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 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 the 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.

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 + *

Microsoft Word 2010 Custom Guide

Marc E. Herniter

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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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