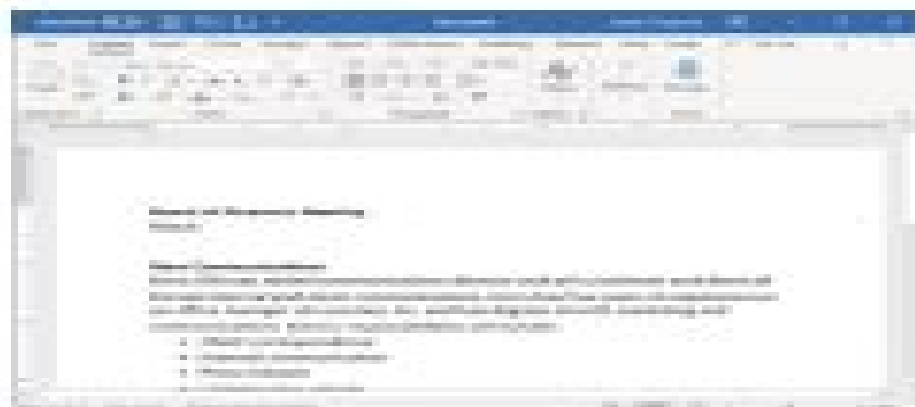
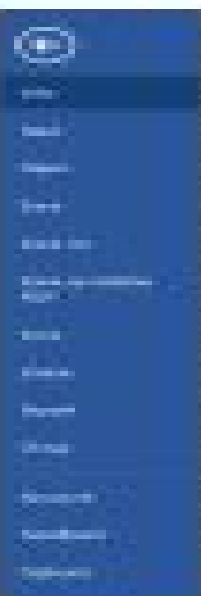


Word Cheat Sheet

Program Screen



Getting Started



The File tab opens Backstage view, which contains commands for working with your files. For Open, Save, New, Print, Share, and Close.

Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Click to pick a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a workbook to be opened in the location where it has been saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to **Repeat** if you do anything that Word is doing.

Close a Workbook: Click the **Close** button in the upper-right corner.

Get Help/Press F1: Click the **Help** button. Type your question and press **Enter**.

Cell Address: Cells are referenced by an address made from their column letter and row number, such as cell A1, A2, B4, B5, etc. You can find the address of a cell by clicking the Name box to the left of the formula bar.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, click and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

Keyboard Shortcuts

Save	Ctrl + S
Save As	Ctrl + Shift + S
Undo	Ctrl + Z
Open/Recent Files	Ctrl + Shift + F
Print	Ctrl + P
Select All	Ctrl + A
Select all content	Ctrl + Shift + Space
Select all content	Ctrl + Shift + Space

Navigation

Move between cells	Tab, Shift + Tab
Right one cell	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift + Enter
Down one screen	Page Down
To top of active window	Home
End of End mark	End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Cell address	F5
Clear cell contents	Delete

Formatting

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Apply a cell style	Alt + H
Apply a style	Alt + H

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