

Basics of MS Word

INTRODUCTION:

Microsoft Word is a powerful tool to create professional looking documents. Microsoft Word is currently one of the most commonly used applications for creating critical documents such as reports, letters, business plans, and more for the World Wide Web and for print. The newest version of Word extends this tradition by giving users the tools they need to streamline the process of creating, sharing, reviewing, and publishing their important documents. Word makes it easier for users to discover and use existing functionality and provides intelligent new ways for users to work with their documents. Word now also makes it easier for users to share and review documents with others without changing the way they currently work.

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The Application Window

When you open the program, you automatically open a new word processing document. The document window opens up in the Application Window.

The Menu Bar:

You can access all of the commands via the Menu Bar. The menu options are File, Edit, View, Insert, Format, Tools, Table, Window and Help. Some of the uses of these menus are detailed in the following sections.

Tool Bars

Many of the commands in the Menu Bar can more easily be accessed using the toolbars. The toolbars shown are the Standard and Formatting; they contain what Microsoft considers to be the most common commands. These bars can be customized according to the user.

Status Bar

The Status Bar tells you the page, time, date and other useful things such as whether the insert toggle button is pressed.

The Document

The document is displayed in the large white space in the middle.

Ruler: The ruler (optional) tells you the width of your document as well as the margins and tab stops. To make the ruler appear or disappear, go to the View menu and click on the Ruler option.

Also note that the name of the document and the program you are working in (Microsoft Word) is displayed on the title bar.

The View Menu

The View menu is where you select how you would like to see your document while editing it. There are five different ways to view a document (four of which have shortcut icons located in the lower left corner of the screen).

NORMAL -The Normal view is the one most used when creating and editing documents. What you see before you is only the main text, without Headers and Footers (this includes page numbers and footnotes). The layout is simplified so typing and editing can go more quickly.

ONLINE LAYOUT - a new feature in Word - optimizes the layout to make online reading easier. Text appears larger and wraps to fit the window, rather than the way it would actually print. By default, online layout view includes a resizable navigation pane called Document Map that shows the outline view of the document's structure. By clicking an outline topic of the document, you can instantly jump to that part of the document.

PAGE LAYOUT - Page Layout view displays the document exactly how it will be printed. Headers/Footers, Footnotes and Page Numbers are now visible. Page Layout view is good for editing a document that contains a lot of frames, objects, pictures or columns. In Normal view, these items will not be displayed as they are printed.

OUTLINE - The Outline view (far right icon) collapses a document into main headings and text without formatting. A new toolbar appears which allows even more ways of viewing the document. You can display only the document's headings, and change the importance of headings including the text beneath it. In this format, moving a heading will also move subheadings and all text beneath them.

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FULL SCREEN - You must access this view from the View Menu; there is no shortcut icon in the lower left corner of the screen. In this view, everything disappears except for your document. Toolbars, menus, scroll bars, title bars, the ruler, and the status bar have all been hidden from view. At the bottom right-hand corner of your screen there appears a Full Screen toolbar with one button. Click the button Close Full Screen to return to your regular screen. If this button does not appear, simply type ALT-V to access the view menu and select your preferred method of viewing the document.

Zoom

Access the Zoom dialog box by going to the View Menu, and clicking Zoom. You can use the Zoom feature to view your document in varying sizes, and preview how your document will look. For a shortcut to the Zoom feature without a preview box, click on the arrow button next to the paragraph button. You will see a list of different Zoom factors. You can also input your own size by clicking on the box and entering a percentage.

FULL SCREEN

In this view, everything disappears except for your document. Toolbars, menus, scroll bars, title bars, the ruler, and the status bar have all been hidden from view. At the bottom right-hand corner of your screen there appears a Full Screen toolbar with one button. Click the button to return to your regular screen. If this button does not appear, simply type ALT-V to access the view menu and select your preferred method of viewing the document.

The Window Menu

One feature of Word is the ability to work with multiple documents. Click once on Window in the Menu Bar. You can choose different ways to display multiple documents you have open at once. Also listed are the names of the files you have open. The filename with a check in front of it is the file you are using currently. Remember, many users mistakenly believe they have lost their file but in actuality it is just underneath.

Application Tools

TOOLBARS -

Toolbars are collections of buttons that give you quick mouse access to certain standard formatting functions. Just click on these buttons once with the mouse to implement the button's feature. The standard Word layout displays the standard toolbar, the formatting toolbar, and sometimes the drawing toolbar. Sometimes the toolbars seem incomplete; buttons may be cut off on the right of your screen. If some of your buttons are missing you can view them by selecting the whole toolbar and moving it somewhere else. Moving a toolbar will rearrange the buttons so all are visible.

Click the left mouse button between any two buttons on a toolbar. When the toolbar is outlined by a dotted line, move this dotted outline to any other location on your screen.

Choosing a Toolbar

To choose a particular toolbar, select Toolbars from the View menu. A dialog box appears with a number of different toolbar options. Select the Toolbar you would like to view and click OK For quicker access to the toolbar dialog box, click on the right mouse button when your pointer is over any toolbar.

Customizing Toolbars

Go to View, Toolbars, Customize Or Go to Tools, Customize This brings up the Customize Dialogue box. There are three tabs: Toolbars, Commands, and Option. Toolbars Tab This Menu enables you to change the pre-existing Toolbars that come with Word. The default Toolbars includes commands that the manufacturer is most frequently. But you may find that your work habits differ slightly.

To customize a toolbar:

Commands Tab Click on the Commands tab Select the Toolbar from the list and click on Customize Drag buttons, to and from the toolbar Click on Close when done Options Tab Large Buttons makes all toolbar buttons about twice the size as they normally are. Click on the Options tab Select the Toolbar from the list and click on Customize Drag buttons, to and from the toolbar Click on Close when done

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Macros

Creating Simple Word Macros

Put simply, macros automate common tasks. For example, let's say when you print out a particular document, you always have to print 5 copies. You always need to go to the File/Print menu, select 5 copies, and choose OK to print. Wouldn't it be nice if you could just press a keyboard shortcut or choose a button on the toolbar and have Word automatically print 5 copies? That's what macros do. Macros allow you to assign a keyboard shortcut or create a button on the toolbar for tasks you commonly perform and can save you oodles of time. Macros are written in Visual Basic for Applications (VBA), but are easily created in Word with no knowledge of VBA. The code is written for you.

