

# Using Microsoft Word

## Table of Contents

Table of Contents.....	1	Pictures .....	10
The Word Screen .....	2	Formatting Pictures.....	10
Document View Buttons.....	3	Tables.....	11
Selecting Text .....	3	Table Rows.....	11
Selecting with the Arrow Keys .....	3	Table Columns .....	11
Selecting with the Mouse .....	3	Table Tools Design Tab .....	12
Line Spacing .....	4	Table Tools Layout Tab .....	12
Paragraph Alignment .....	4	Row Height and Column Width.....	13
Show/Hide Codes.....	4	AutoFit .....	13
Page Layout .....	5	Sort.....	13
Page Breaks.....	5	Columns.....	14
Bullets and Numbering .....	5	Column Breaks .....	14
Indents.....	6	Envelopes.....	15
First Line Indent.....	6	Return Address Labels .....	15
Left and Right Indents .....	6	Updating Date and Time .....	16
Hanging Indents.....	6	Page Numbering.....	16
Tabs.....	7	Default Settings .....	17
Styles.....	7	How-To Table of Contents .....	18
Find / Replace .....	8	Keyboard Commands .....	19
Spell Check .....	10		

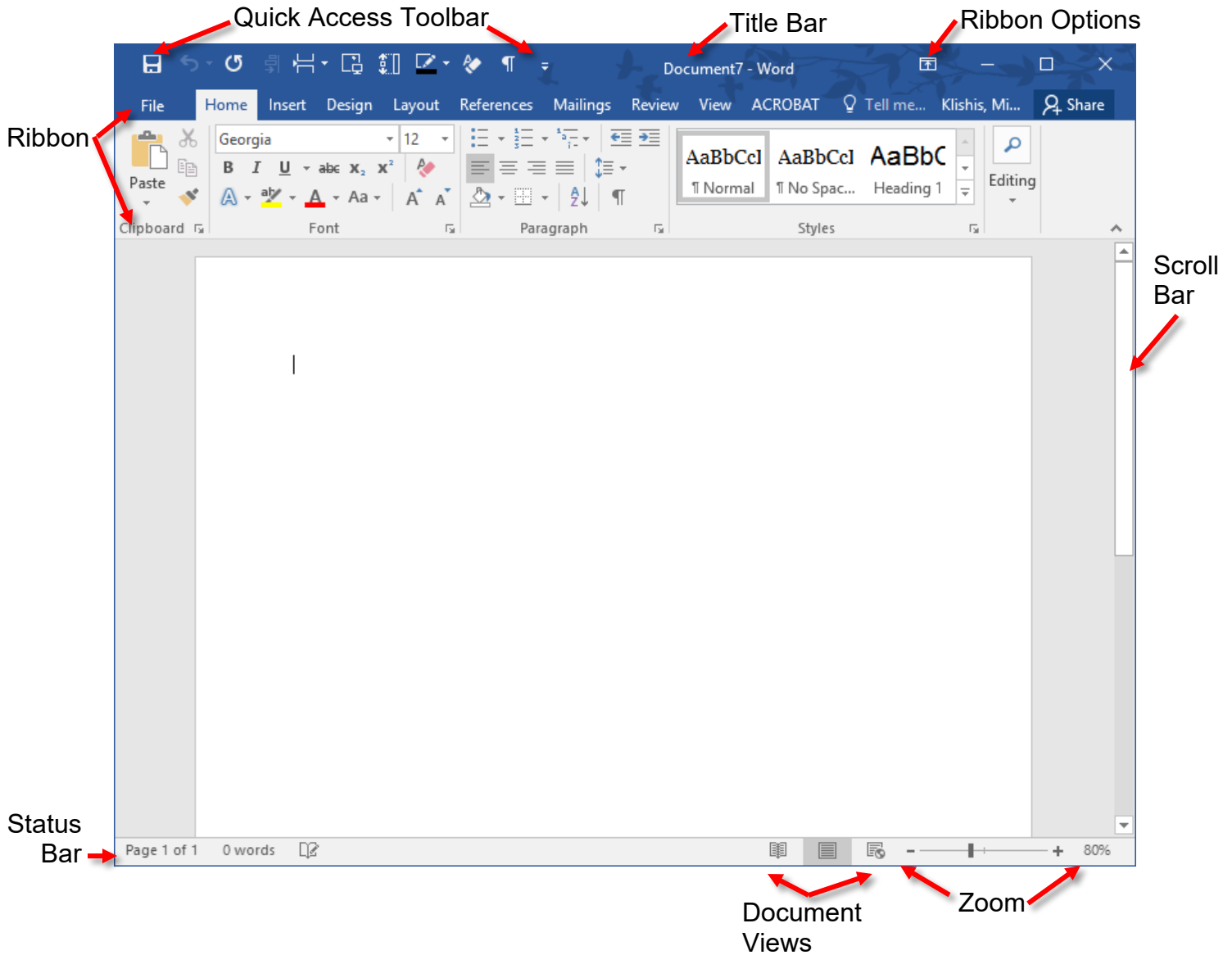
Updated: March 14, 2024

As with most computer software programs, there are usually multiple ways to do the same thing.

Don't let anyone tell you that you are doing something "wrong" if it works and you can remember it.

# The Word Screen

All programs in the Office suite have a similar layout. We'll use Word here as an example, but the basics are the same across all the programs, as well as across most of the Windows OS.



- Quick Access Toolbar    Personalized frequently used commands
- Ribbon    The collection of commands; Each tab contains related commands
- Ribbon Options    Changes the display of the ribbon
- Scroll    Move through the document
- Status Bar    Information about the document
- Title Bar    The name of the document
- Zoom    Changes the size of the displayed document

## Document View Buttons

The Status Bar 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.

### Selecting with the Arrow Keys

#### Selecting Characters

- Place the cursor at the beginning of the text to be selected.
- Press and hold the **Shift** key.
- Press the **right** or **left arrow** key to highlight text one character at a time.
- 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/down arrow**.



