

# CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chapt)  
Including helpful shortcuts, common symbols, and helpful tips.

## Document Control

- **CTRL + S** Save
- **CTRL+Shift+S** Save as New
- **CTRL + O** Open
- **CTRL + P** Print
- **CTRL + N** New Document
- **CTRL+MouseWheel** Zoom In/Out
- **ALT + F4** Close

## Formatting Shortcuts

- **CTRL + B** Bold
- **CTRL + I** Italics
- **CTRL + O** Open
- **CTRL + P** Print
- **CTRL+SHIFT+=** Superscript
- **CTRL+SHIFT+A** All Caps
- **CTRL+SHIFT+K** Small Caps
- **CTRL+]** Larger Font +1pt
- **CTRL+[** Smaller Font -1pt
- **CTRL+K** Hyperlink

## Text Alignment

- **CTRL + E** Center
- **CTRL + L** Left
- **CTRL + R** Right
- **CTRL + J** Justified
- **CTRL + / + C** Insert Cent Sign (¢)
- **CTRL+SHIFT+L** Insert Bullet Point

## Last Stop Tips

- Click View > Header/Footer > Insert AutoText
- Click Tools > Word Count
- Open word side by side another folder
- Add date created, pages and more automatically
- Count total words
- Drag images into word

## Editing Shortcuts

- **CTRL + A** Select All
- **CTRL + X** Cut Selected
- **CTRL + C** Copy Selected
- **CTRL + V** Paste
- **CTRL + Z** Undo
- **CTRL + Y** Re-do
- **CTRL + F** Find
- **F4** Repeat Last Action
- **SHIFT+ALT+D** Insert Date
- **SHIFT+ALT+T** Insert Time
- **ESC** Cancel Action
- **ENTER** New Paragraph
- **SHIFT+ENTER** New Line
- **CTRL + Left** Move Cursor Right One Word
- **CTRL + Right** Move Cursor Left One Word
- **CTRL+Backspace** Backspace Left One Word
- **CTRL + DEL** Delete Right One Word

## Special Symbols

- **CTRL + / + C** Insert Cent (¢)
- **CTRL+ALT+E** Insert Euro €
- **ALT+CTRL+ Minus** Em dash – (minus on NumPad)
- **CTRL+SHIFT+SPACE** Unbreakable space

## ASCII Codes

Hold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the character will appear

- 0169 Copyright ©
- 02222 Registered ®
- 0153 Trademark™
- 130 Accute Accent ´
- 164 Tilde Ñ
- 171 Half ½
- 172 Quarter ¼
- 246 Division ÷

More ASCII Codes can be found here:  
<http://www.encoded.com/Computer/Typing/asciicodes.php>

# Microsoft Office Word Cheat Sheet

**Stephen R. Davis, Richard J. Simon**

## **Microsoft Office Word Cheat Sheet:**

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*The Master Book for All Library Science Exams* Rohan Gupta, Sanjay & Kishan, 2026-01-12 The Master Book is a comprehensive exam oriented guide designed for all major Library Information Science LIS competitive examinations in India including UGC NET KVS NVS EMRS State Librarian Exams and other related tests The book is structured to cover the complete LIS syllabus in a clear concise and systematic manner Unlike bulky traditional textbooks this book focuses strictly on what is required for examinations Concepts are explained using simple language supported by tables charts flowcharts and quick revision formats The content is carefully curated to help both beginners and advanced learners achieve conceptual clarity and effective revision The Master Book serves as an all in one resource for aspirants seeking focused preparation time efficiency and exam ready understanding of Library Information Science

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**Using Microsoft Office 97** Thomas E. Barich, Greg M. Perry, Julia Kelly, Laurie Ann Ulrich, 1998 The Small Business Edition of Microsoft Office 97 is designed to give small business owners the programs that they need Word Excel Publisher Small Business Financial Manager 97 Outlook Internet Explorer and Automap Streets Plus Greg Perry clearly and simply explains topics and tasks to get Office users up and running quickly He explores key integration issues between the applications so that users will get the most out of Office 97

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## **Table of Contents Microsoft Office Word Cheat Sheet**

1. Understanding the eBook Microsoft Office Word Cheat Sheet
  - The Rise of Digital Reading Microsoft Office Word Cheat Sheet
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Word Cheat Sheet
  - 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 Office Word Cheat Sheet
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Word Cheat Sheet

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

- Fact-Checking eBook Content of Microsoft Office Word Cheat Sheet
- 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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