A macro can be created for virtually any task that you perform in Word. The amount of steps is irrelevant. You can even create a macro that automatically places certain text in a document with as many attributes as you'd like! This is great if you need to place things like legal statements or disclaimers in a document.

Macros are created with a recording device similar to a common tape recorder. Once you start recording your macro, a toolbar pops up with standard stop and pause buttons. Let's use our example of creating a macro that automatically prints 5 copies of a document, and make one.

Creating a Macro

Open a blank document or open the document in which you would like to add a macro. You can assign the macro to either be available to all documents, or just the document you currently have open. From the Tools menu, choose Macro and Record New Macro. The Record Macro dialog box is displayed as shown below.

Type a name for your macro as indicated above, and choose where to store your macro. The drop down arrow will allow you to choose a document that you have open to store your macro in, or you can make it available to all documents by storing it in the Normal template.

Add a Description if you would like - this is helpful if you are creating a lot of macros and need to keep everything organized. I usually just make the macro name something I can recognize, and leave the description as the default text.

To assign the macro to a toolbar button, choose Toolbars. To assign the macro to a keyboard shortcut, choose Keyboard. For the example we are using, we are assigning the macro to a keyboard shortcut. That seems to be the preferred choice for most users. The Customize Keyboard dialog box appears as shown below.

On your keyboard, press the shortcut key combination that you would like to use. For example, Alt+P. Note that you are pressing the actual shortcut on your keyboard, not typing out the letters like you see in the graphic below. The combination is automatically placed in the Press new shortcut key box, and Word tells you whether or not that shortcut is already assigned. If the shortcut is already in use, try pressing a different combination. You can use any number of combinations of Ctrl, Shift, and/or Alt with a letter or number. If Alt+P was taken, I might have tried Alt+Shift+P.

Once you have found a shortcut that is not assigned, the Assign button becomes active. Choose Assign and Close. After you choose Close, the recording of your macro immediately begins.

The Stop toolbar is displayed while you are recording, and your mouse has a small cassette icon attached to it. This lets you know that Word is recording every move and click of the mouse you make until you choose the Stop Recording button on the Stop toolbar. You can also choose the Pause Recording button on the Stop toolbar if you need to temporarily stop recording. Choose the Pause Recording button again to continue.

In our example, from the File menu we would now choose Print. We would change the number of copies to 5, then choose OK. You can have any number of steps for the task you are performing, and you can use any of the menus and tools available. Every character you type and/or click of your mouse is recorded. Since our macro is a simple macro for printing 5 copies, we are now done recording.

Choose Stop Recording on the Stop toolbar. The toolbar disappears, and you are finished.

Test your macro by pressing the shortcut key you have chosen. In this example, Alt+P. It should print five copies of the current document.

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Deleting a Macro

To delete a macro when it is no longer needed, or to re-record a macro:

From the Tools menu, choose Macro and Macros. In the Macros dialog box, select the macro you want to delete, and choose Delete and Close.

You would go to the same box to edit your macro with the Edit button. However, this opens the Visual Basic Editor and unless you know VBA you may not be able to make the changes you would like. If you need to make changes and are unfamiliar with VBA, it is best just to delete the old one and record a new one.

Office HTML Filter 2.0

The Office HTML Filter is a tool you can use to remove Office-specific markup tags embedded in Office documents saved as Hypertext Markup Language (HTML). When you create an HTML document in Office, Office-specific markup tags are embedded in it. These tags help "round-trip" the document for editing purposes. For example, if you create the document in Word and save it as HTML, the code embedded in the document allows you to re-open the document in Word and use the same features you originally used to create the page.

Once you have completed editing an HTML document in Word or Excel, you can use the Office HTML Filter to remove the Office-specific markup tags from the final copy of the HTML document. By removing the tags, you reduce the size of the document, which in turn reduces both the amount of space used on Web servers as well as the time it takes to download the page. For additional information about the benefits and disadvantages of removing the Office-specific markup tags, read Use Office HTML Filter to Create Web Pages that Download Faster.

Note The Office HTML Filter can process files saved in any single-byte encoding format. The Office HTML Filter support for multi-byte encodings, however, does not cover the following encodings: Unicode, UnicodeFFFE, and utf-7. Note however that utf-8, which is the Unicode encoding most common on the Web, is supported.

New Features of the Office HTML Filter 2.0

You have more control over which types of markup tags are removed. You can export a cascading style sheet (.css) file based on a Word document or an Office HTML file. You can copy any fragment of a Word document as HTML and paste it into an HTML or text editor as filtered HTML markup. For example, instead of typing complex HTML tags to create nested tables, create them by using the Draw Table tool in Word. Then select them and click Copy as HTML on the Edit menu to create a compact HTML copy of the tables. The Office HTML Filter 2.0 is even more efficient at removing redundant HTML markup from an Office HTML file.

Total Download Size = 265 kb

Total Download Time = 2 mins @ 28.8k

To install this download:

You may want to print this page to use as a reference when you are offline. Download the file from Tools on the Web by clicking the Download Now! at the top left of this page and following the instructions in the dialog boxes.

Quit Word if it is running.

If you have previously installed the Office HTML Filter, remove it using the Add/Remove Programs icon in the Windows? Control Panel before installing the Office HTML Filter 2.0. Double-click the Msohtml2.exe program file on your hard disk to start the setup program. Follow the instructions on the screen to complete the installation.

Instructions for use:

To filter a document in Word Open the document you want to filter. On the File menu, point to Export To and then click Compact HTML. To create a cascading style sheet (.css) in Word Open the document on which you want to base the style sheet. On the File menu, point to Export To, and then click CSS Stylesheet.