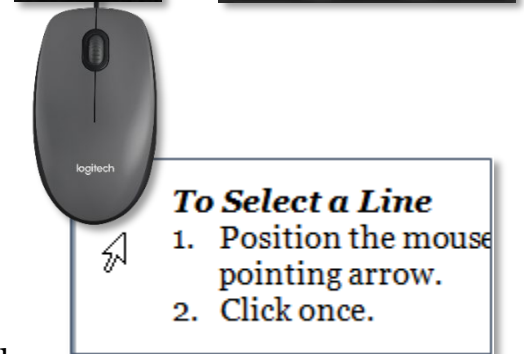
### Selecting with the Mouse

#### Selecting a Whole Word

1. **Double click** in the word 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.
2. **Left click** once.

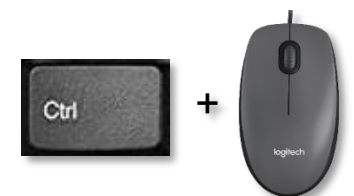


#### Selecting a Paragraph

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 a Sentence

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



#### 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**

1. Click the left mouse button outside of the selected area.

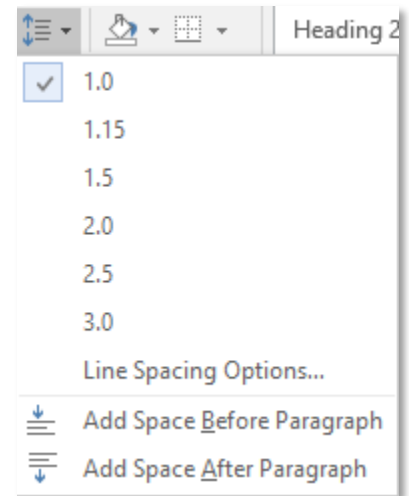


## Line Spacing

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**.

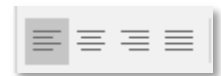


## Paragraph Alignment

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

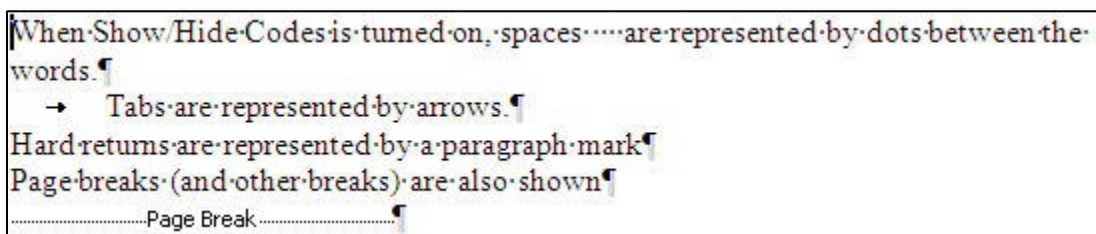
### Changing Paragraph Alignment

1. Select the text to be modified. If the alignment of the whole document is to be changed, select the entire document. (Ctrl + A)
2. 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.



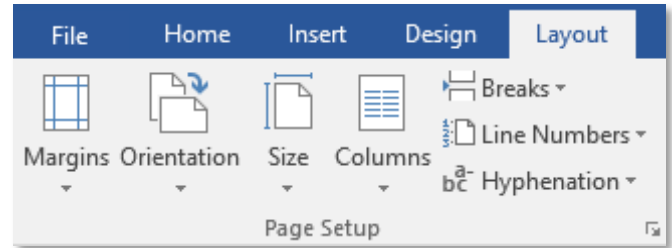
These codes are turned off and on with the Show/Hide Codes button on the Home tab of the ribbon.

# 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

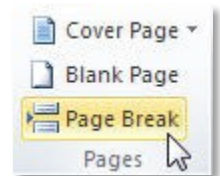
1. From the Insert tab, click the **Page Break** button.

**OR**

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

**OR**

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



## 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.

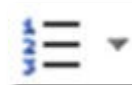
### Creating a List from Existing Text

1. Select the text that is to be formatted as a list.
2. 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**

1. For a numbered list, type in the number **1.** and press the **Tab** key or space bar.
2. Type in the first item on the list.
3. Press the **Enter** key on the keyboard. The next number or bullet is added.
4. 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**.

As with all other  
while open: Minimized,  
A maximized win  
part of the monitor and  
screen.

### 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**.

Click on the center, single  
**OR**  
Double click on the title bar

#### Using the Indent Icon

1. Select the text to be indented.
2. 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**.

[Ring Changed How Police](#)  
Electronic Frontier  
[Social Media and Mental H](#)  
[Social Media and Mental H](#)  
Economic Review, 1

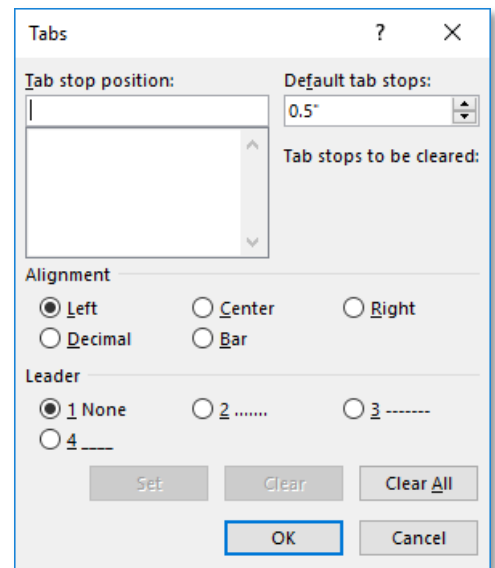
## Tabs

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.

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	7	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.
2. In the lower left corner of the Paragraph dialog box, click the **Tabs** button.
3. In the Tabs dialog box, enter in the distance from the left margin where the first tab should be placed.
4. Under **Alignment**, select a tab style.
5. Click **Set**.
6. 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**

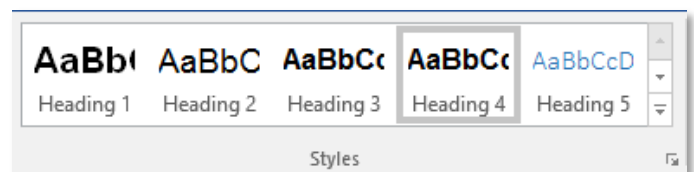
Press the **Clear All** button to delete all tabs in the highlighted section.

