

## KEYS FOR REVIEWING DOCUMENTS

To	PRESS
INSERT A COMMENT	ALT+CTRL+M
REVISION MARKS ON/OFF	CTRL+SHIFT+E
GO TO BEGINNING OF COMMENT	CTRL+HOME
GO TO END OF COMMENT	CTRL+END

## KEYS FOR PERFORMING MAIL MERGE

To	PRESS
<b>WHILE USING MAIL MERGE:</b>	
PREVIEW A MAIL MERGE	ALT+SHIFT+K
MERGE A DOCUMENT	ALT+SHIFT+N
PRINT MERGED DOCUMENT	ALT+SHIFT+M
EDIT MAIL MERGED DATA	ALT+SHIFT+E
INSERT MERGE FIELD	ALT+SHIFT+F

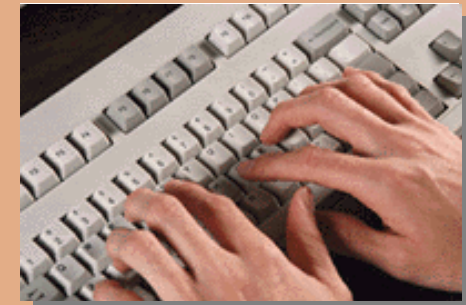
## KEYS FOR PRINTING AND PREVIEWING DOCUMENTS

To	PRESS
PRINT DOCUMENT	CTRL+P
SWITCH TO PRINT PREVIEW	ALT+CTRL+I

## FUNCTION KEYS

F1	HELP
F2	MOVE TEXT OR GRAPHICS
F3	INSERT AUTOTEXT ENTRY
F4	REPEAT LAST ACTION
F5	GO TO
F6	GO TO NEXT PANE
F7	SPELLING
F8	EXTEND A SELECTION
F9	UPDATE SELECTED FIELDS
F10	ACTIVATE MENU BAR
F11	GO TO NEXT FIELD
F12	SAVE AS
SHIFT+F2	COPY TEXT
SHIFT+F3	CHANGE LETTER CASE
SHIFT+F4	GO TO PREVIOUS REVISION
SHIFT+F6	GO TO PREVIOUS PANE
SHIFT+F7	THESAURUS
SHIFT+F8	SHRINK SELECTION
SHIFT+F9	FIELD CODE ⇄RESULT
SHIFT+F10	DISPLAY SHORTCUT MENU
SHIFT+F11	GO TO PREVIOUS FIELD
SHIFT+F12	SAVE

## SHORT CUT KEYS FOR WORD 97



YOU CAN QUICKLY ACCOMPLISH TASKS YOU PERFORM FREQUENTLY BY USING SHORTCUT KEYS. FOR EXAMPLE, PRESSING CTRL+B CHANGES THE SELECTED TEXT TO BOLD, JUST AS CLICKING THE BOLD BUTTON ON THE FORMATTING TOOLBAR OR SELECTING BOLD IN THE FONT DIALOG BOX CHANGES THE SELECTED TEXT TO BOLD.

# KEYS FOR WORKING WITH DOCUMENTS

To PRESS

CREATE NEW DOC	CTRL+N
OPEN A DOCUMENT	CTRL +O
CLOSE A DOCUMENT	CTRL+W
SPLIT A DOCUMENT	ALT+CTRL+S
SAVE A DOCUMENT	CTRL+S
QUIT WORD	ALT+F4
CANCEL AN ACTION	ESC
UNDO AN ACTION	CTRL+Z
REDO/REPEAT ACTION	CTRL+Y
SWITCH TO PAGE LAYOUT	ALT+CTRL+P
SWITCH TO OUTLINE VIEW	ALT+CTRL+O
SWITCH TO NORMAL VIEW	ALT+CTRL+N
HIGHLIGHT THE DOCUMENT	CTRL + A

## TO MOVE AROUND DOCUMENT:

ONE PARAGRAPH UP	CTRL+↑
ONE PARAGRAPH DOWN	CTRL+↓
ONE CELL TO LEFT (TABLE)	SHIFT+TAB
CELL TO RIGHT (TABLE)	SHIFT
UP ONE LINE	↑
DOWN ONE LINE	↓
END OF LINE	END
BEGINNING OF LINE	HOME
TOP OF DOCUMENT	CTRL+HOME
UP ONE SCREEN	PAGE UP
DOWN ONE SCREEN	PAGE DOWN
TOP OF NEXT PAGE	CTRL+PAGE DOWN
TOP OF PREVIOUS PAGE	CTRL+PAGE UP
BOTTOM OF DOCUMENT	CTRL+END
TO PREVIOUS REVISION	SHIFT+F5
PRINT A DOCUMENT	CTRL+P

# FORMATTING CHARACTERS & PARAGRAPHS

To PRESS

CHANGE FONT	CTRL+SHIFT+F
CHANGE FONT SIZE	CTRL+SHIFT+P
INCREASE FONT SIZE	CTRL+SHIFT+>
DECREASE FONT SIZE	CTRL+SHIFT+<
CHANGE CASE	SHIFT+F3
BOLD	CTRL+B
UNDERLINE	CTRL+U
UNDERLINE WORDS	CTRL+SHIFT+W
DOUBLE UNDERLINE	CTRL+SHIFT+D
APPLY HIDDEN TEXT	CTRL+SHIFT+H
ITALIC	CTRL+ I
SMALL CAPITALS	CTRL+SHIFT+K
INCREASE FONT SIZE	CTRL ]
DECREASE FONT SIZE	CTRL [
REMOVE FORMATTING	CTRL+SPACEBAR
COPY FORMATS	CTRL+SHIFT+ C
PASTE FORMATS	CTRL+SHIFT+ V
COPY TEXT	CTRL+C
PASTE TEXT	CTRL+V
MOVE TEXT	CTRL+X
CUT TO SPIKE	CTRL+F3
INSERT FROM SPIKE	CTRL+SHIFT+F3
<b>LINE SPACING:</b>	
SINGLE SPACING	CTRL+ 1
DOUBLE SPACING	CTRL+2
1.5 SPACING	CTRL+5
ADD/REMOVE ONE LINE SPACE	
PRECEDING A PARAGRAPH	CTRL+O

To PRESS

## ALIGNMENT:

CENTRE	CTRL+E
JUSTIFY	CTRL+J
LEFT ALIGN	CTRL+L
RIGHT ALIGN	CTRL+R
INDENT FROM LEFT	CTRL+M
REMOVE INDENT	CTRL+SHIFT+M
HANGING INDENT	CTRL+T
REDUCE HANGING INDENT	CTRL+SHIFT+T
REMOVE PARAGRAPH FORMATTING	CTRL+Q

## APPLYING STYLES:

APPLY A STYLE	CTRL+SHIFT+S
APPLY HEADING 1	ALT+CTRL+ 1
APPLY HEADING 2	ALT+CTRL+2
APPLY HEADING 3	ALT+CTRL+3
APPLY NORMAL	CTRL+SHIFT+N
START AUTOFORMAT	ALT+CTRL+K

## INSERTING SPECIAL CHARACTERS:

CREATE A FIELD	CTRL+F9
UP DATE A FIELD	F9
TOGGLE FIELDS	ALT +F9
LINE BREAK	SHIFT+ENTER
PAGE BREAK	CTRL+ENTER
COLUMN BREAK	CTRL+SHIFT+ENTER