

HD 21H MICROSOFT WORD 2000

STUDENT HANDOUTS

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STARTING WORD (WIN/WORD) FOR WINDOWS

6 SEFIDI RW

These directions assume your computer is on and you are running Windows 95, 98, or NT.

OPENING THE WORD PROGRAM AT THE HIGH TECH TRAINING CENTER

1. Left click the **Start button** in the lower left hand corner of your monitor.

Keyboard shortcut Ctrl+Esc

2. Left click on **Programs**.
 3. Left click on **Microsoft Word**.
- When you open the Word Program, you will be in a brand new document, a brand new electronic piece of paper, called Document1.
 - On the taskbar you can observe a button that represents this new document.
 - You may begin typing in this brand new document, or open a document you created before.

FILE MANAGEMENT IN WORD

CLOSING A FILE WITHOUT LEAVING WORD

1. Open the **F**ile menu and choose **C**lose.

Keyboard shortcut

Ctrl + W

2. If you have not already saved your file, Word will ask you if you want to save it.

EXITING WORD

1. Save your document.
2. Open the **F**ile menu and choose **E**xit.

Keyboard shortcut

Alt + F4

OPENING FILES

Opening a New File within Word

Menu Method

1. Open the **F**ile menu and choose **N**ew.
2. Is the General tab showing? If not, click once on the **G**eneral tab.
3. Check to be sure the **B**lank **D**ocument icon is chosen and the **D**ocument radio button is chosen.
4. Click once on the **O**K button.

Keyboard shortcut
Ctrl + N

Toolbar Method

Left click on the new document icon on the Standard toolbar.



Opening an Old File from Your 3 1/4inch Diskette

1. Open the Open dialogue box.

Menu Method

Open the **F**ile menu and choose **O**pen.

Toolbar Method

Left click the **O**pen icon on the Standard toolbar.



Keyboard shortcut
Ctrl + O

2. Look at the **L**ook **i**n edit box.
Does it say **3 1/4Floppy (A:)**?



- If yes, proceed to the next step. If not, do the following steps.
- a. Click once on the down arrow on the right side of the **L**ook **i**n edit box.
 - b. This will open a menu of choices.
 - c. Click once on **3 1/4Floppy (A:)**.
3. Select the file you want from the list of file names.
 4. Double click on the file of your choice,
or
left click the name of your file and then left click the **O**pen button.

SAVING FILES TO YOUR DISKETTE

Saving a New File to Your 3 1/2 Floppy Diskette

1. Make sure your data diskette is in the **a:** drive.
2. Open the **F**ile menu and select **S**ave **A**s, or click once on the **S**ave icon on the Standard toolbar.
3. Check to see which drive or folder is listed in the **S**ave **i**n box.



- Do you see **3 1/2 Floppy** in the **S**ave **i**n box?
If yes, go to step 4.
If not do the following:
- a. Click once on the down arrow to the right of the **S**ave **i**n box.
 - b. Click once on **3 1/2 Floppy (A:)**.
4. Look in the **F**ile **n**ame edit box.
Word has given your file a name. You can accept this name, or type over this name with a different file name. Your file name can have up to 255 characters including spaces.

Characters NOT Usable in File Names

forward slash (/), backslash (\), greater than (>), less than (<),
period (.) asterisk (*), question mark (?), quotation marks (""),
colon (:), semicolon (;)

5. Click once in the **S**ave button.
6. You will be returned to your document. Look for the file name on the title bar.

Saving Your Document as a Web Page

Procedure

1. Open the **F**ile menu and choose **S**ave as **W**eb **P**age.
2. Check to see which drive or folder is listed in the **S**ave **i**n box.



3. Adjust the Save in control, as needed, so you are saving your web document in the appropriate location.
4. Look in the **F**ile **n**ame edit box.
Word has given your file a name. You can accept this name, or type over this name with a different file name. Your file name can have up to 255 characters including spaces.

Characters NOT Usable in File Names

forward slash (/), backslash (\), greater than (>), less than (<), period (.) asterisk (*), question mark (?), quotation marks (""), colon (:), semicolon (;)

Web Document Extension

Word will automatically end your document name with the extension .htm (as opposed to .doc for Word documents). "Htm" stands for hypertext markup language, the computer language of a web document.

5. Click once in the **S**ave button.
6. You will be returned to your document.
 - Look for the file name on the title bar.
 - On the taskbar observe the button that represents this document.

Viewing Your Document As A Web Page In Browser

This direction assumes your document is open.

Open the **F**ile menu and choose **W**eb **P**age **P**review.

Your document will open as a web page in the Internet browser software you have installed on your computer.

Saving an Old File With the Changes

1. Make sure your disk is in the disk drive.
2. Open the **F**ile menu and choose the **S**ave command.

Keyboard shortcut

Ctrl + S

Saving an Edited Document Under a NEW Name

Why?

You want to keep both the original document AND the edited document. In other words you do not want to **replace** the original document with the edited version.

How?

1. Open the **F**ile menu and choose **S**ave **A**s...
2. Be sure your **3 1/2 Floppy (A:)** is entered in the **S**ave **i**n box.
3. In the **F**ile **n**ame edit box type the new name for the changed version of your document.
(You are **s**aving your edited document **a**s...)
4. Click once in the **S**ave button.

Checking on Your Success

1. Open the **F**ile menu and choose **O**pen.
2. Be sure your **3 1/2 Floppy (A:)** is entered in the **L**ook **i**n box.
3. Do you see the both the original document file name and the new name for the edited version? Excellent.
4. Left click in the **C**ancel button or press Esc.

Save As vs. Save

Save As	Save
To give a document a name To give a document a home To give a document a new name To give a document a second home	To replace old version of a document with a new version of a document The name and home of the document do not change

PLACES BAR

The Places bar is the column on the left side of the Save As and the Open dialog boxes. The Places bar offers you instant access to the following folders on your computer.

Folder	Purpose
History	History reveals the contents of the Recent folder that contains shortcuts to the most recently opened files and folders.
My Documents	My Documents lists the contents of the My Documents folder. This is the default location for storing your saved documents. In other words, unless you indicate a different location, all your documents will automatically (by default) be saved to the My Documents folder on your hard disk.
Desktop	Desktop lists the all the files, folders, shortcuts, etc on your computer's Desktop , and changes the Save in/Look in control to the Desktop.
Favorites	Favorites lists files and folders you have added to the Favorites folder, and changes the Save in/Look in control to the Favorites folder.
Web Folders	Web Folders lists the folders with documents you have saved to a web server. A web server is a computer that stores world wide web documents and facilitates their being accessed by computers all over the world. In other words, it serves up the web documents and makes them available.

THE FUNDAMENTALS OF ERASING TEXT

Erasing the previous character (left of cursor)	Backspace key
Erasing the next character (right of cursor)	Delete key
Erasing a block of text	Select Text, Tap Backspace key

□

INSERTING TEXT

Important Vocabulary

Mouse Pointer: an icon (picture) that moves as you move the mouse. The shape of the mouse pointer depends upon where it is. Most of the time the mouse pointer is an arrow. When the mouse pointer is in the text (or window) area, it is an **I-Beam**.

Insertion Point: an icon that shows where the next character you type will appear. The insertion point is always a blinking vertical line. The insertion point is also called a **cursor**.

Moving Your Cursor with Your Pointer

1. Move the mouse pointer to the new location.
2. Left click to position the insertion point in this new location.

PRINTING A DOCUMENT

The following directions apply to printing an entire document.

TOOLBAR METHOD

Left click the print icon on the standard tool bar.



