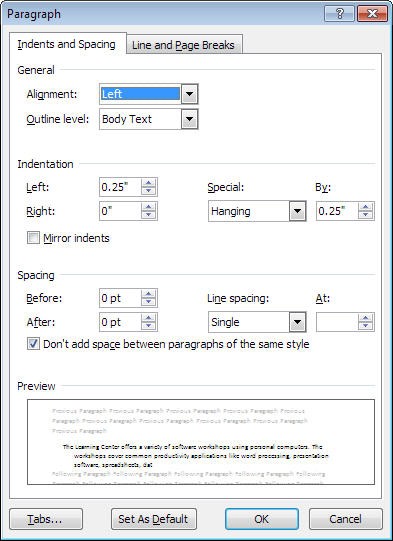
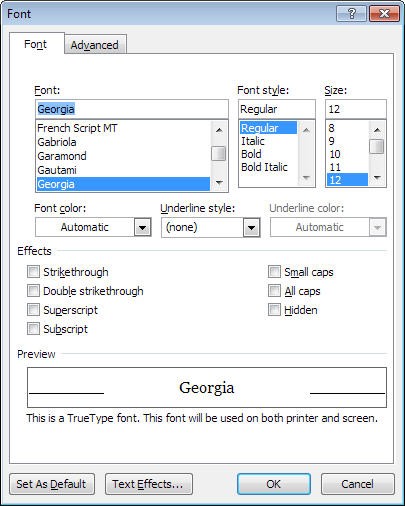
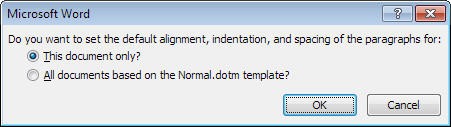


1. Select a location for the page number.
2. Choose a format for the page number.
3. The page number appears in the footer.
4. To return to the document, press the **Close Header and Footer** button on the ribbon.

**Default Settings**

Microsoft has default settings for some options that may be different from your default settings. For instance, you may prefer to use a different font, or different margin settings. In Word, these things can be changed from the Page Setup dialog box and the Font dialog box.

# Changing a Default Setting

1. Open a new document.
2. Change the settings as desired.
3. Open the Font or Page Setup dialog box.
4. Click the **Default** button in the lower right corner.
5. A dialog box appears asking whether you want to change your default settings. Click **OK**.

**How-To Table of Contents**

[Selecting Characters 3](#_bookmark4)

[Selecting Whole Words 3](#_bookmark5)

[Selecting Whole Paragraphs 3](#_bookmark6)

[Selecting a Whole Word 3](#_bookmark8)

[Selecting a Sentence 3](#_bookmark9)

[Selecting a Line 3](#_bookmark10)

[Selecting a Paragraph 3](#_bookmark11)

[Selecting the Entire Document 3](#_bookmark12)

[Deselecting Text 3](#_bookmark13)

[Changing Line Spacing 4](#_bookmark15)

[Changing Paragraph Alignment 4](#_bookmark17)

[Setting the Page Orientation 5](#_bookmark20)

[Modifying the Margin Settings 5](#_bookmark21)

[Setting the Paper Size 5](#_bookmark22)

[To Create a Page Break 5](#_bookmark24)

[Creating a List from Existing Text 5](#_bookmark26)

[Creating a List as You Type 5](#_bookmark27)

[Stopping Word from Creating a List from a](#_bookmark28) [Numbered Item 5](#_bookmark28)

[Creating a First Line Indent from the Ribbon . 6](#_bookmark31) [Creating an Indent from the Ribbon 6](#_bookmark33)

[Using the Indent Icon 6](#_bookmark34)

[Creating a Hanging Indent with the Ribbon 6](#_bookmark36)

[Setting Tabs 7](#_bookmark38)

[Deleting Tabs 7](#_bookmark39)

[Applying Styles from the Ribbon 7](#_bookmark41)

