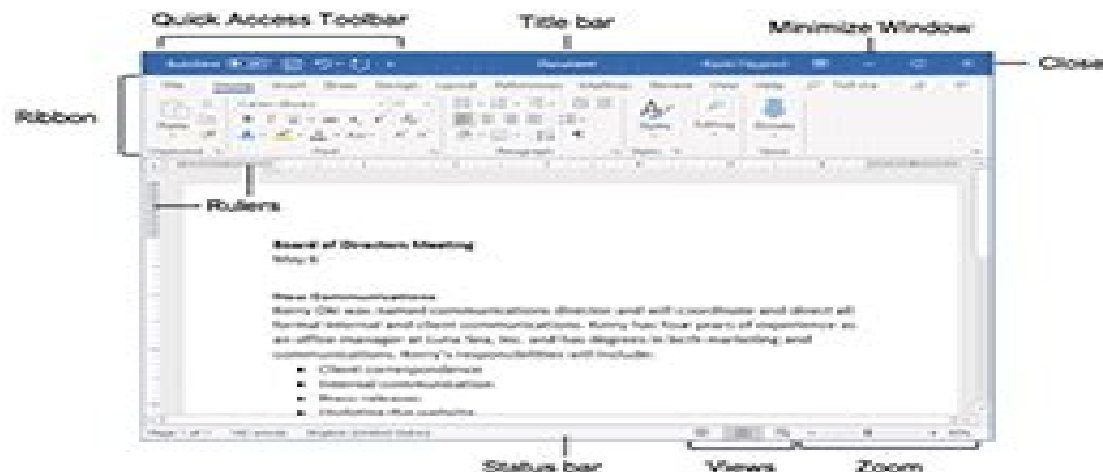


# Word 2019 Basic

## 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 autorecovered document.

**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**.

## 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 re-done.

## Keyboard Shortcuts

### General

Open a document.....	<b>Ctrl + O</b>
Create a new document.....	<b>Ctrl + N</b>
Save a document.....	<b>Ctrl + S</b>
Print a document.....	<b>Ctrl + P</b>
Close a document.....	<b>Ctrl + W</b>

### Navigation

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

### Editing

Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Find.....	<b>Ctrl + F</b>
Replace.....	<b>Ctrl + H</b>
Select All.....	<b>Ctrl + A</b>
Check Spelling and Grammar.....	<b>F7</b>

### Formatting

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

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### Table of Contents Custom Guide Microsoft Office

1. Understanding the eBook Custom Guide Microsoft Office
  - The Rise of Digital Reading Custom Guide Microsoft Office
  - Advantages of eBooks Over Traditional Books
2. Identifying Custom Guide Microsoft Office
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Custom Guide Microsoft Office
  - User-Friendly Interface
4. Exploring eBook Recommendations from Custom Guide Microsoft Office
  - Personalized Recommendations
  - Custom Guide Microsoft Office User Reviews and Ratings
  - Custom Guide Microsoft Office and Bestseller Lists

5. Accessing Custom Guide Microsoft Office Free and Paid eBooks
  - Custom Guide Microsoft Office Public Domain eBooks
  - Custom Guide Microsoft Office eBook Subscription Services
  - Custom Guide Microsoft Office Budget-Friendly Options
6. Navigating Custom Guide Microsoft Office eBook Formats
  - ePub, PDF, MOBI, and More
  - Custom Guide Microsoft Office Compatibility with Devices
  - Custom Guide Microsoft Office Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Custom Guide Microsoft Office
  - Highlighting and Note-Taking Custom Guide Microsoft Office
  - Interactive Elements Custom Guide Microsoft Office
8. Staying Engaged with Custom Guide Microsoft Office
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Custom Guide Microsoft Office
9. Balancing eBooks and Physical Books Custom Guide Microsoft Office
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Custom Guide Microsoft Office
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Custom Guide Microsoft Office
  - Setting Reading Goals Custom Guide Microsoft Office
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Custom Guide Microsoft Office
  - Fact-Checking eBook Content of Custom Guide Microsoft Office
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

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- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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