

# 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	<b>Ctrl + O</b>
Create a new document	<b>Ctrl + N</b>
Save a document	<b>Ctrl + S</b>
Print a document	<b>Ctrl + P</b>
Close a document	<b>Ctrl + W</b>

#### Navigation

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

#### Editing

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

#### Formatting

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

# Microsoft Word 2010 Custom Guide

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## **Microsoft Word 2010 Custom Guide:**

**How to Use Microsoft Word 2010** HowExpert HowExpert Press, Abdul Salam, 2016-09-05 If you want to learn how to use Word documents then get the How To Use Microsoft Word 2010 step by step guide The tactics and techniques in this single guide are scripted to aid the user in documenting their text material easily by using Microsoft Word 2010 With the handy step by step guidelines of this guide it is easier to meet the diversified textual file documentation requirement Undoubtedly this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time This study guide offers the following substantial benefits to its booklovers This guide will assist you in using pre defined and built in document themes and templates You will learn standard documentation from scratch to highly professional and featured document files Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document Microsoft Word 2010 will also guide how to format a small portion of text a whole paragraph a full document and or an entire long document file You will also learn to add several illustration types such as shapes charts tables etc to organize different text contents and therefore making the document convey its main theme to the audience visually The guide will also help you to change the preface and formatting of your documents by employing a simple step by step process You will also learn how pictures are formatted by using the new and cool tools of Microsoft Word 2010 such as background removal artistic effect etc Microsoft Word 2010 also offers tools to customize the document file such as built in styles columns and the creation of section and page breaks You can use header and footer to display main ideas document titles page numbers etc on each document page Lastly you can also measure the length of your document file by using the Count Characters and words tool This guide is organized into different chapters which present all inclusive details of different tools commands features and functions of Microsoft Word 2010 It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their documentation requirements Click Buy Now to get it now

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[Boot-Click-Enter](#) 4

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**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

**Personal Computer Fundamentals for Technology**

**Students** Marc E. Herniter,2001 This is one of the most comprehensive books ever published on introduction to computers This self paced text is graphically oriented with step by step screen captures The book is designed to provide tutorial information on DOS Windows Word R for Windows Excel R for Windows PowerPoint R and shareware has two components the printed text shows students how to use a personal computer with Windows 2000 and various application programs including Microsoft R Office 2000 New to this edition are chapters on Windows 2000 Office 2000 Networking Systems Administration and the World Wide Web The CD ROM contains tutorial information on DOS Windows 3 x Windows 95 and application programs based on Windows 3 1 and Windows 95 Employers and academics have applauded this landmark publication

**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

*Using Microsoft Word 2010* Tim Huddleston, Mike Miller, 2010-11-30 Using Microsoft Word 2010 is a customized media rich learning experience designed to help new users master Microsoft Word 2010 system quickly and get the most out of it fast It starts with a concise friendly straight to the point guide to Microsoft Word 2010 This exceptional book is fully integrated with an unprecedented collection of online learning resources online video screencasts podcasts and additional web content all designed to reinforce key concepts and help users achieve real mastery The book and online content work together to teach everything mainstream Microsoft Word 2010 users need to know Practical approachable

coverage that completely flattens the Microsoft Word 2010 learning curve Tightly integrated with online video screencast tutorials podcasts and more the total learning experience for new Microsoft Word 2010 users A companion website offers supplemental media including video screencast tutorials podcasts and more *CorelDRAWTM 10: The Official Guide* Steve Bain,2001-01-08 Including a 16 page full color insert this helpful guide contains not only technical information on using the software but also instruction and learning techniques not found in other books

**Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc,2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers

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*CorelDRAW(r) 10: The Official Guide* Steve Bain,2000-12-18 Including a 16 page full color insert this helpful guide contains not only technical information on using the software but also instruction and learning techniques not found in other books *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

**Guide to Picmicro**

**Microcontrollers** Carl J. Bergquist,2001 Aimed at both students and seasoned users this book will take the reader through the peripheral interface controller PIC like no other text PICs have been described as the hobby chip of the 90s due to their ease of use Hardware and software are also discussed in detail Topics include physical appearance electrical structure software requirements hardware requirements prototype layout boards simple PIC programmers PIC instruction set use of the Microchip tools including MPLAB and Technical Library software applications software codes and 8 10 PIC projects

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integrate ActiveX controls with Java applets give your code direct access to hardware and bring the world of ActiveX to your doorstep **Instructor Software User's Guide Gregg College Keyboarding & Document Processing ,2006**

**Learning New Techniques with Microsoft Word 2010** Doug Hewitt,Robin Hewitt,2010-01 As the title suggests Learning New Techniques with Microsoft Word 2010 shows readers how to use the new functions in Word 2010 It starts from the ground floor and works its way up Readers do not need any prior knowledge of how to work with Word This book includes step by step instructions for creating letters resumes lists term papers and more Learning New Techniques with Microsoft Word 2010 relays in simple terms how to utilize the powerful aspects of the program such as how to use fonts graphs screenshots charts and photographs to give your documents a professional appeal New functions such as SmartArt and Screen Capture are covered in detail Some Word books overwhelm the reader with detailed descriptions of hundreds of commands this book is different It is a guide that walks readers through the tasks of creating specific kinds of documents Packed with tips and screenshots to make the how to steps easy to understand readers will find this book the perfect guide to learning Microsoft Word 2010

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