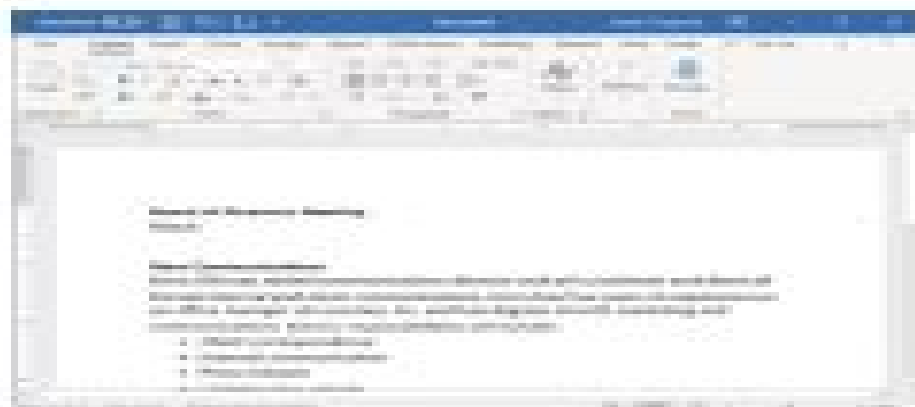
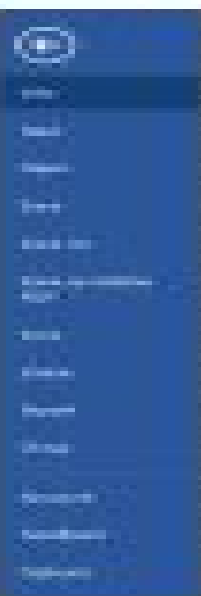


Word Cheat Sheet

Program Screen



Getting Started



The File tab opens Backstage view, which contains commands for working with your files. For 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. Click to click a workbook in the location where the file is saved.

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 Ctrl + Y to redo or 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/Save As	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 first cell of active row	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 color	Alt + C

Microsoft Word Custom Guide

Ying Liu



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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

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Computer Buyer's Guide and Handbook ,2001

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Informationweek ,1997

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

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