To copy text from a Word document as HTML In Word,

Open the document you want to copy text from and select the text you want to copy. On the Edit menu, click Copy as HTML. To filter single or multiple Excel or Word HTML files On the Start menu, point to Programs, point to Microsoft Office Tools, and then point to Microsoft Office HTML Filter 2.0.

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Read Use Office HTML Filter to Create Web Pages that Download Faster for additional information about using the Office HTML Filter in Word. For more in-depth information about using the Office HTML Filter 2.0, read Using Office HTML Filter at the Command Prompt, Using Office HTML Filter to Remove Office-specific Markup, and Using Office HTML Filter to Save Space on Web Servers.

To remove this download:

On the Start menu, point to Settings, and then choose Control Panel. Double-click Add/Remove Programs. In the list of programs on the Install/Uninstall tab, find Microsoft Office HTML Filter 2.0 and highlight it. Click Add/Remove. In the Microsoft Office HTML Filter 2.0 Setup dialog box, click Remove All. Follow the instructions on the screen to complete the uninstallation.

MS Word's grammar and style check

It's not enough that MS Word has grown into this monster chunk of software, with more features than anyone in one life could ever use. But one of the features you might actually want to use is—well, useless.

I speak of the grammar check. Not even an expert grammarian would make sense of the tedious stream of advice it gives. And often it is dead wrong.

You can, however, render it at least partly useful. Like HAL in "2001," its counter-productive functions can be disabled. The more you can limit the kinds of advice it's programmed to give, the better.

All you have to know is when to say "no." Let SWYM show you how

Finding the control panel.

Open a blank document in Word (version 7.0) and follow these steps: Click on "Tools" at the top Select "Options" Click on the "Grammar" tab Click on "Custom 1" in the window Click on "Customize settings..." In the window that opens there are 2 lists of "rules." One for "grammar," one for "style." The list showing should be the grammar list (the radio button for "grammar" will be set to "on" when the window opens).

To see the style list, click on the "style" radio button. With the "grammar" radio button clicked to "on," you can start customizing the grammar list. Each rule is turned off or on by checking or unchecking the box in front of it.

File Conversion

Word 97 comes with built-in document converters, so WordPerfect 5.x documents should be automatically converted when you open them in MS Word.

However, some files may need to be massaged a bit! If you don't see your files from MS Word's File Open Dialogue box, this is because Word is very self-centered, and presumes that you only want to open files that it thinks were created in Word, that is, that have a .doc extension.

If your filename extensions are not visible, change your View defaults in Windows Explorer so that file extensions are not hidden.

To see a listing of files with other extensions, you will need to go to the Files of type: box at the bottom of the Open Dialogue box Click on the triangle on the right to bring up drop-down menu Click on All Files to select it Open your file

Once you have opened your Word Perfect document in MS Word, be sure to change the filetype to Word if you know you will continue to work in Word. This will ensure that your formatting is maintained.

Converting Mail Merge Documents

Word data source documents can be either tab or comma delimited or in table format to convert to WordPerfect. Word automatically converts WordPerfect secondary files to Word data source document format. Conditional print merge constructs and macros are lost when converting to Word.

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Formatting Tables

Designing Tables

Using Word 2002 found in Office XP provides the best support for designing tables. But if you're a current user of Word, never fear, we've got some table design tips for you.

Creating Simple and Complex Tables In Word

You can still create a simple table by clicking the Insert Table button on the Standard toolbar and dragging to select the number of rows and columns you want. But for creating more complicated tables, such as tables containing cells of different heights or a varying number of columns per row, Word provides an enhanced Draw Tool. Using this simple feature, you can click and drag to draw table boundaries and cell partitions in any height and width you want. You can even draw tables one cell at a time.

To create a table with the Draw Tool: Click any spot in the open document where you want to create a table.

On the Tables and Borders toolbar, click Draw Table. Your pointer changes to a pencil. To define the table boundaries, draw a rectangle.

To define the table's columns and rows, draw vertical and horizontal lines inside the rectangle.

You can also draw diagonal lines through table cells. When you have finished creating the table, click in a cell to enter text or insert a graphic.

Now Creating a nested table

You can also use the Draw Tool in Word to create nested tables-tables within other tables. Nested tables are especially useful if you use one table to format a Web page and you want to insert another table inside it that will contain information. Just select the Draw Tool, position the pencil-pointer in the specific cell where you want to place the nested table, and then draw the new table as you would any other.

Merging cells and erasing borders

Word also includes an improved Erase Tool that allows you to remove partitions between rows or columns, and merge two or more cells together. For example, you could use this tool to create a table heading that spans several columns. Simply select the Erase Tool to perform any of the following actions.

Hide borders:

Drag the eraser over a table's border lines to hide them from view

Merge cells: Drag the eraser over cell borders to consolidate adjacent cells

Delete a table: Beginning outside a table, drag the eraser over the entire table to erase it completely. You can also quickly merge multiple cells by selecting them and clicking the Merge Cells button on the Tables and Borders toolbar.

Manipulating Table Placement and Size

Moving a table In Word

You can grab and move your table to another place on a page with just one motion. Simply hover your pointer over the table until the Table Move Handle appears on the table's upper-left corner. Move your pointer to rest on the handle. When a four-headed arrow appears, drag the table to its new location.

Resizing a table

The Table Resize Handle appears on a table's lower-right corner when you initially rest your pointer on that corner. You can use this handle to change the size of the table while maintaining row and column proportions. Rest your pointer on the handle until a double-headed arrow appears and then drag the table boundary until the table is the size you want.

You can move and resize your table in Word using these two convenient handles. When working on a Web page in Word (in Normal or Web layout view), you can also set the table to resize automatically so that it will fit in a window when you change the window size. To do this, click anywhere within the table; click AutoFit on the Table menu, and then click AutoFit to Window.

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Resizing parts of a table

You can easily adjust row or column height by dragging the border of the row or column up or down. To display column or row measurements, press ALT as you drag the border.