MENU METHOD

1. Open the **F**ile menu and choose **P**rint...to open the Print Dialogue box.

Keyboard shortcut Ctrl + P

2. Left click the OK button or press Enter.

Special Note

To make adjustments to the printing process (e.g., specify more than one copy, print only specific pages from a document), you will need to open the Print dialogue box and make adjustments in the appropriate controls.

PRINT PREVIEW

The Print Preview feature offers a bird's eye view of your document.

ACCESSING PRINT PREVIEW

Menu Method

Open the **F**ile menu and choose **P**rint **P**review.

Keyboard Shortcut Ctrl + Alt + I
--

Toolbar Method

Left click the Print Preview icon on the Standard toolbar.




CLOSING PRINT PREVIEW

Left click the **C**lose button on the Print Preview toolbar or press Esc.

SPELLING AND GRAMMAR CHECKING

Special Note: These directions assume that the **Check grammar as you type** option is active so Word will check both spelling and grammar.

Spell Checking Procedure

1. Put your cursor where you would like to begin spelling and grammar checking.
2. Open the **T**ools menu and choose **S**pelling and **G**rammar;
or
left click on the Spelling and Grammar toolbar icon. 

Keyboard shortcut = **F7**

3. The **Not in Dictionary:** edit box (Alt+:) will display the first suspicious word in the context of the other words around it in your document.

Suspicious words include words not in Word's spelling dictionary, repeated words, words with capitalization errors that Word can recognize, and joined words (e.g., joinedwords).


4. In the **S**uggestions list Word will offer you a list of possible correct spellings (Alt+E).
 - The first suggested word at the top of the list will always be highlighted.
 - **IF** the word you want is **NOT** at the top of the list, left click or arrow key down to make your choice.

5. Click once on the **C**hange button (Alt+C) to insert the correctly spelled word into your text.
If you know the correct spelling, you can type it yourself in the **Not in Dictionary:** edit box (Alt+:).

6. When Word has finished checking your document, it will display the message **The spelling and grammar check is complete.** Click once in the **OK** button or press Enter.

Grammar Checking Procedure

Special Note: The grammar checker is not always correct. Do not follow the grammar checker's advice unless you clearly understand the advice.

1. Put your cursor where you would like to begin spelling and grammar checking.
2. Open the **T**ools menu and choose **S**pelling and **G**rammar;
or
left click on the Spelling and Grammar toolbar icon. 

Keyboard shortcut = **F7**

3. An edit box will display the first instance of suspicious grammar in the context of the other words around it in your document.
The title of the edit box will reflect the type of error Word thinks it has discovered.
4. In the **S**uggestions list (Alt+E), Word will offer you a list of possible grammatical corrections.
 - The first suggestion is always highlighted.
 - **I**F the grammar change you want is **N**OT at the top of the list, left click or arrow key down to make your choice.

Special Note: Click once on the question mark icon to get more information about the suspicious grammar.

5. Click once on the **C**hange button (Alt+C) to insert the grammatical change into your text.
If you want to edit the grammar yourself, you can make your changes in the **N**ot in **D**ictionary: edit box (Alt+.).
6. When Word has finished checking your document, it will display the message **The spelling and grammar check is complete.** Click once in the **O**K button or press Enter.

IMPORTANT TERMS FROM WORD'S SPELLING AND GRAMMAR CHECKER

Ignore

Word accepts the suspicious word or grammar and proceeds with checking.

Ignore All

Word accepts the suspicious word or grammar and will ignore it for the rest of the document.

Change

Replaces the current suspicious word or grammar with the chosen new word or grammar.

Change All

Replaces *all instances* of the current suspicious word with the chosen new spelling.

Add

Adds the suspicious **Not in Dictionary** word to the dictionary shown in the **Add Words To** box. Unless you create your own special spell checker dictionary, Word will add your words to the custom dictionary called **Custom.dic**. Unless you are absolutely sure of your spelling, do not add words to the dictionary.

Undo

Undoes the last change you made.

Cancel

Closes the Spelling and Grammar dialog box and ends the spelling and grammar check in process.

Options

Gives you the opportunity to make adjustments to the spelling and grammar checker settings.

AutoCorrect

Automatically adds the misspelled word and its correct spelling to the list of AutoCorrect words.

Special Note: Before even thinking about choosing AutoCorrect, be sure you have the correct spelling in the Change To: box.

Next Sentence

If you click in your document itself to manually edit the grammar, you can then left click on Next Sentence to resume your spelling and grammar checking.

AUTOMATIC SPELLING AND GRAMMAR CHECKING

Telling Word You Want Automatic Checking

1. Open the **Tools** menu.
2. Choose **Options**.
3. Click once on the **Spelling and Grammar** tab.
5. Look at the check box next to **Check spelling as you type**, and
look at the check box next to **Check grammar as you type**.
A check indicates the feature is on.
5. If the feature is off and you want it on, click once in the box to create a check and turn the feature on.
6. Left click the **OK** button or press Enter.

Using Automatic Checking

1. As you write, suspiciously spelled words are indicated with red, sawtooth underlining and suspicious grammar is indicated with green, sawtooth underlining.
2. As you observe a suspicious word or grammar event, you can check the potential problem by right clicking once on the text.

AUTOCORRECT

WHAT IS THE PURPOSE?

- Automatically **corrects** commonly misspelled words while you are typing
- Automatically **expands** an abbreviation into commonly used text

HOW DOES IT WORK?

AutoCorrect works like an **abbreviation-expansion** program.

1. You type a word in your document that is in AutoCorrect's database of words.
2. As soon as you tap the space bar, Word transforms the word into whatever you or Word has programmed it to turn into.

*Example: Type **teh** and tap the space bar. What happened to **teh**?*

EXPLORING WORD'S DATABASE OF AUTOCORRECT WORDS

1. Open the **T**ools menu and choose **A**utoCorrect....
2. At the bottom of the AutoCorrect dialogue box you will see a list of the current database of AutoCorrect words.
 - On the **left** you will see the words to be automatically corrected or expanded.
 - On the **right** you will see the correction or expansion for the words.

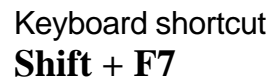
ADDING YOUR OWN ENTRIES TO THE AUTOCORRECT FEATURE

1. Open the **T**ools menu and choose **A**utoCorrect....
2. In the **R**eplace: box, type the text you want corrected or expanded.
3. In the **W**ith: box, type the correction or expansion.
4. Left click the **A**dd button.
5. Observe that your AutoCorrect entry has been added to the AutoCorrect database.
6. Click once on the **C**lose button or press Escape.

THESAURUS

GENERAL OPERATING PROCEDURE

1. Place your insertion point anywhere in the word you want to look up.
2. Open the **T**ools menu and choose **L**anguage.
3. Click on **T**hesaurus.
4. You will get a Thesaurus dialogue box.



Keyboard shortcut
Shift + F7

You will find the word you are looking for in the **L**ooked Up: box.

5. Observe the **M**eanings box on the left and the **S**ynonyms box on the right.

The **M**eanings box contains different words representing the different shades of meaning of the word you are looking up.

The *first word* in the **M**eanings box is highlighted.

Synonyms for *this word* are in the **S**ynonyms box on the right.

Click once on a different word in the **M**eanings box and its synonyms will appear in the **S**ynonyms box

SHORTCUT ACCESS TO THE THESAURUS

Opening the Shortcut Menu

Point and Click Method

Point to the word you want to look up in the Thesaurus, and right click.

Keyboard Method

Locate your cursor in the word you want to look up in the Thesaurus, and press Shift + F10 to activate the shortcut menu.

