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Open a Document Ctrl + O Create New Ctrl + N Save a Document Christ + St Print a Document Ctrl + P Court + W/ Close a Document W 15 Hedge

Navigation:

Up One Screen Page Up Down One Screen Page Down Beginning of Line Home End of Line: End Bieginning of Ctrl + Home Document. End of Document Ctrl + End Open the Go To 图 概 dialog box.

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Situation box

- The File tob menu and Backstage view contain commands. for working with a program's files, such as Open, Save, Close, New, and Print.
 - To Create a New Document: Click the File tab, click the New tab, and click the Create button: Or, press Ctrl + N.
 - To Open a Document: Click the File tob and click the Open button, or press Ctrl. O.
 - To Save a Document, Click the Save button on the Quick Access: Toobiar, or press Ctrt + S.
 - To Save a Document with a Different. Name: Click the File tab, click the Save As button, and enter a new name for the document.
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 - To Print a Document Click the File tob. and click the Print tab, or press Ctrl + P.
 - To View Advanced Printing Options: Click the File tab and click the Print tab. Select from the options under Settings.
 - To Undo: Click the ¹⁷ Undo button on the Quick Access Toolbar, or press Ctrl + 20

· To Move Text with the Mouse: Select the text you want to move, drag the text to a new location, and release the mouse Building.

Ziconen salidare

buttons

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- To Correct a Spelling Error. Right-click. the error and select a correction from the contextual menu. Or, press F7 to run the Spell Checker.
- · To Use the Thesaurus: Right-click the word you want to look up and select Synonyms from the contextual menu. Select a word or select Thesaurus to search the Theissurus.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, double-click a tab. Or, right-click a tab and select Minimize the Ribbon from the contextual
- · To Change Program Settings: Click the File tab and click the Options button.
- . To Get Help: Press F1 to open the Help window. Type your question and press Ember.

Editing

ACTION .	100 TOTAL TO 1000
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y

Card + X

Formatting

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Underline	Ctrl + U
Align Left	Ctrl + L
Center	Ctrl + E
Align Right	Ctrl + R
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Text Selection

To Select: Do This:

A Word	Double-click the word
A Sentence	Press and hold Ctrl and
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	Company of the Compan
	next to the line
A Paragraph	Triple-click the paragraph

Everything: Ctrl + A

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Patrick Vollmar

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