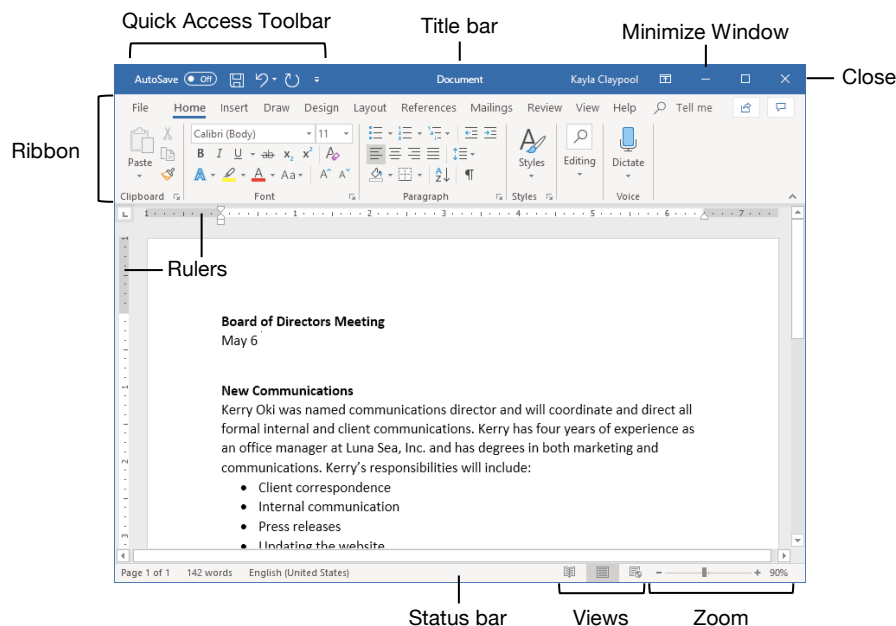




Microsoft® Word 2019 Basic Quick Reference Card



The Word 2019 Program Screen



Keyboard Shortcuts

General

- Open a document **Ctrl + O**
- Create a new document **Ctrl + N**
- Save a document **Ctrl + S**
- Print a document **Ctrl + P**
- Close a document **Ctrl + W**

Navigation

- Move the text cursor **↑, ↓, ←, →**
- Up one screen **Page Up**
- Down one screen **Page Down**
- Beginning of a line **Home**
- End of a line **End**
- Beginning of a document **Ctrl + Home**
- End of a document **Ctrl + End**
- Open Go To dialog box **Ctrl + G**

Editing

- Cut **Ctrl + X**
- Copy **Ctrl + C**
- Paste **Ctrl + V**
- Undo **Ctrl + Z**
- Redo **Ctrl + Y**
- Find **Ctrl + F**
- Replace **Ctrl + H**
- Select All **Ctrl + A**
- Check Spelling and Grammar **F7**

Formatting

- Bold **Ctrl + B**
- Italics **Ctrl + I**
- Underline **Ctrl + U**
- Align Left **Ctrl + L**
- Align Center **Ctrl + E**
- Align Right **Ctrl + R**
- Justify **Ctrl + J**
- Indent a paragraph **Ctrl + M**
- Remove an indent **Ctrl + Shift + M**
- Increase font size **Ctrl + Shift + >**
- Decrease font size **Ctrl + Shift + <**
- Increase font size 1pt **Ctrl +]**
- Decrease font size 1pt **Ctrl + [**
- Copy formatting **Ctrl + Shift + C**
- Paste formatting **Ctrl + Shift + V**
- Show/Hide Formatting Marks **Ctrl + Shift + ***

Word Fundamentals

Create a Blank Document: Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

Open a Document: Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



Reading View



Print Layout View



Web Layout View

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

Close a Document: Click the **File** tab and select **Close**, or press **Ctrl + W**.

Close Word: Click the **Close** **X** button in the upper-right corner.

Select and Edit Text

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Sentence: Press the **Ctrl** key and click in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the **Home** tab and click **Select All**, or press **Ctrl + A**.

Edit Text: Select the word you want to replace and type a new word.

Copy and Paste: Select the text you want to copy, click the **Copy** button on the Home tab, then click where you want to paste the text, and click the **Paste** button.


Cut and Paste: Select the text you want to cut, click the **Cut** button on the Home tab, then click where you want to paste the text, and click the **Paste** button.


