







Quick Reference Sheet Microsoft® Word 2007

Where applicable, instructions are given for both mouse and keyboard users, with keyboard shortcuts appearing in square brackets.

FILE OPERATIONS

| To do this | Mouse | Keyboard |
|---|---|----------|
| Create a new document |  New | [CTRL+N] |
| Open an existing document |  Open | [CTRL+O] |
| Close current document |  Close | [CTRL+W] |
| Save current document |  Save | [CTRL+S] |
| Save current document with a different name |  Save As | [F12] |
| Quit from Word |  Exit Word | [ALT+F4] |

SELECTING TEXT

| To Select | Mouse or Keyboard |
|--------------|---|
| Word(s) | Double-click the word and drag. [SHIFT+ARROW keys] |
| Line of text | Point to the left of the line, wait for right-pointing arrow to appear, then click. [HOME, SHIFT+END] |
| Sentence(s) | Hold down the CTRL key and click anywhere in the sentence. |
| A paragraph | Triple-click anywhere inside it. |




| To Select | Mouse or Keyboard |
|---------------------------------|--|
| To beginning of paragraph | [CTRL+SHIFT+UP ARROW] |
| To end of paragraph | [CTRL+SHIFT+DOWN ARROW] |
| Extend Mode | [F8] (To cancel press ESC.) |
| Select next character(s) | [F8+ARROW keys] or [SHIFT+ARROW keys] |
| Increase size of selection | [F8] Press once to select a word, twice a sentence, etc. |
| Large areas of text | Click at start of selection, hold down the SHIFT key and click where the selection is to end. [F8, then use PAGE UP/DOWN and ARROW keys] |
| Column (vertical block of text) | Hold down the ALT key, then click and drag over the required area. [CTRL+SHIFT+F8, ARROW keys] |
| To beginning of document | [CTRL+SHIFT+HOME] |
| Whole document | Hold down the CTRL key and click anywhere to the left of the text. [CTRL + A] |





MOVING AROUND A DOCUMENT



| Move insertion point to: | Keyboard |
|--------------------------|--------------------|
| Beginning of the file | [CTRL+HOME] |
| End of the file | [CTRL+END] |
| Start of next word | [CTRL+RIGHT ARROW] |
| Start of previous word | [CTRL+LEFT ARROW] |
| Start of paragraph above | [CTRL+ UP ARROW] |
| Start of paragraph below | [CTRL+DOWN ARROW] |
| Beginning of the line | [HOME] |
| End of the line | [END] |

FORMATTING PARAGRAPHS

Some formatting instructions are toggle commands, ie the action will turn a format on and off.




| LINE SPACING | Tab | Group | Command |
|-------------------------|------|-----------|---|
| Single [CTRL+1] | Home | Paragraph |  |
| One and a half [CTRL+5] | Home | Paragraph |  |
| Double [CTRL+2] | Home | Paragraph |  |

| ALIGNMENT | Tab | Group | Command |
|--------------------------|------|-----------|---|
| Left [CTRL+L] | Home | Paragraph |  |
| Centre [CTRL+E] | Home | Paragraph |  |
| Right alignment [CTRL+R] | Home | Paragraph |  |
| Justified [CTRL+J] | Home | Paragraph |  |

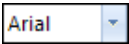







| INDENTATION | Tab | Group | Command |
|--------------------------------|------|-----------|---|
| Increase Indent [CTRL+M] | Home | Paragraph |  |
| Decrease Indent [CTRL+SHIFT+M] | Home | Paragraph |  |

| | |
|-------------------|----------------|
| Hanging paragraph | [CTRL+T] |
| Unhang | [CTRL+SHIFT+T] |

FORMATTING TEXT





| CHANGE | Tab | Group | Command |
|---------------------------|------|-------|---|
| Bold [CTRL+B] | Home | Font |  |
| <i>Italic</i> [CTRL+I] | Home | Font |  |
| <u>Underline</u> [CTRL+U] | Home | Font |  |