Choosing a Synonym

1. From the shortcut menu choose **Synonyms**.
2. From the Synonyms submenu, choose a synonym or choose **Thesaurus** to open the Thesaurus dialog box.

Special Note

Occasionally Synonyms will NOT appear on the shortcut menu. This occurs when you are located in text with certain special features (e.g., numbering).

THESAURUS DIALOGUE BOX BUTTONS AND ARROW BOX

Replace Button

Replaces the word in your text you are looking up with the highlighted synonym.

Procedure

1. Click once on the synonym of your choice
2. Observe that this synonym is put in the **Replace with Synonym:** box.
3. Click once in the **Replace** button.

If you change your mind when you return to your document, go immediately to the **Edit** menu and choose **Undo Thesaurus**.

Look Up Button

Looks up words from the **Synonyms** box.

Procedure

1. Click once on the word in the **Synonyms** box you want to look up.
2. Click once in the **Look Up** button.

Retracing Your Steps

Word provides you with a list of all the words you have looked up since you arrived at this Thesaurus dialogue box so you can return to any of those words.

Procedure

1. Put your pointer on the down arrow to the right of the word in the **Looked Up:** box
2. Choose the word you want to look up again.

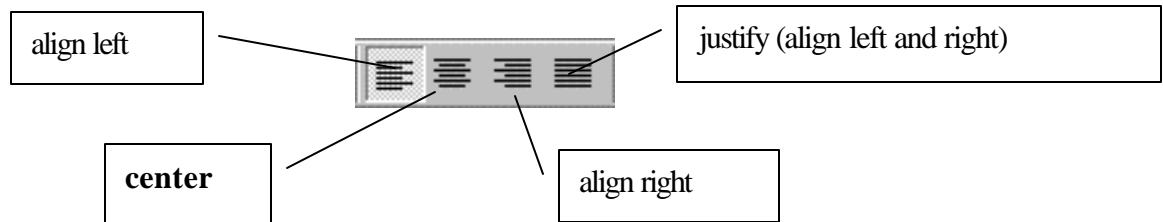
Cancel Button

Closes the thesaurus dialogue box and returns you to your document.

Special Notes

- Sometimes antonyms are offered.
- What happens if you ask Word to look up a word in its thesaurus that it does not have? Word will present you with an alphabetic list of words close in alphabetic order to the word you asked to look up. You may choose to look up a word from this list.

CENTERING



1. Click once on the Toolbar icon (symbol) of centered text.
2. Type the text you want to center.

If you do not want the subsequent lines centered, do the following.

- a) Press your **Enter** key.
- b) Choose a different alignment.

Keyboard shortcuts

Left align	Control + L
Center	Control + E
Right align	Control + R
Justify	Control + J

ENTERING NEW LINES AT THE TOP OF YOUR DOCUMENT

1. Position your cursor at the VERY beginning of your document.

Keyboard shortcut Ctrl + Home

Special Note

If the top of your document is a title, position your cursor just to the left of the first letter in your title.

2. Press your Enter key to push your document down, and create a new line.
3. Use your up arrow key to move your cursor up into the new line you created.

Special Note

If the top of your document is a centered title, the new line you create will have center alignment.

HELP!

There are various ways to ask Word for Help. Here are some of the most useful.

TOOLTIPS

As your pointer pauses on a Toolbar button, a Tooltip will appear telling you what the button is used for.

SCROLL TIPS

As you use the scroll box, the page number of the scroll box's position will appear.

SHORTCUT MENUS

A shortcut menu gives you commands useful to the task you are currently working on (e.g., If you are working on a table, the shortcut menu will offer you table commands.).

There are 15 shortcut menus covering Editing and Formatting, Toolbar, Picture, Drawing, Heading Paragraph, Endnotes/Footnotes, any OLE Object, Table, Form Field, Field, Bullets and Numbering, Drop Cap, Frame, Button Image, and Spelling.


Accessing a Shortcut Menu

1. Point to the relevant section of your text.
2. Right click or press Shift + F10.
3. Choose a command from the shortcut menu, or click outside the menu to make it disappear.

GETTING HELP WITH A DIALOGUE BOX

1. Open up a Dialogue Box (e.g. Open the **T**ools menu and choose **A**utoCorrect.).
2. Left click on the **?** in the upper right hand corner of the dialogue box. Your mouse pointer now has a new friend, a question mark.
3. Click on the part of the dialog box for which you want help. You will see a window with information about that feature.

GETTING HELP WITH AN ON-SCREEN FEATURE

1. Click once on the **What's This** icon,  or open the **H**elp menu, and choose **What's This?** or press Shift + F1.

Special Note: To cancel the request, press Esc.

2. You will see your mouse pointer now has a question mark travelling with it.
3. Click once on the feature you want information about.

Special Note

You can use this feature to get a summary of how your text is formatted.

- a) Turn on the **What's This** feature.
- b) Left click in the text for which you want formatting information.
- c) You will get a box with a summary of the paragraph and font formatting features for the text in which your cursor is currently located.

OFFICE ASSISTANT

Word's Office Assistant is available to assist you in using Word.

Options for Summoning Office Assistant

- Left click the question mark icon on the Standard toolbar.
- Left click on the Office Assistant if it is already displayed on your monitor.
- Open the **H**elp menu and choose **M**icrosoft **W**ord **H**elp.

Keyboard shortcut

F1

Communicating your Needs

1. Enter your question in Office Assistant's edit box.
2. Press Enter or left click the **S**earch button.
3. Office Assistant will display a list of help pages relevant to your question.
4. Left click on the page you want to access, or tab to the page you want to access and press Enter.

Adjusting Your Office Assistant

Summon the Office Assistant and select **O**ptions.

- You will access the Office Assistant dialog box through which you can adjust how your assistant behaves.
- You will also have the opportunity to experience all the Office Assistant personalities, and choose the one that pleases you. Please note that installing a different Office Assistant personality requires the Office 2000 CD. Once the new Office Assistant has been installed on your computer, you may switch among all the installed assistants.

Turning Off Office Assistant

1. Summon your Office Assistant and choose **O**ptions.
2. Uncheck the **U**se the Office Assistant checkbox.

HELP WITHOUT OFFICE ASSISTANT

Summoning Help Options

- Left click the question mark icon on the Standard toolbar.
- Open the **H**elp menu and choose **M**icrosoft **W**ord **H**elp.

<p>Keyboard shortcut</p>

<p>F1</p>

Communicating with Help

You have a choice of 3 help features each represented by a tab in the Help application. These features are Contents, Index, and the Answer Wizard.

Help Feature	Purpose
Contents	<ul style="list-style-type: none"> • Provides a list of major help topics each represented by a book. • Left click the + to the left of a book to open up the books contents. • Select the Help page of your choice.
Index	<ul style="list-style-type: none"> • Provides an index of topics, just like the index at the back of a text book • Enter the topic you want to look up in the index in the index edit box.
Answer Wizard	<ol style="list-style-type: none"> 1. Enter your question in the Answer Wizard edit box, and press Enter. 2. Left click on the page you want to access or tab to the page you want to access and press Enter.

THE UNDO COMMAND

WHAT: The Undo command undoes whatever you have **just** told Word to do.

HOW:

Menu Method

Open the **Edit** menu and choose **Undo**....

Toolbar Method

Left click the Undo button on the Standard toolbar.



Keyboard shortcut = **Ctrl + Z**

WHEN: IMMEDIATELY! (if possible)

You should give the Undo command immediately after the unwanted change occurs.