## 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.
2. In the **Styles** section of the Home tab, choose one of the 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

### Heading One

Normal text

### Heading Two

Normal text

### Heading Three

Normal text

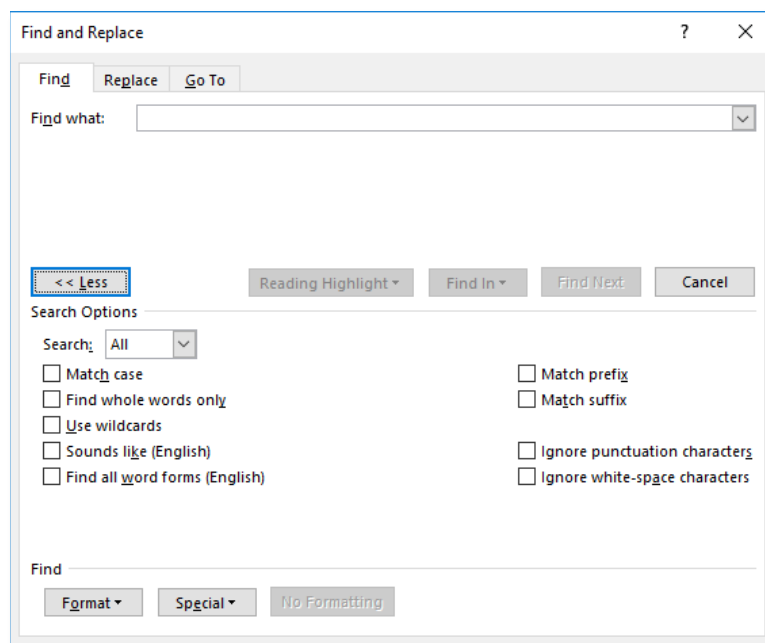
## Find / Replace

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

1. Use the keyboard command **Ctrl + H**.
2. 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.



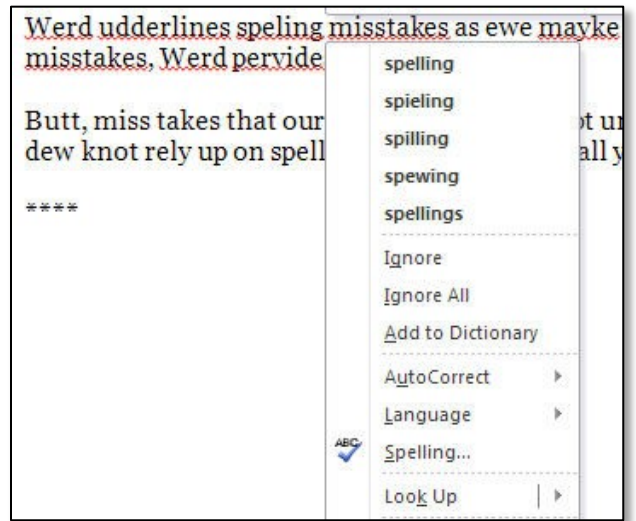
<b>Find all word forms</b>	Searches for all forms of the word, such as bag, bagged, baggie, and bagging.
<b>Match prefix</b>	Match the prefix of the word.
<b>Match suffix</b>	Match the suffix of the word.
<b>Ignore punctuation characters</b>	Ignores punctuation when searching for a word or phrase.
<b>Ignore white space characters</b>	Ignores spaces between words and letters when searching for a word.
<b>Format</b>	Selects based on formatting, such as <b>Bold</b> or <b>Highlighting</b>
<b>Special</b>	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.



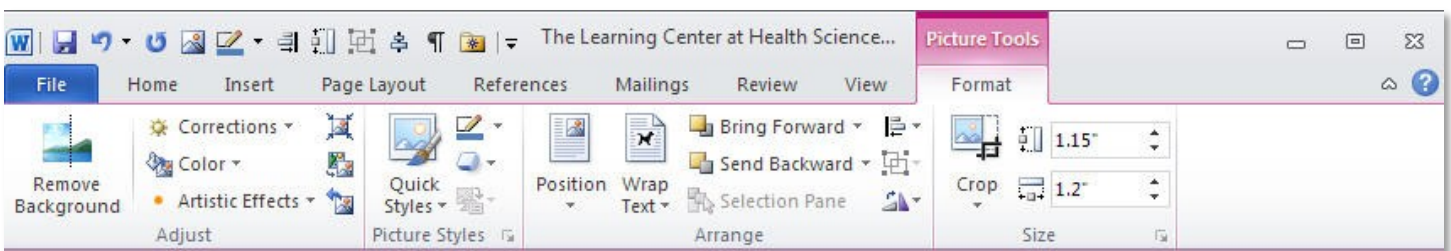
## Pictures

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.

<b>In line with text</b>	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.
<b>Square</b>	Text wraps around the image; the image can be moved in the document with relative ease.
<b>Tight</b>	Text wraps around, with a smaller margin.
<b>Behind text</b>	Places the image behind the text.
<b>In front of text</b>	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.

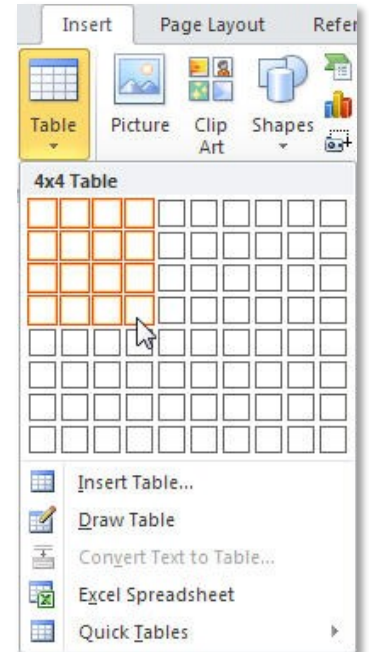
In the Arrange portion of the Format Pictures Tools tab, click the triangle beside **Wrap Text** and select the desired text wrapping. **Square** is typically the best choice if you need to move your image.