Aligning a table on a page With Word

You can now quickly align a table on your page using buttons previously reserved for text alignments. Just select the table you want to align and click the Align Left, Center, or Align Right button on the Formatting toolbar.

Working with Tables and Text Word also includes many new features that make working with text-both inside and outside tables-much easier.

Wrapping text around a table If you want to create floating tables-tables with text wrapped around them-you no longer need to use text boxes or frames, which were necessary in previous versions of Word.

To wrap text around an existing table:

Select the table. On the Table menu, select Table Properties.

Click the Table tab. Under Text Wrapping, click Around. Note: To automatically apply text wrapping to a table as you draw it, press CTRL while you use the Draw Table tool.

Word includes the improved Tables and Borders toolbar. Hover your pointer over any toolbar button to discover its function.

Aligning text inside a table With Word

you can orient the text in your tables to flow vertically (rotated 90 degrees) as well as horizontally. This feature is helpful in creating labels, photo credits, and copyright statements. Just select the cells for which you want vertical text and click the Change Text Direction button on the Tables and Borders toolbar.

You can then quickly change the vertical or horizontal alignment of text in a table cell using the alignment buttons on the Tables and Borders toolbar, such as Align Top Left or Align Bottom Center. If your text is oriented vertically, alignment buttons adjust automatically to provide the correct alignment options.

Formatting Table Borders

Word provides additional border formatting options to help you create "Web-style" tables, whether your document is for print or electronic publication. To access these border styles, click Borders and Shading on the Format menu and select one of the new 3-D line styles from the dialog box. You can also apply the styles by using the Tables and Borders toolbar buttons or the Table AutoFormat command on the Table menu.

Laying Out Graphics in Tables

With Word you can now format images using one method, whether your graphic appears inside or outside a table cell. For example, to wrap text around a picture or drawing object in a table cell, simply select the graphic, and then choose the appropriate picture item from the Format menu (for example, AutoShape, Picture, and so forth). In the Format dialog box, click the Layout tab. Then select the wrapping style you want to apply to the image. Text inside the table cell will fall around the image according to the formatting you select.

Keyboard shortcuts

The shortcut keys described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard.

F1

Display the Assistant balloon (if the Assistant is turned off, F1 opens the Help window)?

In the Assistant balloon

ALT+number?

Select a Help topic from the list the Assistant displays. ALT+1 is the first topic, ALT+2 is the second, and so on.

ALT+DOWN ARROW

Display more Help topics in the Assistant list

ALT+UP ARROW

Display previous Help topics in the Assistant list

ESC

Close an Assistant message or a tip?

In some wizards or dialog boxes

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TAB

Move to the Help? button in the wizard

SPACEBAR, with the Help? button selected

Show the Assistant in a wizard or dialog box. To hide the Assistant, press SPACEBAR again. Note that not all wizards or dialog boxes have Help provided by the Assistant.

Note?? If you use a screen review utility or other accessibility aid, you'll get the best results with Help if you enter questions in the Answer Wizard tab in the Help window rather than in the Office Assistant balloon or in the Ask a Question box.

Display and use the Help window

Some of the content in this topic may not be applicable to some languages.

To use the Help window, the Microsoft Office Assistant must be turned off. To turn off the Assistant, press F1 to display the Assistant. Press ALT+O to open the Options tab in the Office Assistant dialog box. Press ALT+U to clear the Use the Office Assistant check box, and then press ENTER. Press F1 to display the Help window.

F1

Display the Help window if the Assistant is turned off (if the Assistant is turned on, F1 displays the Assistant balloon).

In the Help window

F6

Switch between the Help topic and the Contents, Answer Wizard,? Index pane

TAB

Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic

SHIFT+TAB

Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article?

ENTER

Perform the action for the selected Show All, Hide All, hidden text, or hyperlink

ALT+O

Display the Options menu to access any Help toolbar command

ALT+O, and then press T

Hide or show the pane with the Contents, Answer Wizard, and Index tabs?

ALT+O, and then press B

Display the previously viewed topic

ALT+O, and then press F

Display the next topic in a previously displayed sequence of topics?

ALT+O, and then press H

Return to the specified home page

ALT+O, and then press S

Stop the Help window from opening a Help topic (useful if you want to stop a Web page from downloading)

ALT+O, and then press I?

Open the Internet Options dialog box for Microsoft Internet Explorer, where you can change accessibility settings

ALT+O, and then press R

Refresh the topic (useful if you have linked to a Web page)

ALT+O, and then press P

Print all topics in a book or a selected topic only

ALT+F4

Close the Help window

Note?? If you use a screen review utility or other accessibility aid, you'll get the best results with Help if you enter questions in the Answer Wizard tab in the Help window rather than in the Office Assistant balloon or in the Ask a Question box.

CTRL+TAB

Switch to the next tab

ALT+C

Switch to the Contents tab

ALT+A

Switch to the Answer Wizard tab

ALT+I

Switch to the Index tab

ENTER

Open a selected book or Help topic

DOWN ARROW

Select the next book or Help topic

UP ARROW

Select the previous book or Help topic

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SHIFT+F10

Display a shortcut menu

Use the Help topic pane

F10 or ALT

Select the menu bar, or close an open menu and submenu at the same time.

CTRL+TAB or CTRL+SHIFT+TAB

Select a toolbar after pressing F10 or ALT to select the menu bar. When a toolbar is selected, select the next or previous toolbar or menu bar.

TAB or SHIFT+TAB

When a toolbar or menu bar is selected, select the next or previous button or menu.

ENTER

Open the selected menu, or perform the action for the selected button or command.

SHIFT+F10

Display the shortcut menu for the selected item.

ALT+SPACEBAR

Display the window shortcut menu (Control menu).

DOWN ARROW or UP ARROW

When a menu or submenu is open, select the next or previous command.

LEFT ARROW or RIGHT ARROW

Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.

HOME or END

Select the first or last command on the menu or submenu.

ESC

Close an open menu. When a submenu is open, close only the submenu.

SHIFT+DOWN ARROW

When a menu is selected, display the list of commands.