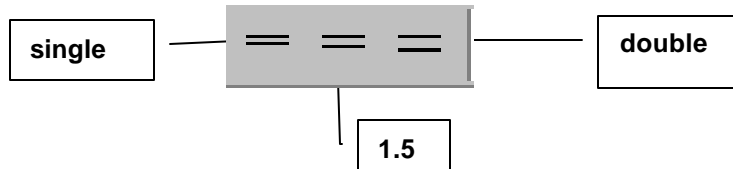
However, Word does keep a history of changes so that you can go back and undo multiple actions. To see the history, click once on the down arrow to the right of the Undo button on the Toolbar.

If you undo an action several actions back in the past, everything that happened after that will also be undone.

CHANGING LINE SPACING, THE SHORT VERSION

TOOLBAR METHOD, THE VERY SHORT VERSION

Special Note: This method will only work if Word has been set up so the line spacing icons are displayed on the toolbar.



Keyboard shortcuts	
Single	Control + 1
1.5	Control + 5
Double	Control + 2

Choosing Line Spacing BEFORE You Type Your Text

- Click once on the single, 1.5, or double spacing icon on the Toolbar.

Choosing Line Spacing AFTER You Have Typed Your Text

1. Highlight (select, drag across) your text.

Special Note

If you are changing the line spacing for just one paragraph, simply position your cursor in that paragraph.

2. Click once on the single, 1.5, or double spacing icon on the Toolbar
3. Click once in your text to eliminate the highlighting and continue typing.

FORMAT MENU, THE SHORT VERSION

Choosing Line Spacing BEFORE You Type Your Text

1. Open the **F**ormat menu and choose **P**aragraph.
2. Find the **L**ine Spacing: box.
3. Click once on the down arrow to the right of the **L**ine Spacing: box.
4. Click once on the line spacing you want (e.g., Double).
5. Click once in the **O**K button or press Enter.

Choosing Line Spacing AFTER You Have Typed Your Text

1. Highlight (select, drag across) your text.

Special Note

If you are changing the line spacing for just one paragraph, simply position your cursor in that paragraph.

2. Open the **F**ormat menu and choose **P**aragraph.
3. Find the **L**ine Spacing: box.
4. Click once on the down arrow to the right of the **L**ine Spacing: box
5. Click once on the line spacing you want (e.g., Double).
6. Click once in the **O**K button.
7. Click once in your text to eliminate the highlighting and continue typing.

CHOOSING SPECIAL TEXT FORMATS, TEXT SIZES, AND FONTS

CHOOSING BEFORE THE TEXT IS TYPED



Toolbar Method

•Bold, *Italic* or Underlined text

1. Find the icon of your choice on the **Formatting toolbar**.
2. Left click on the icon
3. Type the text.
4. Left click on the same icon to turn off the feature.

•Font or Text **Size**

1. Click once on the down arrow to the right of the Font or Text size icon.
2. Click once on your choice.
3. Type the text.

Keyboard shortcuts	
Ctrl + B	Bold
Ctrl + I	<i>Italic</i>
Ctrl + U	<u>Underline</u>
Ctrl + Shift + F	Font
Ctrl + Shift + P	Size

Menu Procedure

1. Open the **F**ormat menu and choose **F**ont.
2. Be sure the Font file tab is at the front.
3. Enter your choices from this dialogue box.
As you make your choices, Win/Word displays an example of the text style you have chosen in the Preview box in the lower right hand corner of the dialogue box.
4. Click once in the **OK** button.

CHOOSING AFTER THE TEXT IS TYPED

1. **Select** (highlight, drag across) the text.
2. Choose the feature you want from either (1) the **Formatting toolbar**, (2) the **Font** dialogue box (from the **Format** menu) or (3) with a keyboard shortcut.
3. Click once in your document to make the highlighting disappear.

SAMPLES OF FONT SIZES IN TIMES NEW ROMAN

9 point (1/8 inch)

12 point

14 point

18 point (1/4 inch)

24 point

36 point (1/2 inch)

one point = 1/72 of an inch.

A point is measured from the bottom of a descender letter to the top of an ascender letter.

SAMPLES OF FONTS

Modern

Ariel

Σψμβολ (Symbol)

♠♣●❖♠◆✠♠☉ (Wingdings)

Times New Roman

Playbill

Harrington

Fonts are the designs of the characters you display on the screen and print. No two fonts are the same. Monaco and Courier are fixed-width fonts. This means each character, whether it is narrow, such as an "i," or wide like a "w," occupies the same width of space. Other fonts are proportionally spaced with characters of different widths occupying different size spaces.

COPYING FORMATTING

Copying Formatting to One Text Area

1. Select the text that has the formatting you want to copy.

2. Left click the Format Painter icon.



Keyboard shortcut Control + Shift + C

3. Select the text to which you want to add formatting.

Copying Formatting to Multiple Text Areas

1. Select the text that has the formatting you want to copy.

2. Double click the Format Painter icon.

3. Select each instance of text to which to want to add the formatting.

4. Left click the Format Painter icon to turn off the feature.

COPYING, CUTTING, AND PASTING TEXT

DEFINITIONS

Copy (<u>E</u> dit Menu)	Copies selected text and graphics to the Clipboard.
Cut (<u>E</u> dit Menu)	Deletes selected text and stores it on the clipboard.
Paste (<u>E</u> dit Menu)	Inserts contents of the Clipboard into your document at the cursor (insertion point) position.

COPYING OR CUTTING TEXT USING THE CLIPBOARD

Clipboard with One Item

1. Select the text you want to copy or cut.
2. Open the **E**dit menu and choose **C**opy or **C**ut, or left click the copy or cut icon from the **Standard Toolbar**.

Word puts the cut or copied text in a holding place called the clipboard.

3. Position the cursor (insertion point) where you want to paste in the contents of the clipboard, or select the text in your document you want **REPLACED** by the contents of the Clipboard.
4. Open the **E**dit menu and choose **P**aste, or Left click the paste icon on the **Standard Toolbar**.

Keyboard shortcuts	
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

Clipboard with More than One Item (Collect and Paste)

Beginning with Word 2000, the clipboard can now store up to 12 cut or copied items.

1. Select the text you want to copy or cut.
2. Open the **E**dit menu and choose **C**opy or **C**ut, or left click the copy or cut icon from the **Standard Toolbar**.
3. The clipboard toolbar will appear displaying Word document scrap icons and/or web page scrap icons for each item in the clipboard.
4. Position the cursor (insertion point) where you want to paste in the contents of the clipboard, or select the text in your document you want **REPLACED** by the contents of the Clipboard.

Special Note

If you just give the paste command instead of choosing an item from the clipboard toolbar, you will be pasting in the very last item cut or copied.

5. Choose the cut or copied data you want to paste from the clipboard toolbar.
 - As you point to each scrap, you will see a screen tip with the first 50 words in the cut or copied block of text.
 - If the cut or copied item is an image, you will see the text *Item* followed by a number (e.g., Item 1).

Keyboard shortcuts	
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

Displaying the Office Clipboard Toolbar

1. Open the **V**iew menu and choose **T**oolbars.
2. From the Toolbars submenu, choose **C**lipboard.

MOVING TEXT BY DRAGGING AND DROPPING

1. Select the text you want to move.
2. Point anywhere in the selected text. Your pointer should look like a white arrow pointing slightly to the left.
3. Press and hold down your left mouse button.
4. Observe a box under your arrow and a dotted vertical line pointing up out of the arrow.
5. Keep your mouse button pressed as you move your pointer along with the selected text until the dotted vertical line is exactly where you want the beginning of the selected text to be dropped.
6. Release your mouse button. Well done.

