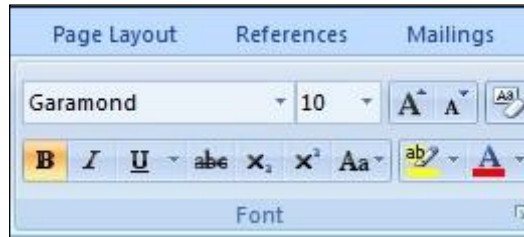


Shortcut Keys

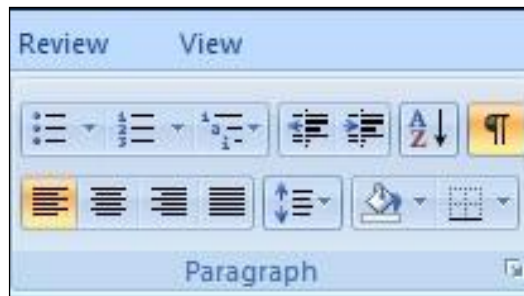
To Highlight All Text.....	Ctrl A
To Bold Text	Ctrl B
To Copy	Ctrl C
Font Dialog Box	Ctrl D
Centre Text	Ctrl E
Find	Ctrl F
Go To	Ctrl G
Find and Replace	Ctrl H
To Italicise Text	Ctrl I
Justify Text	Ctrl J
Insert a Hyperlink	Ctrl K
Left Align	Ctrl L
Indent	Ctrl M
Open a new document.....	Ctrl N
Open an existing document	Ctrl O
Print a Document	Ctrl P
Clear all Tabs	Ctrl Q
Right Align	Ctrl R
Save	Ctrl S
Hanging Indent	Ctrl T
Underline Text	Ctrl U
To Paste	Ctrl V
To Close a document.....	Ctrl W
To Cut (Move)	Ctrl X
Redo	Ctrl Y
Undo	Ctrl Z
To Exit Word	Alt F4
Help	F1
Spell Check	F7

Important Icons on the Home Tab

Font – Here Font Type, Font Size, Font Colour, Bold, Underline and Italics can be accessed quickly



Text Alignment – Here Left, Center and Right alignment as well as Justification can be accessed after text has been highlighted



Cut, Copy and Paste – Here Cut, Copy and Paste can be accessed quickly after text as been highlighted



Line Spacing

For **Single Line Spacing** – Highlight the text and use **Ctrl 1**

For **One and a Half Line Spacing** – Highlight the text and use **Ctrl 5**

For **Double Line Spacing** – Highlight the text and use **Ctrl 2**

Tips & Tricks

To change the page to Landscape or back to Portrait click the Page Layout tab and click the Orientation icon.

To change the Margins click the Page Layout tab and click the Margins icon.

To change the page to Landscape or back to Portrait click the Page Layout tab and click the Orientation icon.

To use the Thesaurus highlight the word and click the right mouse button and click on Synonyms.

To change the Zoom, click the View Tab and click on the Zoom icon.

To change the Vertical alignment of the page click on the Page Layout Tab and then click on the Page Setup button. The Page Setup dialog box will appear. Click on the Layout Tab and choose from the Vertical alignment options.

To insert a new page within an existing document you can either:

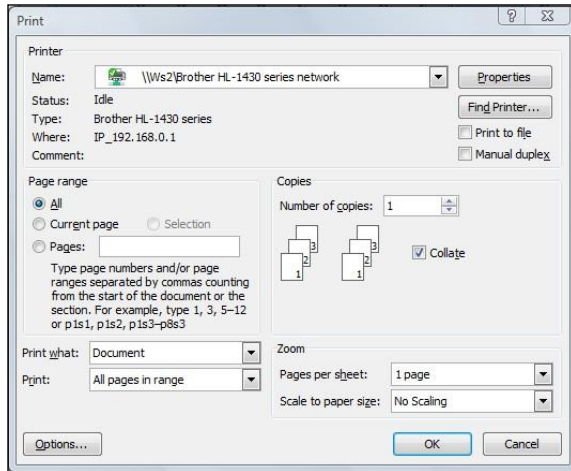
- Let the page be inserted by Word automatically as you reach the end of the page **or**
- Press the shortcut keys **Ctrl Enter** **or**
- Click the Insert Tab and then click on the Blank Page Icon

Printing

To Print simply use the shortcut keys **Ctrl P** or click the **Office** button and click Print.



The Print Dialog Box



To **Print All** just click **OK**

To print just the **Current Page** click into **Current Page** and click **OK**

If a selection of pages is required type the page numbers into the **Pages** box and click **OK**

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