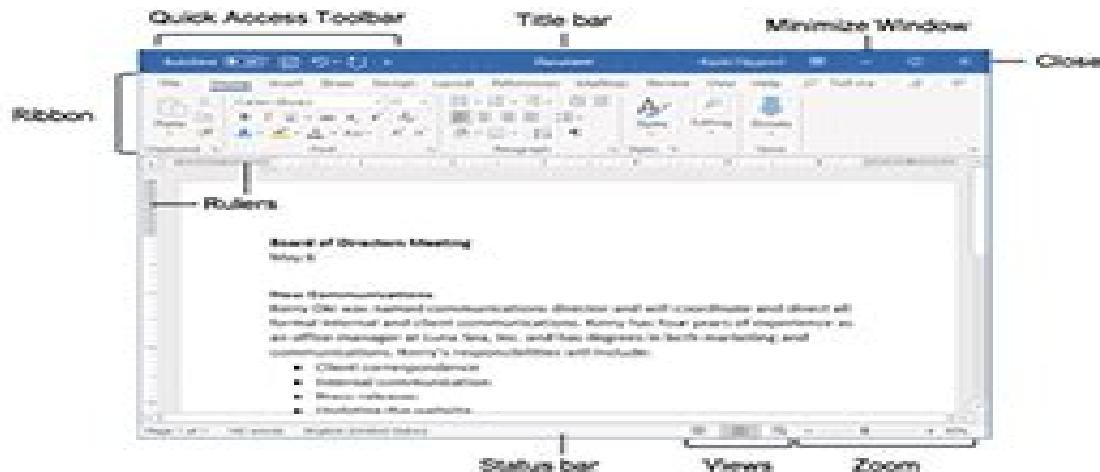


Word 2019 Basic

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	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
Italic	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 + B
Decrease font size 1pt	Ctrl + E
Copy formatting	Ctrl + Shift + C
Paste formatting	Ctrl + Shift + V
Show/Hide Formatting Marks	Ctrl + Shift + F

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JL Elias

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concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD *Altogether Book 5 Semester 1* Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured

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 Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features [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.

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shows you how to 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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