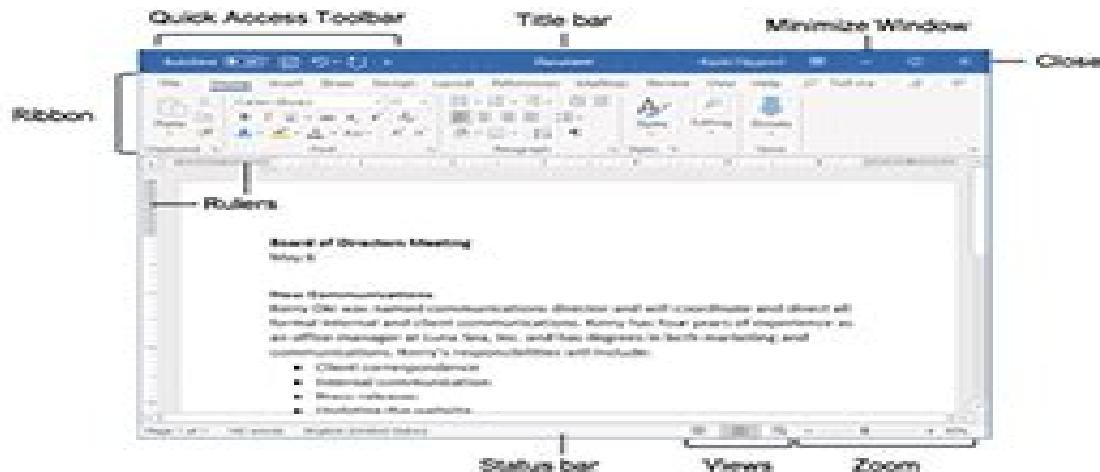


Word 2019 Basic

The Word 2019 Program Screen



Word Fundamentals

Create a Blank Document: Click the File tab, select New, and click Blank document, or, press **Ctrl + N**.

Open a Document: Click the File tab and select Open, or press **Ctrl + O**. Select a location with a file you want, then select a file and click Open.

Save a Document: Click the Save button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click Save.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the Recover unsaved documents link will appear on the start screen. Click the link to open the Document Recovery pane, then select an auto-recovered document.

Change Document Views: Click the Views tab and select a view, or click one of the View buttons at the bottom of the window.



Reading View



Print Layout View



Web Layout View

Print: Click the File tab, select Print, specify print settings, and click Print.

Select and Edit Text

Select a Block of Text: Click and drag across the text you want to select, or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Sentence: Press the **Ctrl** key and click in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the Select button on the Home tab and click Select All, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

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 once everything has been redone.

Keyboard Shortcuts

General

Open a document	Ctrl + O
Create a new document	Ctrl + N
Save a document	Ctrl + S
Print a document	Ctrl + P
Close a document	Ctrl + W

Navigation

Move the text cursor	↑, ↓, ←, →
Up one screen	Page Up
Down one screen	Page Down
Beginning of a line	Home
End of a line	End
Beginning of a document	Ctrl + Home
End of a document	Ctrl + End
Open Go To dialog box	Ctrl + G

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Check Spelling and Grammar	F7

Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + L
Align Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J
Indent a paragraph	Ctrl + M
Remove an indent	Ctrl + Shift + M
Increase font size	Ctrl + Shift + +
Decrease font size	Ctrl + Shift + -
Increase font size 1pt	Ctrl + +
Decrease font size 1pt	Ctrl + -
Copy formatting	Ctrl + Shift + C
Paste formatting	Ctrl + Shift + V
Show/Hide Formatting Marks	Ctrl + Shift + F

Microsoft Word 2010 Custom Guide

Marc E. Herniter

Microsoft Word 2010 Custom Guide:

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Personal Computer Fundamentals for Technology

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In a digital era where connections and knowledge reign supreme, the enchanting power of language has been more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Microsoft Word 2010 Custom Guide**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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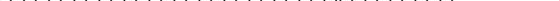
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