

# 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>
Italic.....	<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>

# Microsoft Word Custom Guide

**Yijin Wang**



## **Microsoft Word Custom Guide:**

**Custom Guide to Writing**, 2005      *Word 2003 Personal Trainer* CustomGuide Inc, 2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms      Boot-Click-Enter □ 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

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administration Written in a conversational tone and organized by major topics such as Managing Faculty Students Strategic Planning etc this book will inform anyone about the many tasks required of a dean as well as provide advice on how to do them well This book was written by Dr Terri Friel an administrator for 7 years She worked as an engineer and managed production at Procter and Gamble and Pepsico and applies this management experience and knowledge as well as her Doctorate studies in Engineering Management to develop a good overview of the job of Dean While there are general books written about the topic of academic administration this is one of the only books that specifically addresses the issues of being a dean If you just think you want to be a dean or are working as a dean currently this book will be a helpful guide and reference for you

**The Complete Idiot's Guide to Microsoft Office 97** Joe Kraynak,1998 You re a smart person who wants to stay ahead in the corporate world You know that using Office 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside those overweight books The Complete Idiot s Guide to Microsoft R Office 97 Second Edition feeds you a low fat diet of Office 97 that s easy to swallow and easy to digest Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer So bypass fat heavy books Learning to be productive and efficient in Office will be a breeze

Teaching Technology in Libraries Carol Smallwood,Lura Sanborn,2017-02-06 Libraries are charged with fostering new skills and capabilities a challenging task in an era of rapid technological change Developing new ways of teaching and learning within budget and time constraints is the key to keeping up to date Written by librarians this collection of new essays describes an array of technology outreach and instruction programs from the theoretical to the practical for public academic and school libraries based on case studies and discussions of methodology Content includes out of the box lessons outreach successes and technology instruction programs applicable to patrons and staff at public academic and school libraries

**Access 2003 Personal Trainer** CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace

**Outlook 2003 Personal Trainer** CustomGuide Inc,2005 Complete and engaging this handbook features task oriented lessons that allow readers to proceed at their own pace

**The Compact Guide to Microsoft Office Professional** Ron Mansfield,1994 An all in one one stop guide to Microsoft s popular program suite this book explores the essentials of Word 6 for Windows Excel 5 PowerPoint 4 Access 2 and Mail and provides detailed information on integrating these applications Written in a relaxed entertaining style the book is chock full of practical real world examples

Office 2013 Library: Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible John Walkenbach,Michael Alexander,Richard Kusleika,Faithe Wempen,Lisa A. Bucki,2013-08-22 An indispensable collection of Office 2013 Bibles Eager to delve into the new suite of Office 2013 applications Look no further than this spectacular collection of four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world s leading experts of these applications provide you with an arsenal of information on the

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(FWD) '81 to '89 Owner's Workshop Manual (Service & repair manuals). 0 ratings by Goodreads ... Mazda 323 Rwd ('77 to Apr '86) (Service and Repair ... Mazda 323 Rear Wheel Drive Owners Workshop Manual. Haynes, J.H.; Hosie, Trevor. Published by Haynes Publishing Group, Somerset (1987). ISBN 10: 1850103143 ISBN ... Repair manuals - Mazda 323 / Familia / Protegé Mazda 323 Front wheel drive 1981- 1987 Owner's ... Mazda 323 Front wheel drive 1981- 1987 Owner's Workshop Manual (Haynes owners workshop manual series): 1033. by Mead, John S. Used; very good; Paperback. Repair manuals and video tutorials on MAZDA 323 MAZDA 323 PDF service and repair manuals with illustrations · Mazda 323 C IV BG workshop manual online. How to change spark plugs on MAZDA 323S IV Saloon (BG) - ... A Grief Sanctified: Through Sorrow ... - Amazon.com Their love story is not one of fairy tales. · Richard and Margaret Baxter had been married only nineteen years before she died at age forty-five. A Grief Sanctified: Love, Loss and Hope in the Life of ... A prominent pastor and prolific author, Baxter sought consolation and relief the only true way he knew— in Scripture with his discipline of writing. Within days ... A Grief Sanctified: Through Sorrow to Eternal Hope Sep 30, 2002 — It is one of faithfulness from the beginning through to its tragic ending. Richard and Margaret Baxter had been married only nineteen years ... A Grief Sanctified: Through Sorrow to Eternal Hope (Ebook) Sep 30, 2002 — Their love story is not one of fairy tales. It is one of faithfulness from the beginning through to its tragic ending. Richard and Margaret ... A Grief Sanctified: Love, Loss and Hope in ... A love story which teaches the qualities of an enduring marriage and about the process of grief. "synopsis" may belong to another edition of this title. A Grief Sanctified: Through Sorrow to Eternal Hope... Jan 1, 1998 — Richard and Margaret Baxter had been married only nineteen ... However, the love story of his marriage and his walk in grief is worth the work. A Grief Sanctified: Through Sorrow to Eternal Hope In his timeless memoir of his wife's life and death, prolific author and Puritan theologian Richard Baxter describes a love story, not of fairy tales, ... 'A Grief Sanctified by Packer, J I A Grief Sanctified: Through Sorrow to Eternal Hope: Including Richard Baxter's Timeless Memoir of His Wife's Life and Death. by Packer, J. I.. Love, Loss and Hope in the Lif... by Packer, J. I. Paperback A Grief Sanctified: Love, Loss and Hope in the Life of Richard Baxter. Book Binding:Paperback. World of Books USA was founded in 2005. A Grief Sanctified by JI Packer Including Richard Baxter's Timeless Memoir of His Wife's Life and Death ... Talk to yourself (or, like Richard [Baxter], write) about the loved one you lost.