CTRL+DOWN ARROW

When a shortened menu is open, display the full set of commands.

ALT+CTRL+= (equal sign)

Add a toolbar button to a menu. When you type this shortcut key and then click a toolbar button, Microsoft Word adds the button to the appropriate menu. For example, click Bullets? on the Formatting

toolbar to add the Bullets command to the Format menu.

ALT+CTRL+- (dash key)

Remove a command from a menu. When you type this shortcut key and then select a menu command, the command is removed. You can add the menu command back to the menu if you change your mind.

ALT+CTRL++ (plus key on numeric keypad)

Customize the shortcut key for a menu command. When you type this shortcut key and then select a menu command, the Customize Keyboard dialog box opens so you can add, change, or remove the shortcut key.

Note?? You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

In the toolbar, press CTRL+SPACE to display the Toolbar Options menu.

Select the Size command, and then press ENTER.

Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

Move a toolbar

In the toolbar, press CTRL+SPACE to display the Toolbar Options menu.

Select the Move command, and then press ENTER.

Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

Resize a task pane

In the task pane, press CTRL+SPACE to display a menu of additional commands.

Use the DOWN ARROW key to select the Size command, and then press ENTER.

Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

Move a task pane

In the task pane, press CTRL+SPACE to display a menu of additional commands.

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Use the DOWN ARROW key to select the Move command, and then press ENTER.

Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

When you are finished moving or resizing, press ESC.

Use dialog boxes

TAB

Move to the next option or option group

SHIFT+TAB

Move to the previous option or option group

CTRL+TAB

Switch to the next tab in a dialog box?

CTRL+SHIFT+TAB

Switch to the previous tab in a dialog box?

Arrow keys

Move between options in an open drop-down list, or between options in a group of options

SPACEBAR

Perform the action assigned to the selected button; check or clear the selected check box

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list

ALT+ the letter underlined in an option

Select an option; select or clear a check box

ALT+DOWN ARROW

Open a selected drop-down list

ESC

Close a selected drop-down list; cancel a command and close a dialog box

ENTER

Perform the action assigned to a default button in a dialog box

Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

HOME

Move to the beginning of the entry

END

Move to the end of the entry

LEFT ARROW or RIGHT ARROW

Move one character to the left or right

CTRL+LEFT ARROW

Move one word to the left

CTRL+RIGHT ARROW

Move one word to the right

SHIFT+LEFT ARROW

Select or unselect one character to the left

SHIFT+RIGHT ARROW

Select or unselect one character to the right

CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the left

CTRL+SHIFT+RIGHT ARROW

Select or unselect one word to the right

SHIFT+HOME

Select from the insertion point to the beginning of the entry

SHIFT+END

Select from the insertion point to the end of the entry

Use the Open, Save As, and Insert Picture dialog boxes

CTRL+F12

Display the Open dialog box

F12

Display the Save As dialog box

ALT+1

Go to the previous folder ()

ALT+2

Open the folder up one level from the open folder (Up One Level button)

ALT+3

Close the dialog box and open your World Wide Web search page (Search the Web button)

ALT+4

Delete the selected folder or file (Delete button)

ALT+5

Create a new subfolder in the open folder (Create New Folder button)

ALT+6

Switch between List, Details, Properties, and Preview views (Click the arrow next to Views)

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ALT+7 or ALT+L

Show the Tools menu (Tools button)

SHIFT+F10

Display a shortcut menu for a selected item such as a folder or file

TAB

Move between options or areas in the dialog box?

F4 or ALT+I

Open the Look in list

F5

Update the files visible in the Open or Save As dialog box (File menu)

Quick reference

Common tasks done in a Microsoft Word document

CTRL+SHIFT+SPACEBAR

Create a nonbreaking space

CTRL+HYPHEN

Create a nonbreaking hyphen

CTRL+B

Make letters bold

CTRL+I

Make letters italic

CTRL+U

Make letters underline

CTRL+SHIFT+<

Decrease font size

CTRL+SHIFT+>

Increase font size

CTRL+SPACEBAR

Remove paragraph or character formatting

CTRL+C

Copy the selected text or object

CTRL+X

Cut the selected text or object

CTRL+V

Paste text or an object

CTRL+Z

Undo the last action

CTRL+Y

Redo the last action

Language bar

Speech and handwriting recognition

Left ALT+SHIFT

Switch between languages or keyboard layouts

+V

Switch microphone on or off

+T

Switch between Voice Command mode and Dictation mode

+C

Open the Correction dialog box

+H

Turn handwriting on or off

ALT+~

Turn Japanese Input Method Editor (IME) on 101 keyboard on or off

Right ALT

Turn Korean IME on 101 keyboard on or off

CTRL+SPACEBAR

Turn Chinese IME on 101 keyboard on or off

Notes

You can set the key combination for switching between languages or keyboard layouts in the Advanced Key Setting dialog box. To open the Advanced Key Setting dialog box, right-click the Language bar, and then click Settings. Under Preferences, click Key Settings.

The Windows logo key (⊞) is available on the bottom row of keys on most keyboards.

E-mail

Sending e-mail messages

Use the following keys (if you are e-mailing a document or a message) when the e-mail header is active. To activate the e-mail header, press SHIFT+TAB.

ALT+S

Send the active document or message

CTRL+SHIFT+B

Open the Address Book

Basics of MS Word

ALT+K, CTRL+K

When the insertion point is in the message header, check the names on the To, Cc, and Bcc lines against the Address Book.

ALT+. (period)

Open the Address Book in the To field

ALT+C

When the insertion point is in the message header, open the Address Book in the Cc field

ALT+B

If the Bcc field is visible, open the Address Book in the Bcc field. To display the Bcc field, open the Address Book for any field and insert or type a name in the Bcc box.

ALT+J

Go to the Subject field

ALT+P

Open the Microsoft Outlook Message Options dialog box

CTRL+SHIFT+G

Create a message flag

TAB

When the insertion point is in the message header, select the next box in the e-mail header. When the last box in the e-mail header is active, TAB selects the body of the document or message.