## 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

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



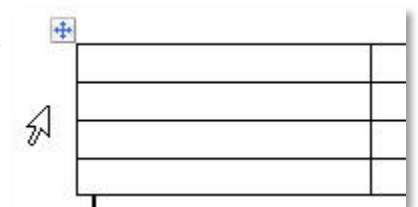
### Table Rows

#### 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.



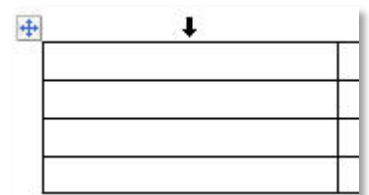
### Table Columns

#### To Select a Column

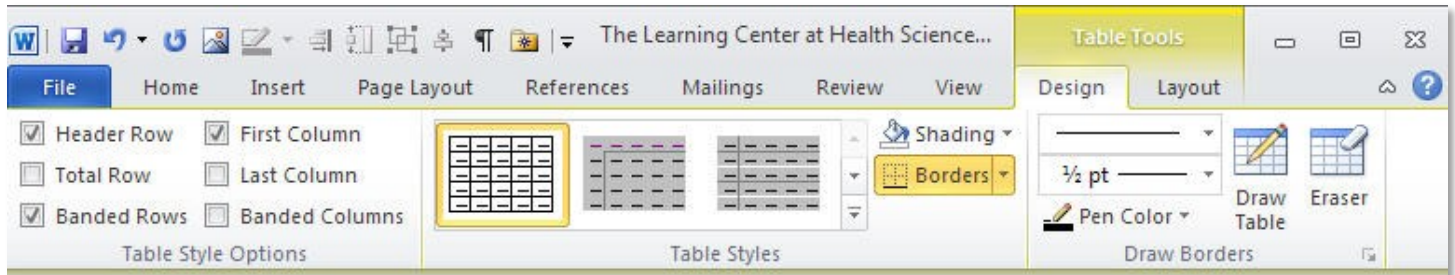
1. Place your cursor directly over the column until the cursor changes to a small, black arrow. Click the left mouse button.

**OR**

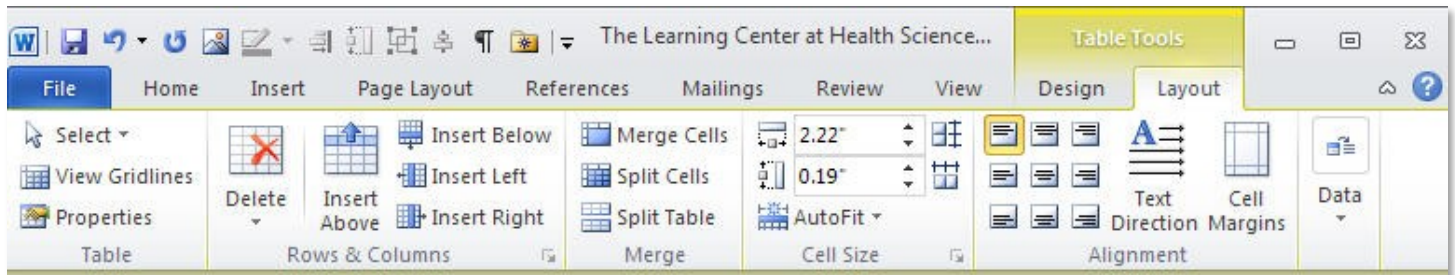
Click and drag to select every cell in the column.



## 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**

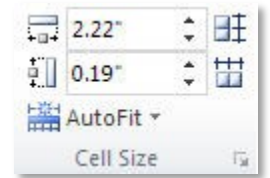
1. Select the rows/columns to be deleted.
2. In the ribbon choose the **Table Tools Layout** tab.
3. Click the **Delete** button.
4. Select the desired option from the drop down menu.



## 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

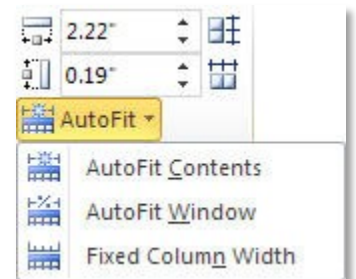
AutoFit automatically resizes the table to your specifications. There are three choices for AutoFit.

### 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.

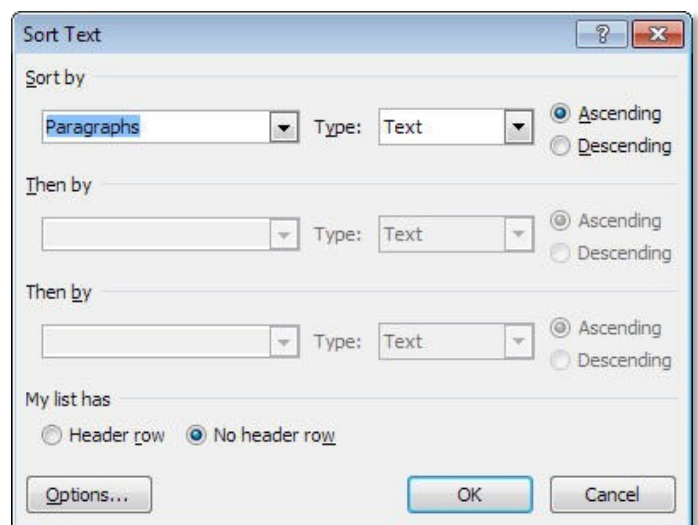


## Sort

Word allows you to sort both text and numbers.

### To Sort a List

1. Select the terms to be sorted.
2. Select the **Home** tab.
3. Click the **Sort** button.
4. In the Sort Text dialog box, choose whether the data should be sorted as text or numbers, and then select Ascending or Descending.
5. 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.