FINDING TEXT

Word's Find command will search automatically through your document and find specific text you want to edit.

FINDING PROCEDURE

1. Put the cursor (insertion point) at the beginning of your document.
2. Open the **E**dit menu and choose **F**ind....

Keyboard shortcut Ctrl + F

3. In the **F**ind **W**hat: box, type the text for which you want Word to search.
4. Click once in the **F**ind **N**ext button.
5. Word will find the first occurrence of the text you typed in the **F**ind **W**hat: box.
6. To find the next occurrence, click again in the **F**ind **N**ext button.

To return to your document before Word has searched the entire document, click once in the Cancel button press Esc.

7. When Word is finished, it will display a dialogue box that reads: **Word has finished searching the document.** Left click on the **OK** button or press Enter.
8. Left click on the **Cancel** button or press Esc to close the Find dialog box.

FINDING AND REPLACING PROCEDURE

Word's **Replace** command will search your document for specified text and replace it with new text! Amazing.

1. Put your cursor at the beginning of your document.
2. Open the **E**dit menu and choose **R**eplace....

Keyboard shortcut Ctrl + H

3. In the **F**ind **W**hat: box, type the text you want to change.
4. In the **R**eplace **W**ith: box, type the new text.
5. Click once in the **F**ind **N**ext button.

Special Note: If you are absolutely sure you want the contents of the Replace with edit box to replace every instance of the contents of the Find what edit box, choose **R**eplace **A**ll.

6. Word will stop on the first occurrence of the text for which you are searching.
 - Click once in the **R**eplace button if you want to replace the text. Word will automatically go to the next occurrence of the word after you click Replace.
 - If you do NOT want to replace that instance of the word, click once in the **F**ind **N**ext button to proceed to the next occurrence of the text.
8. When Word is finished, it will display a dialogue box that reads: Word has finished searching the document. Left click the OK button or press Enter.
9. Click **C**ancel or press Esc to close the Replace dialogue box.

OUTLINING WITH WORD

STARTING AN OUTLINE

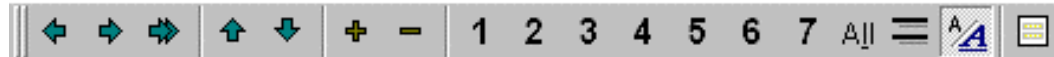
1. Open the **V**iew menu and choose **O**utline.
2. Add numbering to your outline by following these steps.
 - a) Open the **F**ormat menu and choose **B**ullets and **N**umbering.
 - b) If the **O**utline **N**umbered tab is not displayed, click it to bring it to the front.
 - c) Choose one of the seven outline numbering styles.
Note: Usually, for an academic outline, you use the numbering style as follows:
 - I. Heading 1
 - A. Heading 2
 1. Heading 3.
 - d) Click on the **OK** button or press Enter.

Special Note: *When you switch from outline view to normal view, your outline will be doubled spaced.*











DEFINITIONS

Outline Heading	Any text automatically assigned an outline heading level
Body Text	Text that is NOT part of any outline heading level (i.e., unnumbered outline items)

1. This is your OUTLINE toolbar



OUTLINE TOOLS

Demote (move to the right) an item	Left click on the demote icon  , press the Tab key or use keyboard command Alt+Shift+Right Arrow.
Promote (move to the left) an item	Left click on the promote icon  , press Shift + Tab or use the keyboard command Alt+Shift+Left Arrow.
Move a topic up	Left click on the move up icon,  , or use the keyboard command Alt+Shift+Up Arrow.
Move a topic down	Left click on the move down icon,  , or use the keyboard command Alt+Shift+Down Arrow.
Change an item to body text	Left click on body text icon  , or use the keyboard command Ctrl + Shift + N.
Expand subtopics or body text beneath a topic	Left click on  , or use the keyboard command Alt + Shift + plus key.
Collapse subtopics or body text beneath a topic	Left click on  , or use the keyboard command Alt + Shift + minus key.
Expand or collapse outline to specific levels	Select topic, click on 1-8 or All , or use the keyboard command Alt + Shift + N.
Switches between show first line of body text only and show all body text	Left click on  , or use the keyboard command Alt + Shift + L.
Switches between showing outline with special heading formatting and showing the outline with no special heading formatting	Left click on  .
Switches between outline view and master document view	Select topic. Click on  .

ADDING A TITLE TO AN OUTLINE

These directions assume you have numbered your outline using Roman numerals.

1. Position your cursor at the beginning of the first item of your outline (i.e., the first word after Roman numeral I).
2. Press your Enter key to add a new line to the top of your outline.
3. The new line will now be numbered with a Roman numeral I and your original Roman numeral I will be Roman numeral II.
4. Position your cursor in the blank, new, Roman numeral I line you just created.
5. Press Backspace to erase the Roman numeral I.
6. The first item of your outline will be Roman numeral I again.
7. Type your title.

Special Note

- You cannot create this same effect by using body text (e.g., removing the heading level from your outline item and changing it to body text).
- Even though the numbering was erased from your title line, Word still considers the line to be a heading level 1.

CHANGING MARGINS FOR A WHOLE DOCUMENT

MARGIN	the space between the edge of the paper and the main text area
DEFAULT MARGINS	the margins that Word sets for you automatically

Word's Default Margins for an 8 1/2 by 11 inches paper:

top and bottom	one inch
left and right	1.25 inches

TYPING NEW MARGINS WITH THE PAGE SETUP COMMAND

1. Open the **F**ile menu and choose **P**age **S**etup....
2. Be sure the **Margins** tab on the **Margins** folder is in front.
If it is not, click once on the **Margins** tab to bring it to the front.
3. Tap the **Tab** key until the margin you want to change is highlighted.
4. Enter the measurements you want in the margin box.
5. Click once in the **OK** box. Do **NOT** click in the Default button.

Special Note: to create margins with two decimal places (e.g., 1.25), you will need to enter the number rather than use the up and down arrows to change the margin settings.

HEADERS AND FOOTERS

HEADERS¹

A header is text that is repeated at the top of every page (or every other page). Headers consist of valuable information like the document's title, your name and page numbers.

FOOTERS

Footers have the same job as headers. Instead of appearing at the top of the page, they appear at the bottom, or foot, of the page.

DEFAULT POSITION

Headers are automatically placed in the middle of the default margin. Since the default top margin is 1 inch, the headers will be placed 0.5 inches below the top of the page.

Footers are automatically placed in the middle of the default bottom margin. Since the default bottom margin is 1 inch, the footers will be placed 0.5 inches up from the bottom of the page.

CREATING A STANDARD HEADER FOR AN ACADEMIC ESSAY

This header will repeat your last name and the page number on every page of your essay.

1. Open the **View** menu and choose **Header and Footer**.
2. Press your **Tab** key twice to get right justification
3. Type your last name.
4. Tap the space bar once.
5. Click once on the page numbering icon (#) on the Header and Footer toolbar.



- Do **NOT** enter a page number from the keyboard.
6. Click once on the **Close** button.

Special Note: You will not see your header (or footer) on your regular editing screen (Normal View). You can view it from Print Preview (File Menu) or with the Page Layout view (View menu).

¹ A header is NOT the same as a heading. A heading has two definitions. A heading consists of the 3-4 lines of information (name, class, date, etc.) you type at the beginning of a document. A heading also refers to a title or subtitle positioned at the beginning of a section of writing, usually a paragraph or a chapter.

Centering Text Vertically

These directions assume you are vertically centering **ALL** the text on a page and that this vertically centered page is the **only page** in your document.

