Microsoft Word: Diagram of Basic Software Tools & Keyboard Shortcuts

TABS

COMMANDS

File — F10 + CTRL + F

- New CTRL + N
- Save CTRL + S
- Save As
- Open CTRL + O
- Print CTRL + P
- Close CTRL + W
- Exit
- Help F1

Home — F10 + CTRL +H

- Clipboard
- Editing
  - Cut CTRL + X
  - Copy CTRI + C
  - Paste CTRI + V
  - Undo CTRI + Z
  - Redo CTRL + Y
  - Format Painter
- Font Styles
- Formatting
  - Bold CTRI + B
  - Italics CTRL + I
  - Underline CTRL + U
  - Align Left CTRI + L
  - Align Right CTRL + R
  - Center CTRL + E
  - Apply Text Effects
- Paragraph
- Align Left CTRI + L
- Align Right CTRL + R
- Center CTRL + E
- Justify CTRL + J
- Bulleting
- Numbering
- Text Styles
- Headings
- Create Styles
- Find & Replace F5

Insert — F10 + CTRL +N

- Page Sections
- Cover Page
- Blank Page
- Page Break
- Tables
- Table Tools
- Table Design and Layout
- Text Alignment
- Illustrations
- Pictures & Images
- Clip Art
- Drawing and Picture Tools
- Shapes
- Smart Art Tools Design & Format
- Graph Charts
- Data Entry in Microsoft Excel
- Graph Chart Tools Layout, Design & Format
- Smart Art
- Charts & Diagrams
- Layout & Formatting Tools
- Screenshots
- Links / HyperLinks
- Headers and Footers
- Text Features
- Text Box
- Word Art
- Quick Parts

Page Layout — F10 + CTRL +P

- Design Themes
- Page Setup
- Page Margins
- Orientation *(Landscape or Portrait)*
- Columns
- Breaks
- Page Background
- Adding Text Watermarks
- Page Color
- Page Borders
- Paragraph
- Paragraph Indent & Spacing
- Arranging Content
- Positioning Text, Paragraph, & Images

Review — F10 + CTRL +R

- Proofing
- Check Spelling & Grammar F7
- Word Count
- Language Translation
- Comments
- Adding & Editing Comments

View — F10 + CTRL +W

- Document Views
- Print Layout
- Full Screen Reading
- Web Layout
- Outline
- Draft
- Show
- Using Rulers
- Navigate Document
- Zooming Document
- CTRL + Mouse Wheel
- *(Scroll up for larger view or Scroll down for smaller view)*
- Splitting Pages
- Adjusting Page Width

Melissa Camacho
OFFICE OF TRAINING TEAM OPERATIONS
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