

**Keyboard Shortcuts**

Navigation Keys	
Beginning of Doc	<b>Ctrl Home</b>
End of Doc	<b>Ctrl End</b>
Beginning of Line	<b>Home</b>
End of Line	<b>End</b>
Next Word	<b>Ctrl →</b>
Previous Word	<b>Ctrl ←</b>
Next Paragraph	<b>Ctrl ↓</b>
Previous Paragraph	<b>Ctrl ↑</b>
Next Screen	<b>Page Down</b>
Previous Screen	<b>Page Up</b>
Next Field	<b>F11</b>
Go To	<b>Ctrl G or F5</b>
Go to Last Editing Position	<b>Shift F5</b>
Selecting Shortcuts	
Select Document	<b>Ctrl A</b>
Select Paragraph	<b>Triple Click within Text</b>
Select Line	<b>Click in Left Margin</b>
Select Sentence	<b>Ctrl Click within text</b>
Select Text	<b>F8 + Navigation keys</b>
Select Word	<b>Double click or Ctrl Shift →</b>
Select w/Keyboard	<b>Shift + Navigation keys</b>
Formatting Keys	
Align Left	<b>Ctrl L</b>
Align Justify	<b>Ctrl J</b>
Align Right	<b>Ctrl R</b>
Bold	<b>Ctrl B</b>

Center	<b>Ctrl E</b>
Font	<b>Ctrl D</b>
Font Size Decrease	<b>Ctrl Shift &lt;</b>
Font Size Increase	<b>Ctrl Shift &gt;</b>
Indent, Hanging	<b>Ctrl T</b>
Indent, Hanging remove	<b>Ctrl Shift T</b>
Indent, Left remove	<b>Ctrl Shift M</b>
Indent, Left	<b>Ctrl M</b>
Italics	<b>Ctrl I</b>
Remove Character Formats	<b>Ctrl Spacebar</b>
Remove Paragraph Formats	<b>Ctrl Q</b>
Spacing Double	<b>Ctrl 2</b>
Spacing One-and-a-half	<b>Ctrl 5</b>
Spacing Single	<b>Ctrl 1</b>
Space Before Paragraph	<b>Ctrl 0 (zero) ( a toggle)</b>
Subscript	<b>Ctrl =</b>
Superscript	<b>Ctrl Shift +</b>
Underline	<b>Ctrl U</b>
Underline, Double	<b>Ctrl Shift D</b>
Underline, Words only	<b>Ctrl Shift W</b>

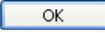
**Using Views**

1. Select the **View** tab, then select a view on the ribbon, or
2. Choose a view button near bottom scroll bar:
  -  Print Layout
  -  Draft
  -  Full Screen Reading
  -  Web Layout
  -  Outline

**Using Multi-Section**

1. Select first block of text.
2. Hold **[Ctrl]** while selecting additional blocks of text.
3. To select all with same format, select the **Home** tab.
4. Click Select  on the ribbon.
5. Click **Select Text with Similar Formatting**.

**Formatting Text**

1. Select the text.
2. Select the **Home** tab.
3. Click **B**, **I** or **U** on the ribbon.
4. Click  for fonts and  for font sizes.
5. Click the "A" on  for color shown, or arrow to select color.
6. For other formats, select the **Dialog Box Launcher**  and enter new settings.
7. Click .

**Note:** To copy the format, select the formatted text, click the **Format Painter** , click the text to which you would like to apply the formatting. For multiple format copying, double-click the **Format Painter**.

**Formatting Paragraphs**

1. Select the paragraph(s).
2. Select the **Home** tab.
3. Click , , , or  for alignment.
4. Click  for line spacing.
5. On ruler, click for tab style, click at tab location on ruler:
  -  Left Tab
  -  Center
  -  Right Tab
  -  Decimal Tab
  -  Bar Tab
  -  First Line Indent
  -  Hanging Indent

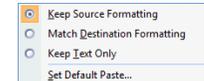
6. For other formats, select the **Dialog Box Launcher** and enter new settings.
7. Click .

**Working with the Office Clipboard**

1. Select the **Home** tab.
2. Select the **Dialog Box Launcher**  to access the **Clipboard**.
3. Up to 24 items *cut* or *copied* from any Office application appear on **Clipboard**.
4. To paste, click at position for item. Click item to paste.
5. Click  for all, or to clear the Clipboard, .

**Selecting Paste Options**

1. **Cut** or **Copy** text.
2. Use **Paste** or Clipboard to insert text.
3. The **Paste Options**  smart tag appears.
4. Click to choose from options



**Saving to PDF Files**

Word 2007 has added a feature that has been requested by users for years: saving documents to PDF format. PDF stands for Portable Document Format.