[Correcting Mistakes as you Type 9](#_bookmark44)

[Changing Image Layout 9](#_bookmark47)

[To Create a Table 10](#_bookmark49)

[To Move in a Table 10](#_bookmark50)

[To Select a Row 10](#_bookmark52)

[To Select a Column 10](#_bookmark54)

[Table Tools Design Tab 11](#_bookmark55)

[Table Tools Layout Tab 11](#_bookmark56)

[To Add Rows/Columns to a Table 11](#_bookmark57)

[To Delete Rows/Columns from a Table 11](#_bookmark58)

[To Set Row and Column Size 12](#_bookmark60)

[To Use AutoFit 12](#_bookmark62)

[To Sort a List 12](#_bookmark64)

[To Create Columns from the Ribbon 13](#_bookmark66)

[To Create a Column Break 13](#_bookmark68)

[Creating and Print an Envelope 14](#_bookmark70)

[Creating Return Address Labels 14](#_bookmark72)

[Adding a Date/Time Stamp 15](#_bookmark74)

[To Create Page Numbering 15](#_bookmark76)

[Changing a Default Setting 16](#_bookmark78)

**Word Quick Reference**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Command** | **Tab Location** | **Other Location** | **Keyboard** | **Reference** |
| **Align Image** | Picture Tools Format > Arrange |  |  | align.jpg |
| **Align Text Center** | Home > Paragraph | Mini Toolbar | Ctrl + E | align center.jpg |
| **Align Text Left** | Home > Paragraph |  | Ctrl + L | align text.jpg |
| **Align Text Right** | Home > Paragraph |  | Ctrl + R | align right.jpg |
| **Arrange Windows** | View > Arrange All |  |  | button |
| **Arrows** | Insert > Shapes > Block Arrows |  |  | insert shape button.jpg |
| **AutoCorrect Options** | File > Options > Proofing |  |  |  |
| **AutoFit** | Table Tools > Layout > Cell Size | Right click |  | autofit.jpg |
| **Backstage View** | File |  | Alt + F |  |
| **Bold** | Home > Font | Mini Toolbar | Ctrl + B | bold.jpg |
| **Bookmarks** | Insert > Links |  |  | bookmark.jpg |
| **Bullets** | Home > Paragraph | Mini Toolbar | Ctrl+Shift+L | bullets.jpg |
| **Caption** | References > Caption |  |  | insert caption button.jpg |
| **Change Case** | Home > Font |  | Shift + F3 | change case.jpg |
| **Clear Formatting** |  |  | Ctrl + Spacebar | clear formatting.jpg |
| **Close** | File > Exit button | Title bar | Ctrl + W | close.jpg |
| **Column Break** | Page Layout > Breaks button > Column |  | Ctrl + Shift + Enter | button |
| **Columns** | Page Layout > Page Setup |  |  | button |
| **Compress Pictures** | Picture Tools Format > Adjust |  |  | compress picture.jpg |
| **Copy** | Home > Clipboard | Right click | Ctrl + C | copy button.jpg |
| **Crop Image** | Picture Tools Format > Size |  |  | crop.jpg |
| **Cross Reference** | References > Captions  **OR**  Insert > Links |  |  | cross reference button.jpg |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Command** | **Tab Location** | **Other Location** | **Keyboard** | **Reference** |
| **Custom**  **Dictionary** | File > Options > Proofing  > Custom Dictionaries |  |  |  |
| **Cut** | Home > Clipboard | Right click | Ctrl + X | cut.jpg |
| **Date** | Insert > Insert Date & Time |  |  |  |
| **Document Views** | View > Document Views | Status Bar |  |  |
| **Envelopes** | Mailings > Create |  |  | button |
| **Find** | Home > Editing |  | Ctrl + F | find.jpg |
| **Font** | Home > Font | Mini Toolbar | Ctrl + D |  |
| **Footnote** | References > Footnote |  | Alt+Ctrl+F | insert footnote.jpg |
