

Word 2019 Basic

The Word 2019 Program Screen



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
Italics.....	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 + *

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 autorecovered document.

Change Document Views: Click the **View** 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 re-done.

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Table of Contents Microsoft Word 2010 Custom Guide

1. Understanding the eBook Microsoft Word 2010 Custom Guide
 - The Rise of Digital Reading Microsoft Word 2010 Custom Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Custom Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2010 Custom Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Custom Guide
 - Personalized Recommendations

- Microsoft Word 2010 Custom Guide User Reviews and Ratings
- Microsoft Word 2010 Custom Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2010 Custom Guide Free and Paid eBooks
 - Microsoft Word 2010 Custom Guide Public Domain eBooks
 - Microsoft Word 2010 Custom Guide eBook Subscription Services
 - Microsoft Word 2010 Custom Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2010 Custom Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2010 Custom Guide Compatibility with Devices
 - Microsoft Word 2010 Custom Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Custom Guide
 - Highlighting and Note-Taking Microsoft Word 2010 Custom Guide
 - Interactive Elements Microsoft Word 2010 Custom Guide
- 8. Staying Engaged with Microsoft Word 2010 Custom Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2010 Custom Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2010 Custom Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2010 Custom Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2010 Custom Guide
 - Setting Reading Goals Microsoft Word 2010 Custom Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2010 Custom Guide
 - Fact-Checking eBook Content of Microsoft Word 2010 Custom Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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