1. Click **Office**  button.
2. Select the **Save As** option.
3. Select  **PDF or XPS** Publish a copy of the document as a PDF or XPS file.
4. Select PDF in the Save as type area.
5. Click .
6. Word 2007 will create the PDF file. If Adobe Acrobat Reader is installed on your computer, it will automatically launch with the new file in the viewer.

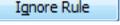
**Inserting Hard Page Breaks**

1. Click at location for break.
2. Press **[Ctrl + Enter]**.

#### Using Section Breaks

1. Click at location for break.
2. Select the **Page Layout** tab.
3. Select **Breaks**  on the ribbon.
4. Choose **Next Page** to begin a new section on new page, or **Continuous** to create a new section at current location.

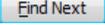
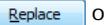
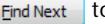
#### Using Writing Tools

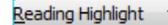
1. From the Review Tab Click **Spelling & Grammar**  on the ribbon.
2. When word not in dictionary is located, or grammar is incorrect, suggestions appear.
3. Select a suggestion and click , or choose to , or .
4. You may enter your own new spelling and click .
5. Select a word and choose **Thesaurus**  on the ribbon.
6. This will open the **Research Task Pane**.



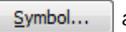
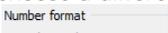
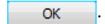
7. Click one of the words from the Task Pane.
8. Choose **Insert**.

#### Using Find and Replace Options

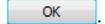
1. Select the **Home** tab.
2. Select **Find**  on the ribbon.
3. Select **Replace**  on the ribbon to replace characters.
4. Enter text to locate. If replacing, enter replacement text.
5. Click  for more options.
6. Click  to specify format or  for special characters.
7. Click  to begin search, then continue to click for next.
8. If replacing, click  or choose  to skip to next occurrence. To replace all occurrences, choose .

9. To leave search, click .
10. You can use **Find** to select blocks of text throughout the document by entering the text to find, selecting  and choosing **Highlight all**.

#### Creating and Editing Bulleted and Numbered Lists

1. Select paragraphs to format, or select format before entering text.
2. Select the **Home** tab.
3. Click **Bullets**  or **Numbering** .
4. To edit bullet or number select the dropdown arrow and choose **Define New Bullet** or **Define New Number Format**.
5. Select **Symbol**  and choose a different font style for your bullet, or choose a different number style  from the dropdown arrow.
6. Click .

#### Creating Tables

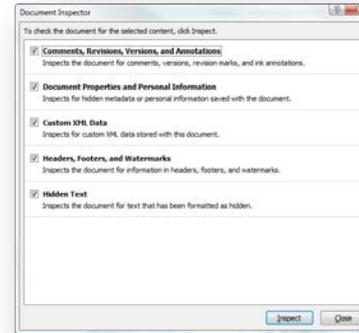
1. Select the **Insert** tab.
2. Select **Table** from the ribbon.
3. Select **Insert Table**.
4. Select the number of columns and rows you would like in your table.
5. Click .
6. To format the table, click inside the table.
7. Select the **Layout** tab.
8. Select your layout changes.

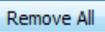
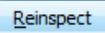
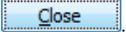
#### Inspecting the Document

To find out exactly what internal data is being stored in the document, follow these steps:

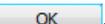
1. Click Office  button.
2. Click **Prepare**.

3. Choose **Inspect Document**. Word 2007 displays the Document Inspector dialog box:



4. Check or uncheck each category, depending on what information you wish to inspect.
5. Click .
6. Word will analyze the document for personal information, hidden content, etc., then provides a summary screen.
7. This data may be left in the document, or you may click .
8. You may  the document or Click .

#### Printing

1. Click the **Microsoft Office Button** .
2. Point to the arrow next to **Print** and then choose **Print**.
3. Select a printer from **Printer Name** dropdown list.
4. Enter page(s) to print in **Pages**.
5. Enter a number in **Number of copies**.
6. Click .

#### Printing a Portion of a Document

If you wish to print only a portion of the document, you must use the **Pages** section of the Page range field. The table below details how information should be inserted into this field.

Print Job	What to Type
Non-contiguous pages	Type the page numbers with commas between them or type the range of pages with a hyphen between the starting and ending numbers in the range.  <i>Example:</i> To print pages 2, 4, 5, 6, and 8, type <b>2,4-6,8</b>
A range of pages within a section	Type p before the page numbers and s before the section numbers.  <i>Example:</i> To print pages 5 through 7 in section 3, type <b>p5s3-p7s3</b>
An entire section	Type s before the section number.  <i>Example:</i> Type <b>s3</b>
Noncontiguous sections	Type the section numbers with commas between them.  <i>Example:</i> Type <b>s3,s5</b>
A range of pages across sections	Type a range of page numbers and the sections that contain them with a hyphen between the starting and ending numbers in the range.  <i>Example:</i> type <b>p2s2-p3s5</b>