| **Form Controls** | Developer \* > Controls |  |  | button |
| **Format Object** | Drawing Tools Format tab | Right click |  |  |
| **Format Painter** | Home > Clipboard | Mini Toolbar | Ctrl+Shift+C Ctrl+Shift+V | format painter.jpg |
| **Headers**  **/ Footers** | Insert > Header & Footer |  |  | header footer button 2.jpg |
| **Headings** | Home > Styles | Right click | Alt + Ctrl + 1 Alt + Ctrl + 2 Alt + Ctrl + 3 Ctrl+Shift+N | quick styles button.jpg |
| **Hide the Ribbon** | Double click on any tab |  | Ctrl + F1 | button |
| **Hyperlink** | Insert > Links | Right click | Ctrl + K | button |
| **Image Border** | Picture Tools Format > Picture Styles |  |  | picture border.jpg |
| **Images** | Insert > Illustrations |  |  | picture.jpg |
| **Import Chart** | Insert > Text > Insert Object button |  |  | import object.jpg |
| **Indent** | Home > Paragraph | Mini Toolbar | Ctrl + M | indent.jpg |
| **Insert Caption** | References > Caption |  |  | insert caption button.jpg |
| **Italic** | Home > Font | Mini Toolbar | Ctrl + I | italic.jpg |
| **Labels** | Mailings > Create |  |  | button |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Command** | **Tab Location** | **Other Location** | **Keyboard** | **Reference** |
| **Landscape /**  **Portrait** | Page Layout > Page Setup |  |  | button |
| **Layout View** | View > Document Views | Status Bar |  |  |
| **Line Spacing** | Home > Paragraph |  | Ctrl + 1  Ctrl + 2 | line numbering.jpg |
| **Macros** | View > Macros |  |  | macros button.jpg |
| **Mail Merge** | Mailings > Start Mail Merge |  |  | start mail merge.jpg |
| **Margins** | Page Layout > Page Setup |  |  | margins.jpg |
| **Merge Cells** | Table Tools Layout > Merge | Right click |  | merge cells.jpg |
| **New Document** | File > New tab |  | Ctrl + N |  |
| **Non-Keyboard Characters** | Insert > Symbols |  |  | button |
| **Numbering** | Home > Paragraph | Right click |  | numbering.jpg |
| **Open** | File > Open |  | Ctrl + Open |  |
| **Open Recent File** | File > Recent tab | Quick Access Toolbar |  | open recent.jpg |
| **Orientation** | Page Layout > Page Setup |  |  | button |
| **Page Break** | Page Layout > Breaks  **OR**  Insert > Page Break |  | Ctrl + Enter | button |
| **Page Numbering** | Insert > Header & Footer |  |  | button |
| **Paper Size** | Page Layout > Page Setup |  |  | button |
| **Paragraph Formatting** | Home > Paragraph | Right click |  |  |
| **Paste** | Home > Clipboard | Right click | Ctrl + V | paste.jpg |
| **Paste Special** | Home > Clipboard | Right click | Ctrl+Alt+V | paste.jpg |
| **Picture** | Insert > Illustrations |  |  | picture.jpg |
| **Picture Border** | Picture Tools Format > Picture Styles |  |  | picture border.jpg |
| **Print** | File > Print |  | Ctrl + P | button |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Command** | **Tab Location** | **Other Location** | **Keyboard** | **Reference** |
| **Program**  **Options** | File > Options button |  |  | button |
| **Recent Files** | File > Recent tab | Quick Access toolbar |  | recent file.jpg |
| **Redo** |  | Quick Access Toolbar | Ctrl + Y | redo.jpg |
| **Replace** | Home > Editing |  | Ctrl + H | replace.jpg |
| **Restrict Editing** | Developer \* > Protect |  |  | button |
| **Ruler** | View > Show | Scroll Bar > View Ruler Button |  | ruler.jpg |
