

CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chapt)
Including helpful shortcuts, common symbols, and helpful tips.

Document Control

- **CTRL + S** Save
- **CTRL+Shift+S** Save as New
- **CTRL + O** Open
- **CTRL + P** Print
- **CTRL + N** New Document
- **CTRL+MouseWheel** Zoom In/Out
- **ALT + F4** Close

Formatting Shortcuts

- **CTRL + B** Bold
- **CTRL + I** Italics
- **CTRL + O** Open
- **CTRL + P** Print
- **CTRL+SHIFT+=** Superscript
- **CTRL+SHIFT+A** All Caps
- **CTRL+SHIFT+K** Small Caps
- **CTRL+]** Larger Font +1pt
- **CTRL+[** Smaller Font -1pt
- **CTRL+K** Hyperlink

Text Alignment

- **CTRL + E** Center
- **CTRL + L** Left
- **CTRL + R** Right
- **CTRL + J** Justified
- **CTRL + / + C** Insert Cent Sign (¢)
- **CTRL+SHIFT+L** Insert Bullet Point

Last Stop Tips

- Click View > Header/Footer > Insert AutoText
- Click Tools > Word Count
- Open word side by side another folder
- Add date created, pages and more automatically
- Count total words
- Drag images into word

Editing Shortcuts

- **CTRL + A** Select All
- **CTRL + X** Cut Selected
- **CTRL + C** Copy Selected
- **CTRL + V** Paste
- **CTRL + Z** Undo
- **CTRL + Y** Re-do
- **CTRL + F** Find
- **F4** Repeat Last Action
- **SHIFT+ALT+D** Insert Date
- **SHIFT+ALT+T** Insert Time
- **ESC** Cancel Action
- **ENTER** New Paragraph
- **SHIFT+ENTER** New Line
- **CTRL + Left** Move Cursor Right One Word
- **CTRL + Right** Move Cursor Left One Word
- **CTRL+Backspace** Backspace Left One Word
- **CTRL + DEL** Delete Right One Word

Special Symbols

- **CTRL + / + C** Insert Cent (¢)
- **CTRL+ALT+E** Insert Euro €
- **ALT+CTRL+ Minus** Em dash – (minus on NumPad)
- **CTRL+SHIFT+SPACE** Unbreakable space

ASCII Codes

Hold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the character will appear

- 0169 Copyright ©
- 02222 Registered ®
- 0153 Trademark™
- 130 Accute Accent ´
- 164 Tilde Ñ
- 171 Half ½
- 172 Quarter ¼
- 246 Division ÷

More ASCII Codes can be found here:
<http://www.encoded.com/Computer/Typing/asciicodes.php>

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Jennifer Fulton

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Whizkids Xp Advance Series 6 (ms Word 2003)' 2005 Ed. ,

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Preparing for MOUS Certification, Microsoft Word 2002 Jennifer Fulton,2002 *The Software Encyclopedia* ,1986 **American Book Publishing Record** ,2007

Microsoft Word 2000 Gary B. Shelly,Thomas J. Cashman,Misty E. Vermaat,2000 Part of the highly successful Shelly Cashman Series this text provides coverage of basic and advanced Microsoft Word 2000 skills Each project is explained using a clear step by step screen by screen approach that ensures the user stays on track

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Adler,David Greenwald,2000 The 11 lessons in this guide show how to apply the formatting editing and other Word functions commonly used in the creation of legal documents Included is a tutorial diskette with several practice documents **Lotus**

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