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

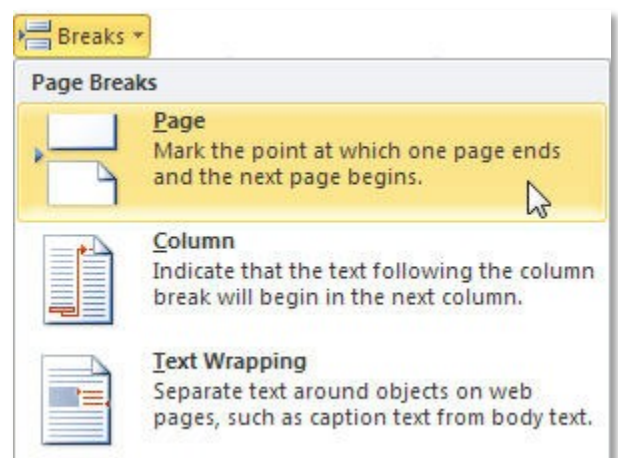


### Column Breaks

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.

#### Creating a Column Break

1. Place the cursor where the new column should begin.
2. Select the **Page Layout** tab.
3. In the Page Layout section, click the **Breaks** button, then from the drop down menu choose **Column**.



## Envelopes

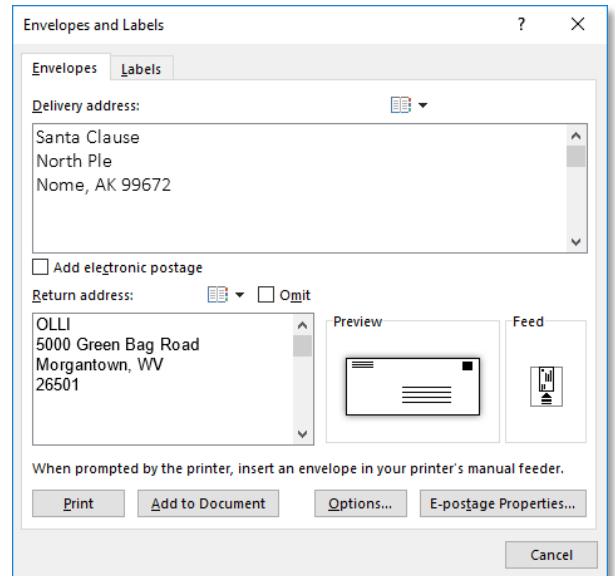
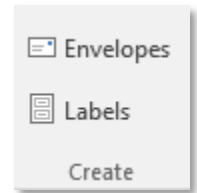
Word allows you to print the delivery address and return address on an envelope. If you want to print multiple envelopes at one time, please see the Mail Merge documentation.

### Creating and Printing 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
4. **Delivery address** and the **Return address**.
5. 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

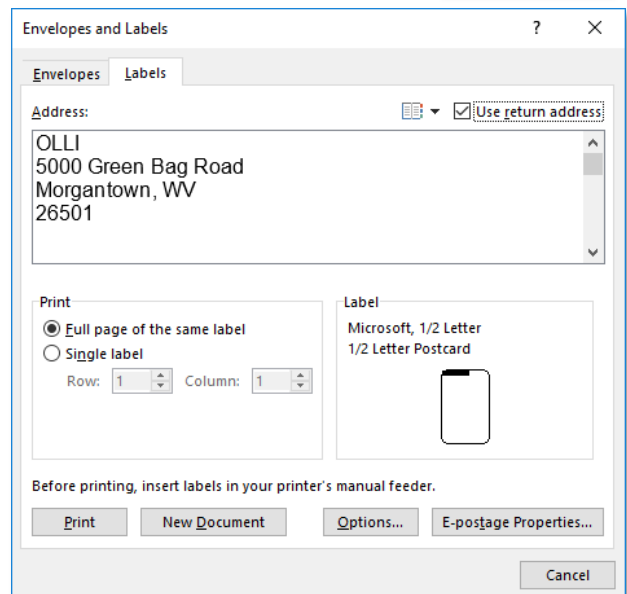
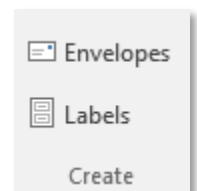
Word allows you to create a full sheet of return address labels. To create labels for multiple addresses, please see the Mail Merge handout.

### 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.
4. To change the label type, click once on the label. Then select a new label type from the list.
5. To print the labels immediately, press **Print**.