Select and Edit Text


Spelling and Grammar Errors: Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.


Correct a Spelling or Grammar Error: Manually make the correction, or right-click the error and select a suggestion you want to use.


Ignore a Spelling or Grammar Error: Right-click the error and select **Ignore All**.


Check Spelling and Grammar: Click the **Review** tab and click the **Spelling & Grammar**  button.


Find the Word Count: Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count**  button.

Use the Thesaurus: Click the word you want to replace, click the **Thesaurus**  button on the **Review** tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

Find Text: Click the **Find**  button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

Replace Text: Click the **Replace**  button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.


Insert a Symbol: Click where you want to insert the symbol. Click the **Insert** tab, click the **Symbol**  button, and either select a symbol from the menu or select **More Symbols**. Select a symbol, and click **Insert**.

Insert Text from Another File: Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object**  button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.


Format Text and Paragraphs

Change the Font: Select the text you want to change, click the **Font** list arrow, and select a new font.


Change the Font Size: Select the text you want to change, click the **Font Size** list arrow, and select a new font size.


Change the Font Color: Select the text you want to change, click the **Font Color**  button list arrow, and select a new color.


Apply Bold, Italic, or an Underline: Click the **Bold B**, **Italic I** or **Underline U** button in the Font group on the Home tab.


Clear Formatting: Select the text you want to clear formatting from, then click the **Clear All Formatting**  button.

Format Text and Paragraphs


Create a Bulleted List: Select the text you want to make into a bulleted list, and click the **Bullets**  button.

Change a Bulleted List Style: Select a bulleted list, click the **Bullets**  button list arrow, and select a bullet symbol.


Create a Numbered List: Select the text you want to make into a numbered list, and click the **Numbering**  button.


Change a Numbered List Style: Select a numbered list, click the **Numbering**  button list arrow, and select a numbered list style.


Align a Paragraph: Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.


 Left aligned

 Center aligned


 Right aligned


Add a Border: Click in the paragraph where you want to add a border, click the **Borders**  button list arrow, and select a border.

Add Shading: Click in the paragraph where you want to add shading, click the **Shading**  button list arrow, and select a shading color.

Change Line Spacing: Select the paragraph you want to adjust, click the **Line Spacing**  button, and select a spacing option.


Change Paragraph Spacing: Click the Paragraph group's dialog box launcher , change the values in the **Before** or **After** spacing fields, and click **OK**.

Copy Formatting: Select the formatted text you want to copy, click the **Format Painter**  button, and select the text you want to apply formatting to.

Indent Paragraphs: Click anywhere in the paragraph you want to indent and click the **Increase Indent**  or **Decrease Indent**  button on the Home tab.


Set Custom Indents: Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher , adjust the values in the **Left** and **Right** fields, then click **OK**.


Enable the Ruler: Click the **View** tab, then check the **Ruler** check box.


Set a Tab Stop: Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher , click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

Format Text and Paragraphs

Types of Tab Stop: Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

 **Left aligned** will align the left side of the text with the tab stop.

 **Center aligned** will align the text so that it's centered under the tab stop.


 **Right aligned** will align the right side of the text with the tab stop.

 **Decimal aligned** will align text and numbers by a decimal point.



Remove a Tab Stop: Click and drag a tab stop off of the ruler.


Format the Page


Choose a Margin Size: Click the **Layout** tab, click the **Margins**  button, and select a common margin setting.


Change Paper Size: Click the **Layout** tab, click the **Size**  button, and select the size you want to use.


Change Paper Orientation: Click the **Layout** tab, click the **Orientation**  button, and select **Portrait** or **Landscape**.


Use a Header or Footer: Click the **Insert** tab, click either the **Header**  or **Footer**  button and select an option.

Add Page Numbers: Click the **Insert** tab, click the **Page Number**  button, select a part of the page, and select a page number style.


Format Columns: Click the **Layout** tab, click the **Columns**  button, and select a column option.

Insert Column Breaks: Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks**  button, then select **Column**.

Insert Page Breaks: Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break**  button.

Add a Watermark: Click the **Design** tab, click the **Watermark**  button, and select a watermark style.

Add Page Color: Click the **Design** tab, click the **Page Color**  button, and select a page color.

Add Page Borders: Click the **Design** tab, then click the **Page Borders**  button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click **OK**.