SHIFT+TAB

Select the previous field or button in the e-mail header

CTRL+TAB

When the insertion point is in the message header, select the Send button. You can then use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press ENTER.

Working with documents and Web pages

Create, view, and save documents

CTRL+N

Create a new document of the same type as the current or most recent document

CTRL+O

Open a document

CTRL+W

Close a document

ALT+CTRL+S

Split the document window

ALT+SHIFT+C

Remove the document window split

CTRL+S

Save a document

Find, replace, and browse through text

CTRL+F

Find text, formatting, and special items

ALT+CTRL+Y

Repeat find (after closing Find and Replace window)

CTRL+H

Replace text, specific formatting, and special items

CTRL+G

Go to a page, bookmark, footnote, table, comment, graphic, or other location

ALT+CTRL+Z

Go back to a page, bookmark, footnote, table, comment, graphic, or other location

ALT+CTRL+HOME

Browse through a document

Undo and redo actions

ESC

Cancel an action

CTRL+Z

Undo an action

CTRL+Y

Redo or repeat an action

Switch to another view

ALT+CTRL+P

Switch to print layout view

ALT+CTRL+O

Switch to outline view

ALT+CTRL+N

Switch to normal view

CTRL+\

Move between a master document and its subdocuments

Basics of MS Word

Outline view

In outline view, press

ALT+SHIFT+LEFT ARROW

Promote a paragraph

ALT+SHIFT+RIGHT ARROW

Demote a paragraph

CTRL+SHIFT+N

Demote to body text

ALT+SHIFT+UP ARROW

Move selected paragraphs up

ALT+SHIFT+DOWN ARROW

Move selected paragraphs down

ALT+SHIFT+PLUS SIGN

Expand text under a heading

ALT+SHIFT+MINUS SIGN

Collapse text under a heading

ALT+SHIFT+A

Expand or collapse all text or headings

The slash (/) key on the numeric keypad

Hide or display character formatting

ALT+SHIFT+L

Show the first line of body text or all body text

ALT+SHIFT+1

Show all headings with the Heading 1 style

ALT+SHIFT+n

Show all headings up to Heading n

CTRL+TAB

Insert a tab character

Printing and previewing documents

CTRL+P

Print a document

ALT+CTRL+I

Switch in or out of print preview

Arrow keys

Move around the preview page when zoomed in

PAGE UP or PAGE DOWN

Move by one preview page when zoomed out

CTRL+HOME

Move to the first preview page when zoomed out

CTRL+END

Move to the last preview page when zoomed out

Reviewing documents

ALT+CTRL+M

Insert a comment

CTRL+SHIFT+E

Turn track changes on or off

ALT+SHIFT+C

Close the Reviewing Pane if it is open

References, footnotes, and endnotes

ALT+SHIFT+O

Mark a table of contents entry

ALT+SHIFT+I

Mark a table of authorities entry (citation)

ALT+SHIFT+X

Mark an index entry

ALT+CTRL+F

Insert a footnote

ALT+CTRL+D

Insert an endnote

Working with Web pages

CTRL+K

Insert a hyperlink

ALT+LEFT ARROW

Go back one page

ALT+RIGHT ARROW

Go forward one page

F9

Refresh

Note?? To use keys to go back or forward one page or to refresh a page, the Web toolbar must be showing. If the Web toolbar is not showing, press ALT+V, press T, use the arrow keys to select Web, and then press ENTER.

Editing and moving text and graphics

Delete text and graphics

Basics of MS Word

BACKSPACE

Delete one character to the left

CTRL+BACKSPACE

Delete one word to the left

DELETE

Delete one character to the right

CTRL+DELETE

Delete one word to the right

CTRL+X

Cut selected text to the Clipboard

CTRL+Z

Undo the last action

CTRL+F3

Cut to the Spike

Copy and move text and graphics

CTRL+C

Copy text or graphics

CTRL+C, CTRL+C

Display the Office Clipboard

F2 (then move the insertion point and press ENTER)

Move text or graphics

ALT+F3

Create AutoText

CTRL+V

Paste the Clipboard contents

CTRL+SHIFT+F3

Paste the Spike contents

ALT+SHIFT+R

Copy the header or footer used in the previous section of the document

Insert special characters

CTRL+F9

A field

ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)

An AutoText entry

SHIFT+ENTER

A line break

CTRL+ENTER

A page break

CTRL+SHIFT+ENTER

A column break

CTRL+HYPHEN

An optional hyphen

CTRL+SHIFT+HYPHEN

A nonbreaking hyphen

CTRL+SHIFT+SPACEBAR

A nonbreaking space

ALT+CTRL+C

The copyright symbol

ALT+CTRL+R

The registered trademark symbol

ALT+CTRL+T

The trademark symbol

ALT+CTRL+period

An ellipsis

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

Select multiple areas that aren't next to each other

After making your first selection, hold down CTRL, and then select any other items you want.

Extend a selection

F8

Turn extend mode on

F8, and then press LEFT ARROW or RIGHT ARROW

Select the nearest character

F8 (press once to select a word, twice to select a sentence, and so forth)

Increase the size of a selection

SHIFT+F8

Reduce the size of a selection

Basics of MS Word

ESC

Turn extend mode off

SHIFT+RIGHT ARROW

One character to the right

SHIFT+LEFT ARROW

One character to the left

CTRL+SHIFT+RIGHT ARROW

To the end of a word

CTRL+SHIFT+LEFT ARROW

To the beginning of a word

SHIFT+END

To the end of a line

SHIFT+HOME

To the beginning of a line

SHIFT+DOWN ARROW

One line down

SHIFT+UP ARROW

One line up

CTRL+SHIFT+DOWN ARROW

To the end of a paragraph

CTRL+SHIFT+UP ARROW

To the beginning of a paragraph

SHIFT+PAGE DOWN

One screen down

SHIFT+PAGE UP

One screen up

CTRL+SHIFT+HOME

To the beginning of a document

CTRL+SHIFT+END

To the end of a document

ALT+CTRL+SHIFT+PAGE DOWN

To the end of a window

CTRL+A

To include the entire document

CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode

To a vertical block of text

F8+arrow keys; press ESC to cancel selection mode

To a specific location in a document

Tip

If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Select text and graphics in a table