**OR**

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

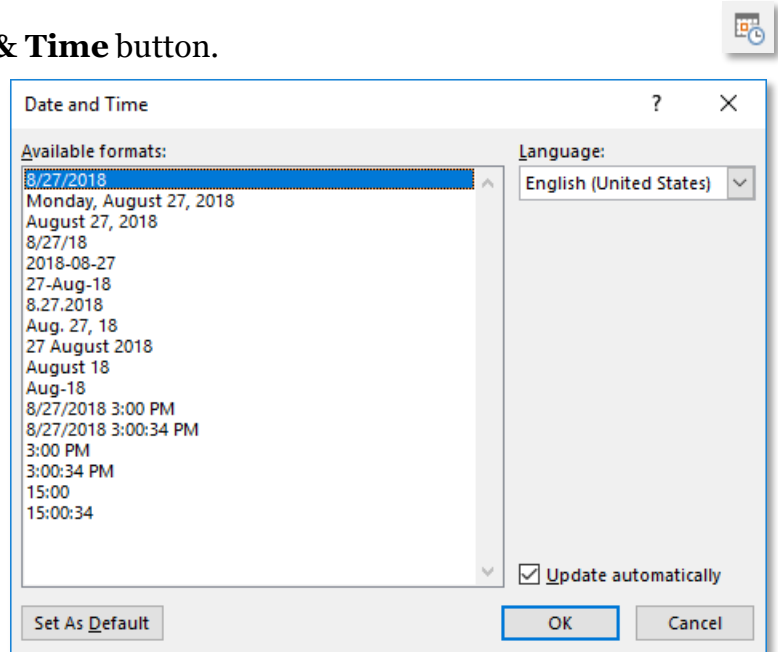


## Updating Date and Time

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



## Page Numbering

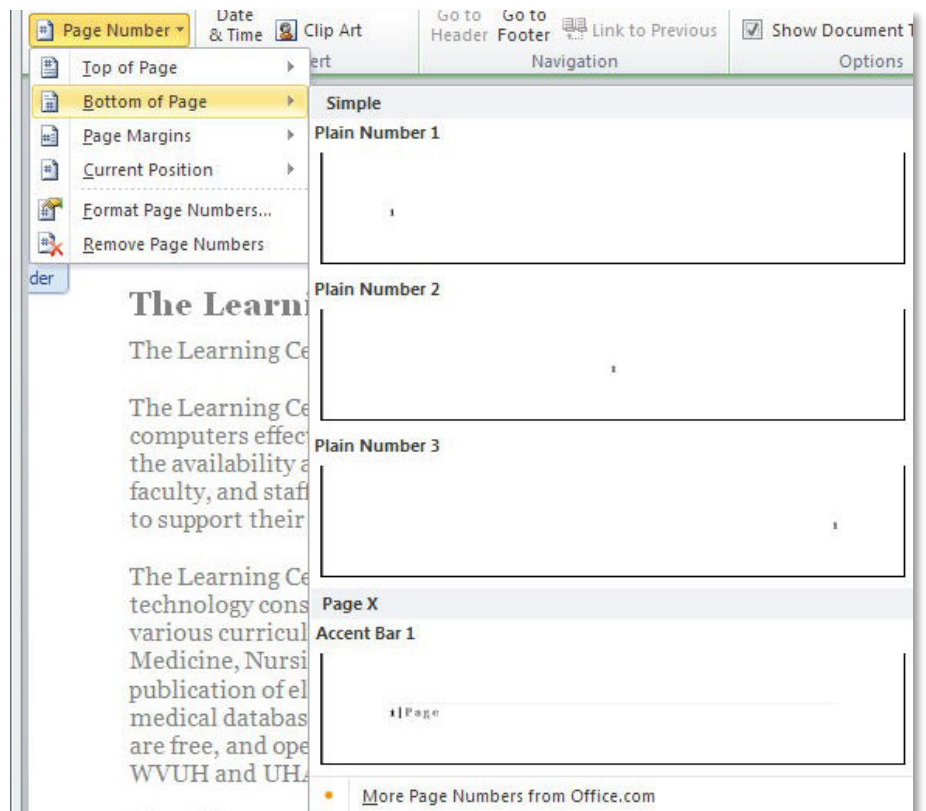
In Word, page numbering lives in the header/footer of the document.

### To Create Page Numbering

1. In the Header and Footer tab
- OR**

In the Insert tab, click the **Page Number** button.

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



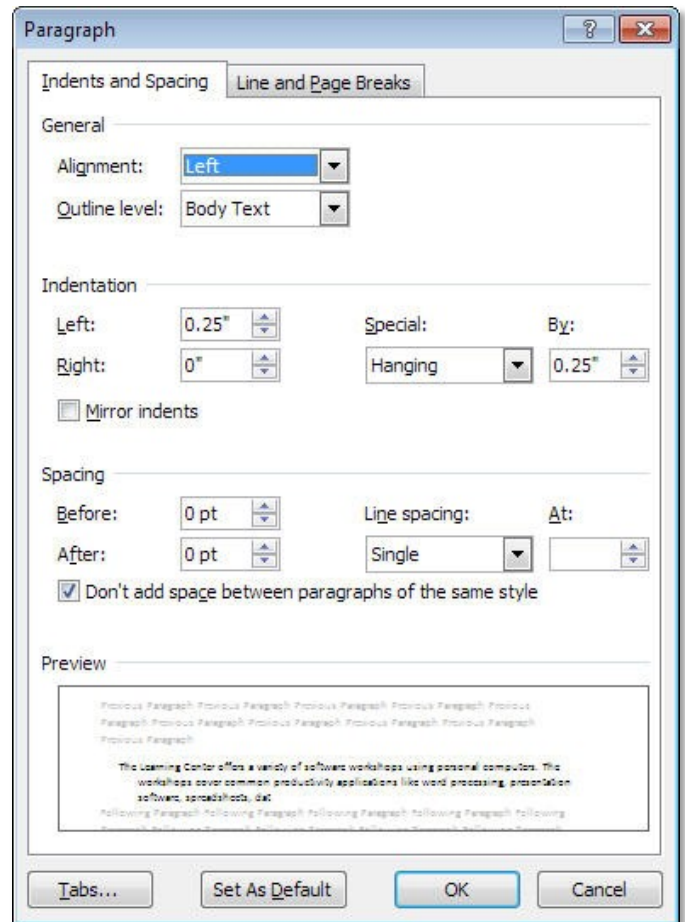
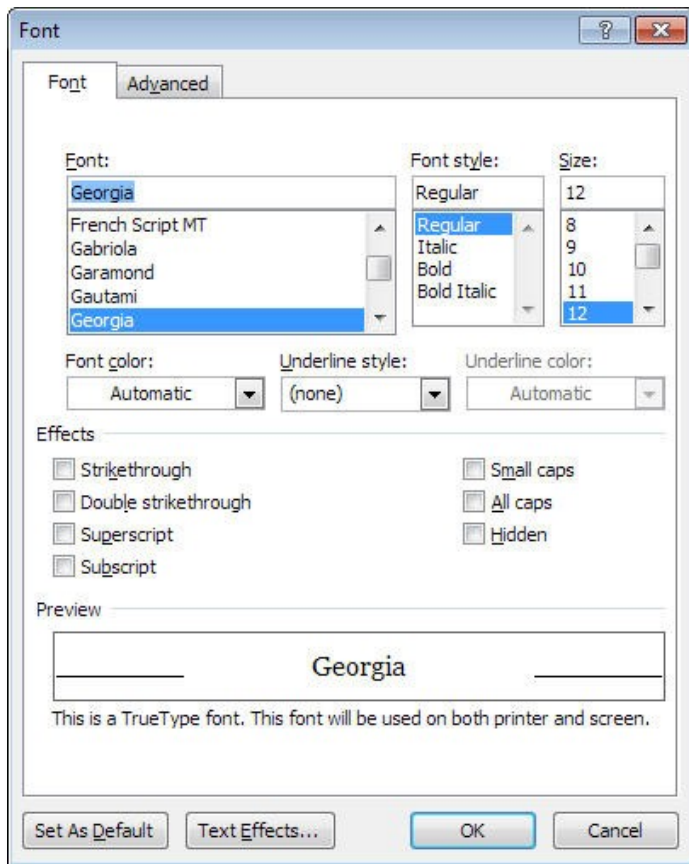