1. Open the **F**ile menu and choose **P**age **S**etup.
2. Is the **L**ayout tab in the front?
If not, click once to bring it to the front.
3. Find the **V**ertical **A**lignment box, and click once on the down arrow to the right of it.
4. Choose **C**enter.
5. Click once in the **O**K button.
6. You can go to **P**rint **P**review (File Menu) to see your text centered vertically on the whole page.

ADDING A TITLE PAGE TO THE BEGINNING OF A DOCUMENT

Special Note: These directions assume you have already created a document with a header that includes your page number.

Part I: Creating the Title Page

1. Put your cursor at the VERY beginning of your document.
2. Press the **Enter** key to add a new line to the top of your document.
3. Move your cursor up into the new line you just created.
4. Type the contents of your title page.
5. Select (highlight) the text of your title page.
6. Add the horizontal centering.
7. Be sure your title page text is still selected.
8. Open the **File** menu and choose **Page Setup**.
9. Click once on the **Layout** tab to bring it to the front.
10. Be sure the **Apply to:** control refers to **Selected Text**.
11. Find the **Vertical Alignment Control**.
12. Click once on the down arrow to open up a menu of choices.
13. Click once on **Center**.
14. Click once on **OK** button.
15. When you return to your document, you will see that Word has created a section break for you. This separates your title page with vertical centering from the rest of your document which does not have vertical centering.
16. View your vertical centering through **File, Print Preview**.
17. Close Print Preview, and refer to the next page for further directions.

Part II: Eliminating the Header (or Footer) from the Title Page

1. Put your cursor on your title page.
2. Open the **F**ile menu and choose **P**age **S**etup (Alt F, U).
3. Be sure the **L**ayout tab is in front.
4. Click once in the **D**ifferent **F**irst **P**age check box in the Headers and Footers control (Alt F).
5. Click once on the **O**K button or press Enter.

Part III: Numbering Your Essay Starting with Page One

1. Click once anywhere in your essay (i.e., NOT in your title page).
2. Open the **I**nsert menu and choose **P**age **N**umbers (Alt + I, U).
3. Click once on the **F**ormat button (Alt + F).
4. Click once in the **S**tart **A**t radio button (Alt + A).
5. Type: **1** in the **S**tart **A**t edit box.
6. Click once on the **O**K button of the **F**ormat dialog box.
7. Click once on the **C**lose button of the **P**age **N**umbers dialog box.

Special Note: If you click on the OK button instead of the Close button, Word will add a second set of page numbers to your document.

INDENTING WITH WORD

Definition	An indent is the distance between the beginning of a line and the left margin OR the distance between the end of a line and the right margin.
Purpose	Indenting lets you make temporary left and right margin changes in your document.

GENERAL PROCEDURE FOR CREATING A LEFT INDENT

1. Place your cursor in the line where you want to begin your indented paragraph.
2. Open your **F**ormat menu, and choose **P**aragraph.
3. In the Indentation section, in the **L**eft edit box, type in the amount of your left indent.
4. Click on the **OK** button or press Enter.
5. Type the text you want indented on the left.

Keyboard shortcut Ctrl + M
(increases indent by 1/2 inch indent)

GENERAL PROCEDURE FOR RETURNING INDENT TO DEFAULT POSITION

1. Place your cursor in the line **BELOW** your indented paragraph. If a line does not exist yet, press **Enter** after your indented paragraph.
2. Open your **F**ormat menu, and choose **P**aragraph.
3. In the **L**eft edit box, enter **0** (zero).
4. Click on the **OK** button or press Enter.

Keyboard shortcut Ctrl + Shift + M
(decreases indent by 1/2 inch indent)

INSERTING A PAGE BREAK

1. Put your cursor at the end of the line where you want to insert the page break.

2. Open the **Insert** menu and choose **Break**.
3. In the Break dialogue box, make sure the **Page Break** radio button is selected.
4. Click the **OK** button or press Enter.



Keyboard shortcut
Ctrl + Enter

USING A HANGING INDENT FOR WORKS CITED

Rationale

The second line and each subsequent line in a work cited must be indented, .5 inch to the left. This indentation helps separate one citation from the next.

Procedure

1. Put your cursor where you are going to begin your works cited.
2. Open the **F**ormat menu and choose **P**aragraph.
3. Look for the **S**pecial control in the **I**ndentation section of the Format dialog box.
4. Open up the **S**pecial combo box and choosing **H**anging.

By choosing Hanging, Word will automatically let the first line of each citation hang back at the margin and indent .5 inch each following line.

5. Click once on the **O**K button or press Enter.



Shortcut key
Ctrl + T

Example

Works Cited

Wanderman, Richard. How Computers Change the Writing Process for People with Learning

Disabilities. 21 March 1998. <http://dresources.com/writingchange.html>>.

CREATING A WORKS CITED PAGE

1. Put your cursor at the end of your document.
2. Open the **I**nsert menu and choose **B**reak.
3. In the Break dialogue box, make sure the **P**age Break radio button is selected.
4. Left click the **O**K button or press Enter.
5. Left click the Centering icon on the Formatting toolbar.
6. Type **Works Cited** (no bold or underline).
7. If your document is not already double spaced, left click the double spacing icon. *Note:* In an academic essay, the entire document, including the works cited, is double spaced.
8. Press the **E**nter key.
9. Left click on the Left Align icon on the Formatting toolbar.
10. Open the **F**ormat menu and choose **P**aragraph.
11. Look for the **S**pecial control in the **I**ndentation section of the Format dialog box.
12. Open up the **S**pecial combo box by clicking on the down arrow to the right, and choose **H**anging. *Special Note:* This .5 inch hanging indent will ensure that each citation starts at the left margin and that each subsequent line of the citation hangs in .5 inches.
13. Left click once on the **O**K button or press Enter.
14. Type your first citation. Do not press Enter until you are finished typing all the information for that citation. See sample Works Cited page.

Works Cited

Wanderman, Richard. *LD Resources*. 7 June 2000. <<http://ldresources.com/>>.

Williams, Robin. *The PC is Not a Typewriter*. Berkeley, CA: Peachpit Press, 1992.

