



MICROSOFT WORD

cheat sheet for Loveland Public Library

FUNDAMENTALS

shortcuts and locations

Create a New Document	File tab + Select New or Ctrl -N
Open	File tab + Select Open or Ctrl-O
Save	File tab + Select Save or Ctrl -S
Save As	File tab + Select Save As or F12
Close a Document	Select Close Button or Ctrl -W
Preview / Print	File tab + Select Print or Ctrl -P
Change Program Settings	Click File tab and Select Options
Change Views	Click the View Tab and select a view
Use Zoom	Click - Zoom Out and + Zoom In Buttons or hold Ctrl and use Scroll Wheel or click and drag the zoom slider
Help	Press F1 type your question in the window and press enter

EDITING

shortcuts

Cut	Ctrl - X
Copy	Ctrl - C
Paste	Ctrl - V
Undo	Ctrl - Z
Redo	Ctrl - Y
Find	Ctrl - F
Replace	Ctrl - H

TEXT SELECTION

shortcuts

Select All	Ctrl - A
A Word	Double-click the word
A Sentence	Press and hold Ctrl and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph

HOW TO'S

formatting

Format Text	Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher to open dialog box
Copy or Cut Text	Select the text you want to cut or copy, click the Copy or Cut button in the Clipboard group on the Home tab. Or, use shortcuts Ctrl-C for Copy and Ctrl-X for Cut.
Format with the Format Painter	Select the text with desired formatting and click the Format Painter button on the Home tab. Then select the text you want to copy the formatting to.
Move Text with the Mouse	Highlight the text you want to move, click and hold while dragging the text to a new location then release the mouse button.
Replace a Specific Phrase or Word Throughout	Click the replace button in the Editing Group on the Home tab . Or, Press Ctrl - H
To Correct a Spelling Error	Right-click the error and select a correction from the contextual menu. Or, press F7 to run Spell Check
To Use the Thesaurus	Right-click the word you want to look up and select a Synonym from the contextual menu. Or, select a word and in the Review tab click Thesaurus to search for Synonyms
To Minimize the Ribbon	Press Ctrl - F1 . Or, you can double-click

FORMATTING

shortcuts

Align Left	Ctrl-L	Bold	Ctrl - B
Center	Ctrl-E	Italic	Ctrl - I
Align Right	Ctrl-R	Underline	Ctrl - U
Justify	Ctrl-J	Date	Shft-Alt-D

NAVIGATION

shortcuts

Go To Dialog Box	F5
Up One Screen	Page Up
Down One Screen	Page Down
Beginning of Line	Home
End of Line	End
Beginning of Document	Ctrl - Home
End of Document	Ctrl - End
Move One Word to the Left	Ctrl -
Move One Word to the Right	Ctrl -
Move cursor to Beginning of the Paragraph	Ctrl -
Move cursor to the End of the Paragraph	Ctrl -
Delete Word to Right of Cursor	Ctrl - Delete
Delete Word to Left of Cursor	Ctrl - Backspace
Reset Highlighted Text to the Default Font	Ctrl - Space-bar





MICROSOFT WORD

how to's continued

HOW TO'S formatting continued + graphics and tables

To Indent a Paragraph	Click the Increase Indent button in the Paragraph group on the Home tab.
To Decrease an Indent	Click the Decrease Indent button in the Paragraph group on the Home tab.
To Create a Bulleted or Numbered List	Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab
To Insert a Header or Footer	Click the Insert tab on the Ribbon and click the Header or Footer button in the Header & Footer Group
To Insert a Manual Page Break	Click the Insert tab on the Ribbon and click the Page Break button in the Pages Group
To Insert a Picture	Click the Insert tab on the Ribbon and click the Pictures button in the Illustrations group. Find and select the picture you want to insert and click Insert.
To Draw a Shape	Click the Insert tab on the Ribbon. Click the Shapes button in the Illustrations group and select the shape you want to insert. Then, click and drag as where you want the shape located. (Hold the Shift key to keep the shapes proportions)
To Format and Object	Double-click the object and use the commands located on the Format tab.
To Insert a Table	Click the Insert tab on the Ribbon, click the Table button in the Tables group and select Insert Table from the menu.
To Insert a Column or Row	Click the Layout tab under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.
To Delete a Column or Row	Select the column or row you want to delete and click the Layout tab under Table Tools on the Ribbon. Click the Delete button in the Rows and Columns group and select an appropriate option from the menu.
To Adjust Columns or Rows	Select the column or row you want to adjust, click the Layout tab under Table Tools on the Ribbon and use the commands located in the Cell Size group.

WORD 2016 screen breakdown