## Default Settings

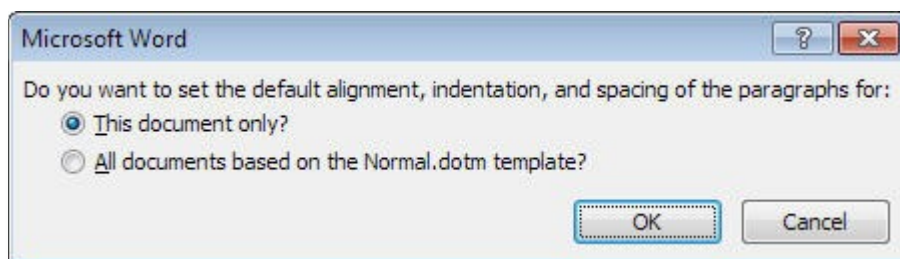
Microsoft has default settings for some options that may be different from your default settings. For instance, you may prefer to use a different font, or different margin settings. In Word, these things can be changed from the Page Setup dialog box and the Font dialog box.

### 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.




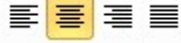
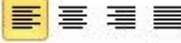
















5. A dialog box appears asking whether you want to change your default settings. Click **OK**.

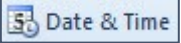


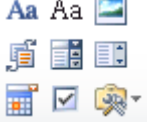

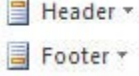



























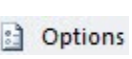

## How-To Table of Contents

Selecting Characters .....	3	Creating a Hanging Indent with the Ribbon....	6
Selecting Whole Words .....	3	Setting Tabs .....	7
Selecting Whole Paragraphs.....	3	Deleting Tabs .....	7
Selecting a Whole Word .....	3	Applying Styles from the Ribbon .....	7
Selecting a Line.....	3	Changing Image Layout .....	10
Selecting a Paragraph.....	3	To Create a Table .....	11
Selecting a Sentence .....	3	To Move in a Table .....	11
Selecting the Entire Document .....	3	To Select a Row.....	11
Deselecting Text .....	4	To Select a Column .....	11
Changing Line Spacing.....	4	To Add Rows/Columns to a Table.....	12
Changing Paragraph Alignment.....	4	To Delete Rows/Columns from a Table .....	12
Setting the Page Orientation .....	5	To Set Row and Column Size.....	13
Modifying the Margin Settings.....	5	To Use AutoFit.....	13
Setting the Paper Size.....	5	To Sort a List.....	13
To Create a Page Break.....	5	Creating Columns from the Ribbon .....	14
Creating a List from Existing Text .....	5	Creating a Column Break .....	14
Creating a List as You Type .....	5	Creating and Printing an Envelope .....	15
Stopping Word from Creating a List from a Numbered Item .....	5	Creating Return Address Labels.....	15
Creating a First Line Indent from the Ribbon .	6	Adding a Date/Time Stamp.....	16
Creating an Indent from the Ribbon.....	6	To Create Page Numbering .....	16
Using the Indent Icon.....	6	Changing a Default Setting.....	17













## Keyboard Commands

Command	Tab Location	Other Location	Keyboard	Reference
<b>Align Image</b>	Picture Tools Format > Arrange			
<b>Align Text Center</b>	Home > Paragraph	Mini Toolbar	Ctrl + E	
<b>Align Text Left</b>	Home > Paragraph		Ctrl + L	
<b>Align Text Right</b>	Home > Paragraph		Ctrl + R	
<b>Arrange Windows</b>	View > Arrange All			
<b>Arrows</b>	Insert > Shapes > Block Arrows			
<b>AutoCorrect Options</b>	File > Options > Proofing			
<b>AutoFit</b>	Table Tools > Layout > Cell Size	Right click		
<b>Backstage View</b>	File		Alt + F	
<b>Bold</b>	Home > Font	Mini Toolbar	Ctrl + B	<b>B</b>
<b>Bookmarks</b>	Insert > Links			
<b>Bullets</b>	Home > Paragraph	Mini Toolbar	Ctrl+Shift+L	
<b>Caption</b>	References > Caption			
<b>Change Case</b>	Home > Font		Shift + F3	<b>Aa</b>
<b>Clear Formatting</b>			Ctrl + Spacebar	
<b>Close</b>	File > Exit button	Title bar	Ctrl + W	
<b>Column Break</b>	Page Layout > Breaks button > Column		Ctrl + Shift + Enter	
<b>Columns</b>	Page Layout > Page Setup			
<b>Compress Pictures</b>	Picture Tools Format > Adjust			
<b>Copy</b>	Home > Clipboard	Right click	Ctrl + C	
<b>Crop Image</b>	Picture Tools Format > Size			
<b>Cross Reference</b>	References > Captions <b>OR</b> Insert > Links			
<b>Cut</b>	Home > Clipboard	Right click	Ctrl + X	