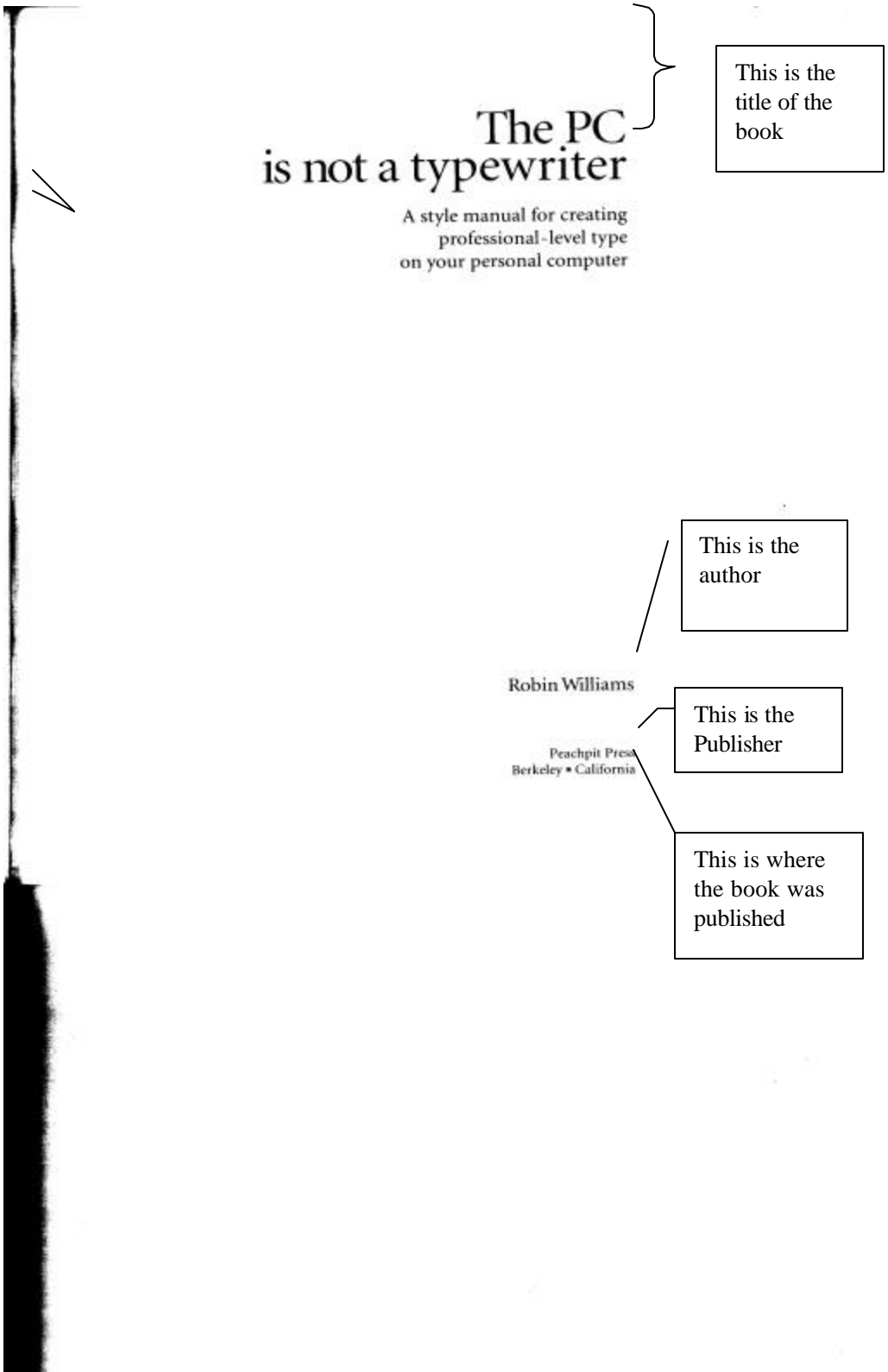
The screenshot shows a Microsoft Internet Explorer browser window displaying the website 'LD Resources'. The address bar contains 'http://www.ldresources.com'. The page title is 'LD Resources'. The main content area is divided into several sections: 'LD Resources Home' (a yellow sidebar with links like 'About This Web Site', 'The LD Reader (e-newsletter)', 'Fine Print', 'News and Updates', 'General LD Information', 'Conferences', 'Legal Issues', 'Education (K12, college...)', 'Reading, Writing, and Learning', 'Personal Essays and Articles', 'Tools (tape recorders, computers...)', 'Electronic Text', 'Books and Videos', and 'Fun Stuff'), 'About This Web Site' (a list of bullet points including 'This site has been providing resources for people with learning disabilities since 1995.', 'Site updated: Wednesday, June 7, 2000', and 'This site is hosted by HostPro and built on a Macintosh with TeXEdit Plus.'), and 'General LD Information' (a list of links to various resources like 'LD Online', 'Disability Resources Monthly', 'National Rehabilitation Information Center (NARIC)', etc.).

Callout boxes with lines pointing to specific elements on the page provide the following information:

- This is the Web Address:** Points to the address bar containing 'http://www.ldresources.com'.
- This is the title of the page:** Points to the large 'LD Resources' logo at the top left of the page content.
- This is the date it was last updated:** Points to the text 'Site updated: Wednesday, June 7, 2000' in the 'About This Web Site' section.
- This is the author's name:** Points to the link 'About Richard Wanderman' in the 'About This Web Site' section.

The Windows taskbar at the bottom shows the Start button, several open application windows (Inbox, LD R..., eXodus, eXodus, 6-200...), and the system tray with the Internet icon and the time '1:16 PM'.

Sample Web Page for Works Cited



Sample Book for Works Cited

Peachpit Press

2414 Sixth Street
Berkeley • California • 94710
510.527.8555
800.283.9444
510.524.9775 fax

The PC is not a typewriter
©1992 by Robin Williams

Appendices A through D researched and written by Ralph Wilson,
edited by Robin Williams. Thanks, Ralph!

This is the date the book was published

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means, electronic, photocopying, recording, or otherwise, without the written permission of the publisher.
For information, contact Peachpit Press.

ISBN 0-938151-49-5

0 9 8 7 6 5 4 3 2

Printed and bound in the United States of America

INSERTING THE COPYRIGHT SYMBOL

MENU METHOD

1. Open the **I**nsert menu and choose **S**ymbol (Alt I, S).
2. From the **F**ont list, choose (**normal text**) as your font.
3. Click once on the copyright symbol.
4. Click once on the **I**nsert button.
5. Click once on the **C**lose button or press Enter.

Keyboard shortcut
Alt + Ctrl + C

SELECTING TEXT WITH A MOUSE (Reference)

SELECTING TEXT: Selecting text means choosing or highlighting characters you want your program to change in some way. With a black and white monitor, the selected text will have white characters on a black background. With a color monitor, the user can select the text and background colors.

BASIC TECHNIQUES

•Press and Drag (Hold, Drag and Let go)

1. Move your cursor (insertion point) to the beginning (just to the left) of the text you want to select.
2. As you hold down your mouse button, drag the mouse towards the end of the block of text you want to select.

•Click-Shift

Special Note: This method is very helpful for selecting larger blocks of text.

1. Move your cursor (insertion point) to the beginning (just to the left) of the text you want to select.
2. While holding down the shift key, click once at the end (to the right) of the block of text you want to select.

SELECTING SPECIAL BLOCKS OF TEXT

•Selecting a Word

Double click (Click two times fast.) anywhere on the word you want to select.

•Selecting a Sentence

While holding down the Control key, click once anywhere in the sentence you want to select.

•Selecting a Line

1. Move the pointer to the very beginning of the line until it looks like an arrow pointing up and to the right, instead of an I beam.
Special Note: You will be moving the pointer into the *invisible selection bar*. This is the area just to the left of your text area.
2. Click once.

•Selecting a Paragraph (from one hard return to another)

Invisible Selection Bar Method

1. Move your pointer to the left of your paragraph until it looks like an arrow instead of an I beam. *You are in the invisible selection bar.*
2. Double click.

Triple Click Method

Position your cursor anywhere within the paragraph and triple click.

•Selecting an Entire Document

Invisible Selection Bar and Control Key Method

1. Move your pointer to the left of your text until it looks like an arrow instead of an I beam.
2. Hold down the Control key as you click once.

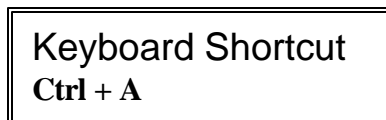
Invisible Selection Bar and Triple Click Method

1. Move your pointer to the left of your text until it looks like an arrow instead of an I beam.
2. Triple click.

Select All Menu Method

Open the **E**dit menu and choose **S**elect **A**ll.

Select All Keyboard Shortcut



•Selecting a Strip of Text (e.g. a column)

Hold down the **Alt** key at the same time that you press your mouse button as you select the strip of text.

DELETING A FILE

These directions will not work IF the file you want to delete is open.

