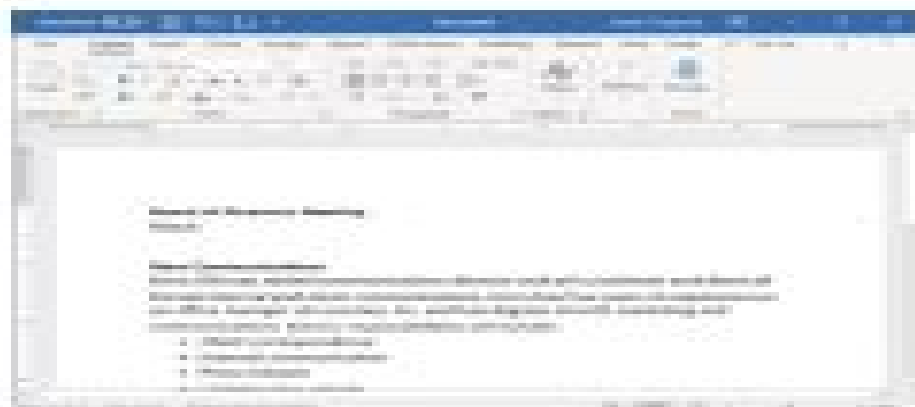
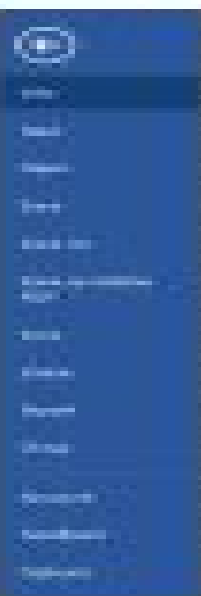


Word Cheat Sheet

Program Screen



Getting Started



The file tab opens Backstage view, which contains commands for working with your files like Open, Save, Save As, Print, Share, and Close.

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

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a workbook to open in the list shown below the ribbon.

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. Or press **F4** to repeat the last action.

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

Get Help/Press F1: Press the **F1** key or 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, B1, B2, 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 desired 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 + O
Print	Ctrl + P
Select All	Ctrl + A
Select adjacent	Shift + Arrow
Select nonadjacent	Ctrl + Shift + Arrow

Navigation

Move between cells	Tab, Shift + Tab
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Down arrow	Page Down
To top of active window	Home
End of row	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 font face	Alt + B
Apply a style	Alt + S

Microsoft Word Custom Guide

Julia Schneider



Microsoft Word Custom Guide:

Word 2003 Personal Trainer CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms

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The Compact Guide to Microsoft Office Professional Ron Mansfield,1994 An all in one one stop guide to Microsoft's popular program suite this book explores the essentials of Word 6 for Windows Excel 5 PowerPoint 4 Access 2 and Mail and provides detailed information on integrating these applications Written in a relaxed entertaining style the book is chock full of practical real world examples

Effective Executive's Guide to Word 2002 Pat Coleman,2001 Written specifically for busy executives managers and other professionals Effective Executive's Guide to Word 2002 provides a fast paced summary of the seven core skills you need to use Microsoft Word 2002 at work on the road or at home Book jacket

A Guide to Microsoft Office 2000 Kate Chase,2000 Includes list of objectives for each chapter case projects and hands on exercises and review questions

Microsoft Access 2000 Developer's Guide Edward Jones,1999 This developer's indispensable guide shows readers what they need to know to develop high powered full featured applications with Access 2000 The CD ROM contains the source code and databases for all the examples in the book plus samples for client management and an assortment of third party utilities

Access 2003 Personal Trainer CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace

Peter Norton's Guide to Visual Basic 4 for Windows 95 Peter Norton,Harold Davis,Phyllis Davis,1995 This no nonsense approach to Visual Basic programming gives the reader what they need to begin programming immediately The book covers both the Standard and Professional editions of Visual Basic along with 32 bit programming which is now supported by version 4.0 Disk contains all the example programs listed in the book plus a valuable set of professional custom controls

The Compact Guide to Microsoft Office Ron Mansfield,1994 An all in one one stop guide to Microsoft's popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an illustrated tutorial and reference the guide introduces readers to each of the component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software

Computer Buyer's Guide and Handbook ,2001

Absolute Beginner's Guide to Corel WordPerfect 10 Laura Acklen,2003 Guides novice users through the basic concepts and skills of WordPerfect covering such topics as Reveal Codes file management tables bulleted lists and Quattro Pro

Informationweek ,1997

A Reader's Guide to Contemporary Literature William Swan Sonnenschein,1895

The Book-analyst and Library Guide ,1878-11

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