Command	Tab Location	Other Location	Keyboard	Reference
<b>Date</b>	Insert > Insert Date & Time			
<b>Document Views</b>	View > Document Views	Status Bar		
<b>Envelopes</b>	Mailings > Create			
<b>Find</b>	Home > Editing		Ctrl + F	
<b>Font</b>	Home > Font	Mini Toolbar	Ctrl + D	
<b>Footnote</b>	References > Footnote		Alt+Ctrl+F	<b>AB<sup>1</sup></b>
<b>Form Controls</b>	Developer * > Controls			
<b>Format Object</b>	Drawing Tools Format tab	Right click		
<b>Format Painter</b>	Home > Clipboard	Mini Toolbar	Ctrl+Shift+C Ctrl+Shift+V	
<b>Headers/ Footers</b>	Insert > Header & Footer			
<b>Headings</b>	Home > Styles	Right click	Alt + Ctrl + 1 Alt + Ctrl + 2 Alt + Ctrl + 3 Ctrl+Shift+N	
<b>Hide the Ribbon</b>	Double click on any tab		Ctrl + F1	
<b>Hyperlink</b>	Insert > Links	Right click	Ctrl + K	
<b>Image Border</b>	Picture Tools Format > Picture Styles			
<b>Images</b>	Insert > Illustrations			
<b>Import Chart</b>	Insert > Text > Insert Object button			
<b>Indent</b>	Home > Paragraph	Mini Toolbar	Ctrl + M	
<b>Insert Caption</b>	References > Caption			
<b>Italic</b>	Home > Font	Mini Toolbar	Ctrl + I	<i>I</i>
<b>Labels</b>	Mailings > Create			
<b>Landscape /Portrait</b>	Page Layout > Page Setup			
<b>Layout View</b>	View > Document Views	Status Bar		
<b>Line Spacing</b>	Home > Paragraph		Ctrl + 1 Ctrl + 2	

Command	Tab Location	Other Location	Keyboard	Reference
<b>Macros</b>	View > Macros			
<b>Mail Merge</b>	Mailings > Start Mail Merge			
<b>Margins</b>	Page Layout > Page Setup			
<b>Merge Cells</b>	Table Tools Layout > Merge	Right click		
<b>New Document</b>	File > New tab		Ctrl + N	
<b>Non-Keyboard Characters</b>	Insert > Symbols			
<b>Numbering</b>	Home > Paragraph	Right click		
<b>Open</b>	File > Open		Ctrl + Open	
<b>Open Recent File</b>	File > Recent tab	Quick Access Toolbar		
<b>Orientation</b>	Page Layout > Page Setup			
<b>Page Break</b>	Page Layout > Breaks <b>OR</b> Insert > Page Break		Ctrl + Enter	
<b>Page Numbering</b>	Insert > Header & Footer			
<b>Paper Size</b>	Page Layout > Page Setup			
<b>Paragraph Formatting</b>	Home > Paragraph	Right click		
<b>Paste</b>	Home > Clipboard	Right click	Ctrl + V	
<b>Paste Special</b>	Home > Clipboard	Right click	Ctrl+Alt+V	 Paste ▼
<b>Picture</b>	Insert > Illustrations			
<b>Picture Border</b>	Picture Tools Format > Picture Styles			
<b>Print</b>	File > Print		Ctrl + P	
<b>ProgramOptions</b>	File > Options button			
<b>Recent Files</b>	File > Recent tab	Quick Access toolbar		

Command	Tab Location	Other Location	Keyboard	Reference
<b>Redo</b>		Quick Access Toolbar	Ctrl + Y	
<b>Replace</b>	Home > Editing		Ctrl + H	
<b>Restrict Editing</b>	Developer * > Protect			
<b>Ruler</b>	View > Show	Scroll Bar > View Ruler Button		
<b>Save</b>	File > Save or Save As	Quick Access Toolbar	Ctrl + S	
<b>Save As</b>	File > Save As button		F12	
<b>Screen Clipping</b>	Insert > Illustrations			
<b>Screenshots</b>	Insert > Illustrations			
<b>Section Break</b>	Page Layout > Page Setup > Breaks button			
<b>Select All</b>	Home > Editing		Ctrl + A	
<b>Shapes</b>	Insert > Illustrations			
<b>Show / Hide Codes</b>	Home > Paragraph		Ctrl+Shift+8 (Ctrl + *)	
<b>Sort</b>	Home > Paragraph			
<b>Spell Check</b>	Review > Proofing	Right click	F7	
<b>Spell Check Options</b>	File > Options > Proofing			
<b>Styles</b>	Home > Styles	Right click	Alt + Ctrl + 1 Alt + Ctrl + 2 Alt + Ctrl + 3 Ctrl+Shift+N	
<b>Subscript</b>	Home > Font		Ctrl + =	
<b>Superscript</b>	Home > Font		Ctrl + Shift + =	
<b>Switch Windows</b>	View > Window	Windows Taskbar	Alt + Tab	
<b>Symbols</b>	Insert > Symbols			
<b>Table</b>	Insert > Tables			

Command	Tab Location	Other Location	Keyboard	Reference
<b>Table Border</b>	Home > Paragraph <b>OR</b> Table Tools Design tab > Table styles			
<b>Table of Contents</b>	References > Table of Contents			
<b>Table: Add Row / Column</b>	Table Tools Layout > Rows & Columns			
<b>Table: Deleting</b>	Table Tools Layout > Rows & Column			
<b>Tabs</b>	Home > Paragraph > Paragraph dialog box > Tabs			
<b>Text Box</b>	Insert > Text			
<b>Text Size</b>	Home > Font	Mini Toolbar	Ctrl+Shift+P	
<b>Text Wrap</b>	Picture Tools Format > Arrange			
<b>Thesaurus</b>	Review > Proofing	Right click		
<b>Time</b>	Insert > Insert Date & Time			
<b>Track Changes</b>	Review > Tracking		Ctrl+Shift+E	
<b>Underline</b>	Home > Font	Mini Toolbar	Ctrl + U	
<b>Undo</b>		Quick Access Toolbar	Ctrl + Z	
<b>Update Selected Fields</b>		Right click	F9	
<b>Update Table of Contents</b>	References > Table of Contents	Right click		
<b>View</b>	View > Document Views	Status Bar		
<b>View Table Gridlines</b>	Table Tools Layout > Table			
<b>View Two Pages</b>	View > Zoom			
<b>Word Art</b>	Insert > Text			
<b>Word Count</b>	Review > Proofing		Ctrl+Shift+G	
<b>Zoom</b>	View > Zoom	Status Bar		

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