TAB

Select the next cell's contents

SHIFT+TAB

Select the preceding cell's contents

Hold down SHIFT and press an arrow key repeatedly

Extend a selection to adjacent cells

Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly

Select a column

CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode

Extend a selection (or block)

SHIFT+F8

Reduce the selection size

ALT+5 on the numeric keypad (with NUM LOCK off)

Select an entire table

Move the insertion point

LEFT ARROW

One character to the left

RIGHT ARROW

One character to the right

CTRL+LEFT ARROW

One word to the left

CTRL+RIGHT ARROW

One word to the right

CTRL+UP ARROW

One paragraph up

CTRL+DOWN ARROW

One paragraph down

SHIFT+TAB

One cell to the left (in a table)

Basics of MS Word

TAB

One cell to the right (in a table)

UP ARROW

Up one line

DOWN ARROW

Down one line

END

To the end of a line

HOME

To the beginning of a line

ALT+CTRL+PAGE UP

To the top of the window

ALT+CTRL+PAGE DOWN

To the end of the window

PAGE UP

Up one screen (scrolling)

PAGE DOWN

Down one screen (scrolling)

CTRL+PAGE DOWN

To the top of the next page

CTRL+PAGE UP

To the top of the previous page

CTRL+END

To the end of a document

CTRL+HOME

To the beginning of a document

SHIFT+F5

To a previous revision

SHIFT+F5

To the location of the insertion point when the document was last closed

Move around in a table

TAB

Next cell in a row

SHIFT+TAB

Previous cell in a row

ALT+HOME

First cell in a row

ALT+END

Last cell in a row

ALT+PAGE UP

First cell in a column

ALT+PAGE DOWN

Last cell in a column

UP ARROW

Previous row

DOWN ARROW

Next row

Insert paragraphs and tab characters in a table

ENTER

New paragraphs in a cell

CTRL+TAB

Tab characters in a cell

Character and paragraph formatting

Copy formatting

CTRL+SHIFT+C

Copy formatting from text

CTRL+SHIFT+V

Apply copied formatting to text

Change or resize the font

CTRL+SHIFT+F

Change the font

CTRL+SHIFT+P

Change the font size

CTRL+SHIFT+>

Increase the font size

CTRL+SHIFT+<

Decrease the font size

CTRL+]

Increase the font size by 1 point

CTRL+[

Decrease the font size by 1 point

Apply character formats

CTRL+D

Change the formatting of characters (Font command, Format menu)

SHIFT+F3

Change the case of letters

Basics of MS Word

CTRL+SHIFT+A

Format letters as all capitals

CTRL+B

Apply bold formatting

CTRL+U

Apply an underline

CTRL+SHIFT+W

Underline words but not spaces

CTRL+SHIFT+D

Double-underline text

CTRL+SHIFT+H

Apply hidden text formatting

CTRL+I

Apply italic formatting

CTRL+SHIFT+K

Format letters as small capitals

CTRL+EQUAL SIGN

Apply subscript formatting (automatic spacing)

CTRL+SHIFT+PLUS SIGN

Apply superscript formatting (automatic spacing)

CTRL+SPACEBAR

Remove manual character formatting

CTRL+SHIFT+Q

Change the selection to the Symbol font

View and copy text formats

CTRL+SHIFT+* (asterisk)

Display nonprinting characters

SHIFT+F1 (then click the text whose formatting you want to review)

Review text formatting

CTRL+SHIFT+C

Copy formats

CTRL+SHIFT+V

Paste formats

Set line spacing

CTRL+1

Single-space lines

CTRL+2

Double-space lines

CTRL+5

Set 1.5-line spacing

CTRL+0 (zero)

Add or remove one line space preceding a paragraph

Align paragraphs

CTRL+E

Center a paragraph

CTRL+J

Justify a paragraph

CTRL+L

Left align a paragraph

CTRL+R

Right align a paragraph

CTRL+M

Indent a paragraph from the left

CTRL+SHIFT+M

Remove a paragraph indent from the left

CTRL+T

Create a hanging indent

CTRL+SHIFT+T

Reduce a hanging indent

CTRL+Q

Remove paragraph formatting

Apply paragraph styles

CTRL+SHIFT+S

Apply a style

ALT+CTRL+K

Start AutoFormat

CTRL+SHIFT+N

Apply the Normal style

ALT+CTRL+1

Apply the Heading 1 style

ALT+CTRL+2

Apply the Heading 2 style

ALT+CTRL+3

Apply the Heading 3 style

CTRL+SHIFT+L

Basics of MS Word

Apply the List style

Drawing objects and other objects

Inserting and selecting drawing objects

Insert an AutoShape by using the keyboard

Use the keyboard to show the Drawing toolbar if it is not showing.

Press ALT+U to choose AutoShape on the Drawing toolbar.

Use the arrow keys to move through the categories of AutoShapes and select the AutoShape you want.

Press CTRL+ENTER.

Note?? To edit the AutoShape, select the AutoShape, and then use the keyboard to choose AutoShape on the Format menu. Select the options you want on the available tabs.

Insert a text box by using the keyboard

Use the keyboard to select Text Box on the Insert menu, and then press CTRL+ENTER.

Type the text you want in the text box.

When you are finished typing and want to switch back to editing text in your document, press SHIFT+F10, choose Exit Edit Text on the shortcut menu, and then press ESC.

Note?? To format the text box (add a fill color or change the size, for example) select the text box, choose Text Box on the Format menu, and then select the options you want on the available tabs.

Insert a WordArt drawing object by using the keyboard

Use the keyboard to choose WordArt (Insert menu, Picture submenu).

Use the arrow keys to select the WordArt style you want, and then press ENTER.

Type the text you want, and then use the TAB key to select other options in the dialog box.

