

CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chap!)
Including helpful shortcuts, common symbols, and helpful tips.

Document Control

- CTRL + S Save
- CTRL+Shift+S Save as New
- CTRL + O Open
- CTRL + P Print
- CTRL + N New Document
- CTRL+MouseWheel Zoom In/Out
- ALT + F4 Close

Formatting Shortcuts

- CTRL + B Bold
- CTRL + I Italics
- CTRL + O Open
- CTRL + P Print
- CTRL+SHIFT+= Superscript
- CTRL+SHIFT+A All Caps
- CTRL+SHIFT+K Small Caps
- CTRL+] Larger Font +1pt
- CTRL+[Smaller Font -1pt
- CTRL+K Hyperlink

Text Alignment

- CTRL + E Center
- CTRL + L Left
- CTRL + R Right
- CTRL + J Justified
- CTRL + / + C Insert Cent Sign (¢)
- CTRL+SHIFT+L Insert Bullet Point

Last Stop Tips

- Click View > Add date created,
- Header/Footer > pages and more
- Insert AutoText > automatically
- Click Tools > Count total words
- Word Count
- Open word Drag images into
- side by side word
- another folder

Editing Shortcuts

- CTRL + A Select All
- CTRL + X Cut Selected
- CTRL + C Copy Selected
- CTRL + V Paste
- CTRL + Z Undo
- CTRL + Y Re-do
- CTRL + F Find
- F4 Repeat Last Action
- SHIFT+ALT+D Insert Date
- SHIFT+ALT+T Insert Time
- ESC Cancel Action
- ENTER New Paragraph
- SHIFT+ENTER New Line
- CTRL + Left Move Cursor Right
One Word
- CTRL + Right Move Cursor Left
One Word
- CTRL+Backspace Backspace Left
One Word
- CTRL + DEL Delete Right
One Word

Special Symbols

- CTRL + / + C Insert Cent (¢)
- CTRL+ALT+E Insert Euro €
- ALT+CTRL+ Minus Em dash –
(minus on Numpad)
- CTRL+SHIFT+SPACE Unbreakable space

ASCII Codes

Hold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the character will appear

- 0169 Copyright ©
- 0222 Registered ®
- 0153 Trademark ™
- 130 Accute Accent é
- 164 Tilde ñ
- 171 Half ½
- 172 Quarter ¼
- 246 Division ÷

More ASCII Codes can be found here:
<http://cheatx.com/Computer/TipsasciiCodes.php>

Microsoft Office Word Cheat Sheet

DJ Losen



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Windows 98 Programming for Dummies Stephen R. Davis, Richard J. Simon, 1998 The perfect book for people who know the basics of programming but have little experience creating programs for Windows this title shows how to create Windows 98 applications using Visual C and have fun doing it The book includes the lowdown on the Microsoft Foundation

Class MFC library plus the AppWizard and Class Wizard application generators The CD ROM includes file and sample code

Microsoft Office 4 for Windows for Dummies Roger C. Parker,1994 Guide to making effective use of five Microsoft office management programs to improve business productivity and allow workgroups to share text numbers and graphics Microsoft Word Microsoft Excel Microsoft Access Microsoft Office Manager and Microsoft Powerpoint

The Master Book for All Library Science Exams Rohan Gupta, Sanjay & Kishan, 2026-01-12 The Master Book is a comprehensive exam oriented guide designed for all major Library Information Science LIS competitive examinations in India including UGC NET KVS NVS EMRS State Librarian Exams and other related tests The book is structured to cover the complete LIS syllabus in a clear concise and systematic manner Unlike bulky traditional textbooks this book focuses strictly on what is required for examinations Concepts are explained using simple language supported by tables charts flowcharts and quick revision formats The content is carefully curated to help both beginners and advanced learners achieve conceptual clarity and effective revision The Master Book serves as an all in one resource for aspirants seeking focused preparation time efficiency and exam ready understanding of Library Information Science

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Using Microsoft Office 97 Thomas E. Barich, Greg M. Perry, Julia Kelly, Laurie Ann Ulrich, 1998 The Small Business Edition of Microsoft Office 97 is designed to give small business owners the programs that they need Word Excel Publisher Small Business Financial Manager 97 Outlook Internet Explorer and Automap Streets Plus Greg Perry clearly and simply explains topics and tasks to get Office users up and running quickly He explores key integration issues between the applications so that users will get the most out of Office 97

PCs Cheat Sheet Shelley O'Hara, Galen Grimes, 1999 Que's Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his/her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his/her PC

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Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows
Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment
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