SHORTCUT MENU METHOD

1. Open the **F**ile menu and choose **O**pen.
2. Select the file you want to delete.
Adjust the **L**ook **i**n control as needed until your list of files is available.
3. Open a shortcut (context menu) by **right clicking** on the file or by pressing **Shift+F10**.
4. Choose **D**eflete from the shortcut menu.
5. Choose **Y**es to confirm or press Enter.

DELETE KEY METHOD

1. Open the **F**ile menu and choose **O**pen.
2. Select the file you want to delete.
Adjust the **L**ook **i**n control as needed until your list of files is available.
3. Press the **D**eflete key.
4. Choose **Y**es to confirm or press Enter.

KEYBOARD COMMANDS OVERVIEW

Menus and Dialogue Box Controls

Opening menu	Alt + key letter (underlined letter)
Choosing menu item	key letter (underlined letter)
Navigating to a control (feature) in a dialogue box	Alt + key letter (underlined letter)

Keyboard Shortcuts

<p>Application keyboard shortcut commands</p> <p>These commands tell your application what to do without needing to open a menu.</p>	<p>Ctrl + letter</p> <p>Examples:</p> <ul style="list-style-type: none"> • Ctrl + F = Open Find dialogue box. • Ctrl + M = Create ½inch left indent. <p><i>Special Note:</i> Not all keyboard shortcut commands begin with the Ctrl key.</p>
--	---

Windows Controls

The following keyboard commands function when the given control is active. In other words, you have already navigated to that control (or feature) and want to specify its characteristics or proceed with its action.

Control/Definition	Keyboard Commands	Example
<p>Check box</p> <p>Small square box used to indicate non-inclusive options. In other words, for given control, you can have multiple check boxes checked.</p>	Tap the space bar to toggle a check box between checked and unchecked.	Effects in the Font dialogue box
<p>Edit</p> <p>Used for entering text</p>	Enter text after the cursor is located in the edit box.	Word document windows, Search edit box in an Internet search tool
<p>Combo box</p> <p>Similar to list box. However, only the current choice is displayed initially.</p>	<ul style="list-style-type: none"> • Up and down arrows • Press first letter of your choice from the list • Home, End, PageUp, PageDown 	Files of Type in the Open and Save dialogue boxes
<p>Command button</p> <p>On-screen buttons for executing a command.</p>	Enter key	Start, Cancel, OK

Control/Definition	Keyboard Commands	Example
<p>List box Visible list of choices</p>	<ul style="list-style-type: none"> ● Up and down arrow keys ● Home, End, PageUp, PageDown ● Press the first letter of your choice on the list. 	<p>List of files in the Open dialogue box</p>
<p>Radio button Round button used to indicate exclusive condition for a feature. In other words, for a given control, you can have only one radio button active.</p>	<p>Press the spacebar to toggle a radio button between on and off.</p>	<p>Tab alignment in Tabs dialogue box</p>
<p>Scroll bar Horizontal or vertical bar used for viewing different parts of document or for adjusting a feature (e.g., volume) on a sliding scale.</p>	<ul style="list-style-type: none"> ● Arrow keys to adjust in small increments ● PageUp and PageDown to adjust in large increments ● (Control) Home and (Control) End to move to the scroll bar's extreme ends 	<p>Document scroll on right side of Word's document window</p>
<p>Tabbed sub dialogue boxes Dialogue boxes with tabs at the top like you find on file folders. These are sub-dialogue boxes that are part of another dialogue box.</p>	<p>Control + Tab to move forward through the options Control + Shift + Tab to move backwards through the options</p>	<p>Sub-dialogue boxes in Word's Option dialogue box</p>

KEYBOARD SHORTCUTS

SUMMARY OF COMMONLY-USED KEYBOARD SHORTCUTS

WORKING WITH DOCUMENTS

Open a document	CTRL + O
Close a document	CTRL + W
Save a document	CTRL + S
Create a new document	CTRL + N
Print a document	CTRL + P
Spell Check	F7
Thesaurus	SHIFT + F7
Cycle among open documents	CTRL + F6
Help	F1
What's this?	SHIFT + F1
Save a document changing the name or location	F12
Quit Word	ALT + F4

FINDING TEXT, PAGES, ETC.

Find	CTRL + F
Find and Replace	Ctrl + H
Go to page (bookmark, footnote, table, etc.)	Ctrl + G

VIEWS

Normal	Alt + Ctrl + N
Page Layout	Alt + Ctrl + P
Outline	Alt + Ctrl + O
Print Preview	Ctrl + F2 or Alt + Ctrl + I

FORMATTING (before typing or after selecting (highlighting) text)

Font change	Ctrl + Shift + F
Font size change	Ctrl + Shift + P
Open Format dialogue box	Ctrl + D
Change case toggle (all lowercase, initial uppercase, all uppercase)	Shift + F3
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Non-printing characters display toggle	Control + Shift + *

LINE SPACING

Single	Ctrl + 1
1.5	Ctrl + 5
Double	Ctrl + 2

ALIGNMENT

Align left	Ctrl + L
Align center	Ctrl + E
Align right	Ctrl + R
Justify (align left AND right)	Ctrl + J

INDENT

Left indent of ½ inch	Ctrl + M
Hanging indent of ½ inch	Ctrl + T

ERASING

Delete one character to the left	Backspace
Delete one character to the right	Delete
Delete one word to the left	Ctrl + Backspace
Delete one word to the right	Ctrl + Delete

CUTTING, COPYING AND PASTING

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

SELECTING TEXT

Select All	Ctrl + A
Select One character to the right	Shift + right arrow
Select One character to the left	Shift + left arrow
Select to the end of a word	Ctrl + Shift + right arrow
Select to the beginning of a word	Ctrl + Shift + left arrow
Select to the end of a line	Shift + End
Select To the beginning of a line	Shift + Home
Select to the end of a paragraph	Ctrl + Shift + down arrow
Select to the beginning of a paragraph	Ctrl + Shift + right arrow
Select to the beginning of a document	Ctrl + Shift + Home
Select to the end of document	Ctrl + Shift + End

MOVING THE INSERTION POINT

Move one word to the left	Ctrl + Left Arrow
Move one word to the right	Ctrl + Right Arrow
Move one paragraph up	Ctrl + Up Arrow
Move one paragraph down	Ctrl + Down Arrow
Move to the end of a line	End
Move to the beginning of a line	Home
Move up one screen	Page Up
Move down one screen	Page Down
Move to the end of a document	Ctrl + End
Move to the beginning of a document	Ctrl + Home

UNDO AND REDO AND ESCAPE

Undo an action	Ctrl + Z
Redo or repeat an action	Ctrl + Y
Cancel an action (e.g., Close a dialogue box.)	Esc

MISCELLANEOUS

Date insertion	Alt + Shift + D
Page Break insertion	Ctrl + Enter
Copyright symbol	Control + Alt + C

OUTLINING

Promote	Alt + Shift + left arrow or Tab
Demote	Alt + Shift + right arrow or Shift + Tab
Demote to body text	Ctrl + Shift + N
Move up	Alt + Shift + up arrow
Move down	Alt + Shift + down arrow
Expand subtopics or body text beneath a topic	Alt + Shift + +(plus sign)
Collapse subtopics or body text beneath a topic	Alt + Shift + - (minus sign)
Expand/collapse all text or headings	Alt + Shift + A
Toggle character formatting	/ (on numeric keypad)
Toggle to display on first line of body text	Alt + Shift + L
Show only level one headings	Alt + Shift + 1
Show all levels through #	Alt + Shift + (number from 1 to 7)