Press ENTER to insert the WordArt drawing object.

Note?? To edit the WordArt drawing object, select the object, choose WordArt on the Format menu, and then select the options you want on the available tabs.

Select a drawing object by using the keyboard

If the insertion point is within text in your document, do the following:

Press F10 to make the menu bar active.

Press CTRL+TAB until the Drawing toolbar is active.

Press the RIGHT ARROW key to choose Select Objects

Press CTRL+ENTER to select the first drawing object.

Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

If the insertion point is within text in a drawing object, do the following:

Press SHIFT+F10, and then use the keyboard to choose Exit Edit Text on the shortcut menu.

Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

Note?? To switch from selecting objects back to editing text in your document, press ESC.

Editing drawing objects

Rotate a drawing object by using the keyboard

Select the drawing object you want to rotate.

Use the keyboard to choose the command for the type of object you selected ? for example, on the Format menu, choose AutoShape or Text Box ? and then select the Size tab.

Under Size and rotate, use the TAB key to select Rotation, and then type the amount of rotation you want.

Change the position of a drawing object on a page by using the keyboard

Select the drawing object you want to change.

Use the keyboard to choose the command for the type of object you selected ? for example, on the Format menu, choose AutoShape or Text Box ? and then select the Layout tab.

Function keys

F1

Get Help or the Office Assistant

F2

Move text or graphics

F3

Insert an AutoText entry (after Microsoft Word displays the entry)

F4

Repeat the last action

F5

Choose the Go To command (Edit menu)

Basics of MS Word

F6

Go to the next pane or frame

F7

Choose the Spelling command (Tools menu)

F8

Extend a selection

F9

Update selected fields

F10

Activate the menu bar

F11

Go to the next field

F12

Choose the Save As command (File menu)

SHIFT+Function key

SHIFT+F1

Start context-sensitive Help or reveal formatting

SHIFT+F2

Copy text

SHIFT+F3

Change the case of letters

SHIFT+F4

Repeat a Find or Go To action

SHIFT+F5

Move to the last change

SHIFT+F6

Go to the previous pane or frame

SHIFT+F7

Choose the Thesaurus command (Tools menu, Language submenu)

SHIFT+F8

Shrink a selection

SHIFT+F9

Switch between a field code and its result

SHIFT+F10

Display a shortcut menu

SHIFT+F11

Go to the previous field

SHIFT+F12

Choose the Save command (File menu)

CTRL+Function key

CTRL+F2

Choose the Print Preview command (File menu)

CTRL+F3

Cut to the Spike

CTRL+F4

Close the window

CTRL+F5

Restore the document window size

CTRL+F6

Go to the next window

CTRL+F7

Choose the Move command (Control menu, or Window shortcut menu)

CTRL+F8

Choose the Size command (Control menu, or Window shortcut menu)

CTRL+F9

Insert an empty field

CTRL+F10

Maximize the document window

CTRL+F11

Lock a field

CTRL+F12

Choose the Open command (File menu)

CTRL+SHIFT+Function key

CTRL+SHIFT+F3

Insert the contents of the Spike

CTRL+SHIFT+F5

Edit a bookmark

CTRL+SHIFT+F6

Go to the previous window

CTRL+SHIFT+F7

Update linked information in a Microsoft Word source document

CTRL+SHIFT+F8

Extend a selection or block (then press an arrow key)

CTRL+SHIFT+F9

Basics of MS Word

Unlink a field

CTRL+SHIFT+F10

Activate the ruler

CTRL+SHIFT+F11

Unlock a field

CTRL+SHIFT+F12

Choose the Print command (File menu)

ALT+Function key

ALT+F1

Go to the next field

ALT+F3

Create an AutoText entry

ALT+F4

Quit Microsoft Word

ALT+F5

Restore the program window size

ALT+F7

Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).

ALT+F8

Run a macro

ALT+F9

Switch between all field codes and their results

ALT+F10

Maximize the program window

ALT+F11

Display Microsoft Visual Basic code

ALT+SHIFT+Function key

ALT+SHIFT+F1

Go to the previous field

ALT+SHIFT+F2

Choose the Save command (File menu)

ALT+SHIFT+F9

Run GOTOBUTTON or MACROBUTTON from the field that displays the field results

ALT+SHIFT+F11

Display Microsoft Visual Studio code

CTRL+ALT+Function key

CTRL+ALT+F1

Display Microsoft System Information

CTRL+ALT+F2

Open command (File menu)

Word short cuts

As many of you know, with any Microsoft Office product there are normally several roads to travel to get to the same destination.? However, why take the low road when the high road might be faster (or vice versa)?? Examine the Word shortcuts below and note those that might help you put the pedal to the metal!

Menu Keyboard Toolbar

File, New Ctrl + N?

File, Open Ctrl + O?

File, Close Ctrl + W

or

Ctrl + F4

File, Save Ctrl + S?

File, Print Ctrl + P?

File, Exit Alt + F4

Edit, Undo Ctrl + Z?

Edit, Redo Ctrl + Y?

Edit, Cut Ctrl + X?

Edit, Copy Ctrl + C

or

Ctrl + Insert?

Edit, Paste Ctrl + V

or

Shift + Insert?

Edit, Select All Ctrl + A

Edit, Find Ctrl + F

Edit, Replace Ctrl + H

Insert, Page Break Ctrl + Enter

Format, Font

Ctrl + Shift + F

(resets to default font)?

Format, Font

(size) Ctrl + Shift + P

(resets to default font size)?

Format, Font

Basics of MS Word

(bold) Ctrl + B
(toggles on and off)?

Format, Font

Conclusion

Microsoft Word is currently one of the most commonly used applications for creating critical documents such as reports, letters, business plans, and more for the World Wide Web and for print. The newest version of Word extends this tradition by giving users the tools they need to streamline the process of creating, sharing, reviewing, and publishing their important documents. Word makes it easier for users to discover and use existing functionality and provides intelligent new ways for users to work with their documents. Word now also makes it easier for users to share and review documents with others without changing the way they currently work.