FORMATTING TEXT (continued)

| CHANGE | Tab | Group | Command |
|---|------|-----------|--|
| Font Type [CTRL+SHIFT+F] TAB and ARROW keys, then ENTER | Home | Font |  |
| Font Size [CTRL+SHIFT+P] Use TAB & ARROW keys, then ENTER | Home | Font |  |
| Increase Font [CTRL+SHIFT+>] | Home | Font |  |
| Decrease Font [CTRL+SHIFT+<] | Home | Font |  |
| Superscript [CTRL+SHIFT+=] | Home | Font |  |
| Subscript [CTRL+=] | Home | Font |  |
| Change Case [SHIFT+F3] (Toggles between upper, lower and sentence case.) | Home | Font |  |
| Copy formatting of selected text [CTRL+SHIFT+C] | Home | Clipboard |  |

| | |
|---------------------------------|--|
| Apply copied formatting to text | Select text, then [CTRL+SHIFT+V] |
| Word Underline | [CTRL+SHIFT+W] |
| Double Underline | [CTRL+SHIFT+D] |
| Copyright © | [ALT+CTRL+C] |
| Registered ® | [ALT+CTRL+R] |
| Trademark ™ | [ALT+CTRL+T] |
| Euro € | [ALT+CTRL+4] |

COMMON TASKS

| CHANGE | Tab | Group | Command |
|---|----------------------|-----------|---|
| Copy selected text [CTRL+C] | Home | Clipboard |  |
| Paste text or object [CTRL+V] | Home | Clipboard |  |
| Undo last item [CTRL+Z] | Quick access toolbar | |  |
| Redo last item [CTRL+Y] | Quick access toolbar | |  |

| | |
|--|---|
| Repeat last action | [F4] |
| Non-breaking space | [CTRL+SHIFT+SPACEBAR] |
| Non-breaking hyphen | [CTRL+HYPHEN] |
| Remove paragraph or character formatting | [CTRL+Spacebar] (Removes character formats, font and size changes.) |
| Insert page break | [CTRL+ENTER] |
| Insert line break | [SHIFT+ENTER] |
| Delete word to right | [CTRL+DELETE] |
| Delete word to left | [CTRL+BACKSPACE] |
| Open Help window | [F1] |
| Reveal formatting | [SHIFT+F1] |






APPLY A STYLE

| To do this | Keyboard |
|-----------------------|---------------------------|
| Open Styles task pane | [ALT+CTRL+SHIFT+S] |
| Apply Heading style 1 | [ALT+CTRL+1] |
| Apply Heading style 2 | [ALT+CTRL+2] |
| Apply Heading style 3 | [ALT+CTRL+3] |
| Apply Normal style | [CTRL+SHIFT+N] |

MOVING AROUND IN A TABLE

| To do this | Keyboard |
|------------------------------------|---|
| Select next cell | [TAB] |
| Select previous cell | [SHIFT+TAB] |
| First cell in row | [ALT+HOME] |
| First cell in column | [ALT+PAGE UP] |
| Extend selection to adjacent cells | Hold down SHIFT , press ARROW key repeatedly. |
| Remove selection | [SHIFT+F8] |
| Insert Tab marker in cell | [CTRL+TAB] |

VIEWING, PREVIEWING AND PRINTING

| To do this | Tab | Group | Command |
|---|--|----------------|---|
| Show non-printing characters [CTRL+SHIFT+*] | Home | Paragraph |  |
| View Reading Layout [ALT, W, F] | View | Document Views |  |
| View Print Layout [ALT+CTRL+P] | View | Document Views |  |
| Print preview [CTRL+F2] |  Print, Preview | | |
| Print a document [CTRL+SHIFT+F12] |  Print, Print | | |

KEYTIPS

Every command in Word 2007 can be used by pressing an Key Tip shortcut, irrespective of where you are in the document.

Press **ALT** to turn on the KeyTip badges - these appear on all ribbon tabs. Press the relevant KeyTip for the tab you require. Work through the commands by pressing the Key Tips until you arrive at the action required.