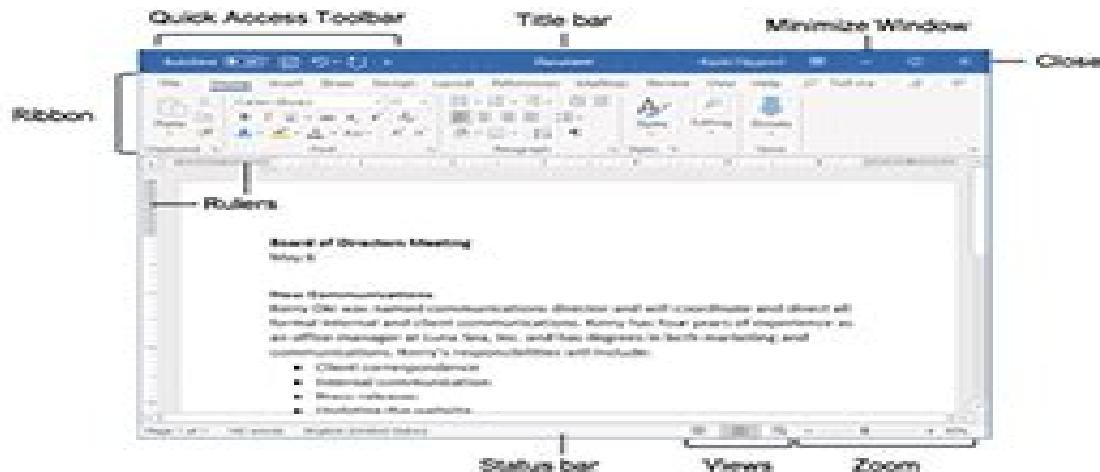


Word 2019 Basic

The Word 2019 Program Screen



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.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the Recover unsaved documents link will appear on the start screen. Click the link to open the Document Recovery pane, then select an auto-recovered document.

Change Document Views: Click the Views 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.

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 text you want to replace and type new text.

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

Undo: Click the **Undo**  button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo**  button on the Quick Access Toolbar. The button turns to Repeat  once everything has been redone.

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 |
| Italic | 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 + F |

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