| **Save** | File > Save or Save As | Quick Access Toolbar | Ctrl + S | button |
| **Save As** | File > Save As button |  | F12 | button |
| **Screen Clipping** | Insert > Illustrations |  |  | button |
| **Screenshots** | Insert > Illustrations |  |  | button |
| **Section Break** | Page Layout > Page Setup  > Breaks button |  |  | button |
| **Select All** | Home > Editing |  | Ctrl + A | select.jpg |
| **Shapes** | Insert > Illustrations |  |  | insert shape button.jpg |
| **Show / Hide Codes** | Home > Paragraph |  | Ctrl+Shift+8 (Ctrl + \*) | show hide codes.jpg |
| **Sort** | Home > Paragraph |  |  | sort.jpg |
| **Spell Check** | Review > Proofing | Right click | F7 |  |
| **Spell Check Options** | File > Options > Proofing |  |  |  |
| **Styles** | Home > Styles | Right click | Alt + Ctrl + 1 Alt + Ctrl + 2 Alt + Ctrl + 3 Ctrl+Shift+N | quick styles button.jpg |
| **Subscript** | Home > Font |  | Ctrl + = | subscript.jpg |
| **Superscript** | Home > Font |  | Ctrl + Shift + = | superscript.jpg |
| **Switch Windows** | View > Window | Windows Taskbar | Alt + Tab | switch windows button.jpg |
| **Symbols** | Insert > Symbols |  |  | button |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Command** | **Tab Location** | **Other Location** | **Keyboard** | **Reference** |
| **Table** | Insert > Tables |  |  | insert table.jpg |
| **Table Border** | Home > Paragraph  **OR**  Table Tools Design tab > Table styles |  |  | borders button.jpg |
| **Table of Contents** | References > Table of Contents |  |  | table of contents.jpg |
| **Table: Add Row / Column** | Table Tools Layout > Rows & Columns |  |  |  |
| **Table: Deleting** | Table Tools Layout > Rows & Column |  |  | delete table.jpg |
| **Tabs** | Home > Paragraph > Paragraph dialog box > Tabs |  |  |  |
| **Text Box** | Insert > Text |  |  | text box button.jpg |
| **Text Size** | Home > Font | Mini Toolbar | Ctrl+Shift+P |  |
| **Text Wrap** | Picture Tools Format > Arrange |  |  | wrap text.jpg |
| **Thesaurus** | Review > Proofing | Right click |  | thesaurus button.jpg |
| **Time** | Insert > Insert Date & Time |  |  | button |
| **Track Changes** | Review > Tracking |  | Ctrl+Shift+E | track changes off.jpg |
| **Underline** | Home > Font | Mini Toolbar | Ctrl + U | underline.jpg |
| **Undo** |  | Quick Access Toolbar | Ctrl + Z | undo.jpg |
| **Update Selected Fields** |  | Right click | F9 |  |
| **Update Table of Contents** | References > Table of Contents | Right click |  | update toc.jpg |
| **View** | View > Document Views | Status Bar |  |  |
| **View Table Gridlines** | Table Tools Layout > Table |  |  | view gridlines.jpg |
| **View Two Pages** | View > Zoom |  |  | view two pages.jpg |
| **Word Art** | Insert > Text |  |  | word art.jpg |
| **Word Count** | Review > Proofing |  | Ctrl+Shift+G | word count button.jpg |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Command** | **Tab Location** | **Other Location** | **Keyboard** | **Reference** |
| **Zoom** | View > Zoom | Status Bar |  | zoom.jpg |

Please Support OLLI@WVU!

Osher Lifelong Learning Institute Mountaineer Mall Unit C-17

PO Box 9123

Morgantown, WV 26506-9123 Phone Numbers:

Office: (304) 293-1793

Email Address: [olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu) [http://www.olliatwvu.org](http://www.olliatwvu.org/)