

Word Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Adjust Zoom Magnification	ALT, W, Q
Align text left/right	CTRL, L or R
Apply bold formatting	CTRL, B
Apply italic formatting	CTRL, I
Apply underline formatting	CTRL, U
Cancel command	ESC
Center text	CTRL, E
Close document	CTRL, W
Close Word	ALT, F4
Copy selection	CTRL, C
Create new document	CTRL, N
Cut selected content	CTRL, X
Decrease/increase font size (1 point)	CTRL, [or]
Find next spelling/grammatical error	ALT, F7
Open document	CTRL, O
Open Editor pane (Spelling/Grammar)	F7
Open Help pane	F1
Open Thesaurus pane	SHIFT, F7
Paste selection	CTRL, V
Print document	CTRL, P
Redo action	CTRL, Y
Remove document window split	ALT, SHIFT, C
Save As dialog box	F12
Save document	CTRL, S
Select all document content	CTRL, A
Split document window	CTRL, ALT, S
Switch to next open document	CTRL, F6
Switch to previous open document	CTRL, SHIFT, F6
Undo action	CTRL, Z

Editing Text and Graphics

Copy header/footer (previous section)	ALT, SHIFT, R
Copy selection to new location	SHIFT, F2, Move, ENTER
Copy selected formatting*	CTRL, ALT, C
Copy selection	CTRL, C
Create new Building Block from selection	ALT, F3
Cut selection	CTRL, X
Delete one word to left	CTRL, BACKSPACE

* Older versions use **CTRL+SHIFT+C**

Delete one word to right	CTRL, DELETE
Display Object dialog box	ALT, N, J, J
Display Find/Replace dialog box	CTRL, H
Insert Building Block	Building Block Name, F3
Insert SmartArt graphic	ALT, N, M
Insert WordArt graphic	ALT, N, W
Move selected content	F2, Move cursor, ENTER
Open Clipboard task pane	ALT, H, E, O
Paste selected formatting*	CTRL, ALT, V
Paste selection	CTRL, V
* Older versions use CTRL+SHIFT+V	

Formatting Characters

Add bulleted list	CTRL, SHIFT, L
Apply bold formatting	CTRL, B
Apply double underline formatting	CTRL, SHIFT, D
Apply italic formatting	CTRL, I
Apply small caps formatting	CTRL, SHIFT, K
Apply subscript formatting	CTRL, =
Apply superscript formatting	CTRL, SHIFT, +
Apply underline formatting	CTRL, U
Apply underline formatting (words only)	CTRL, SHIFT, W
Change selected text to Symbol font	CTRL, SHIFT, Q
Change text to all upper case	CTRL, SHIFT, A
Decrease/increase font size (1 pt)	CTRL, [or]
Decrease/increase font size (2 pts)	CTRL, SHIFT, < or >
Display Font dialog box	CTRL, D
Display nonprinting characters*	CTRL, SHIFT, 8
Display Reveal Formatting task pane	SHIFT, F1
Hide selected text	CTRL, SHIFT, H
Remove manual character formatting	CTRL, SPACE
Switch between upper/lower/title case	SHIFT, F3

* Do not use numeric keypad

Formatting Paragraphs

Add/remove space before paragraph	CTRL, 0 (zero)
Align paragraph to left	CTRL, L
Align paragraph to right	CTRL, R
Apply 1.5-line spacing to paragraph	CTRL, 5
Apply double spacing to paragraph	CTRL, 2

GUIDE KEY

NEXT TO ONE, ANOTHER	SEPARATED BY COMMAS
CTRL, C	ALT, S, O, N
Press together (C+S+C)	Press and release one at a time, in order

Apply single spacing to paragraph	CTRL, 1
Apply style: Heading 1 to 3	CTRL, ALT, 1-3
Apply style: Normal	CTRL, SHIFT, N
Center paragraph	CTRL, E
Create hanging indent	CTRL, T
Display Apply Styles task pane	CTRL, SHIFT, S
Display Styles task pane	CTRL, ALT, SHIFT, S
Enable AutoFormat	CTRL, ALT, K
Indent paragraph	CTRL, M
Justify paragraph	CTRL, J
Remove hanging indent	CTRL, SHIFT, T
Remove paragraph formatting	CTRL, Q
Remove paragraph indent	CTRL, SHIFT, M

Mail Merges (Mailings tab must be selected)

Edit mail merge data document	ALT, SHIFT, E
Go to next field	F11
Go to previous field	SHIFT, F11
Insert DATE field	ALT, SHIFT, D
Insert empty field	CTRL, F9
Insert LISTNUM field	CTRL, ALT, L
Insert merge field	ALT, SHIFT, F
Insert PAGE field	ALT, SHIFT, P
Insert TIME field	ALT, SHIFT, T
Lock field	CTRL, F11
Merge document	ALT, SHIFT, N
Preview mail merge	ALT, SHIFT, K
Print merged document	ALT, SHIFT, M
Toggle all field codes and their results	ALT, F9
Toggle single field code and its result	SHIFT, F9
Unlink field	CTRL, SHIFT, F9
Unlock field	CTRL, SHIFT, F11
Update selected fields or links	F9

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Keyboard Shortcuts Reference Sheet

Beezix, Inc Staff

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the 'Beezix, Inc Staff' text.

Keyboard Shortcuts Reference Sheet:

Office 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix, Inc Staff,2007-10-24 Topics include Shortcuts Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar Microsoft Excel Keyboard Shortcuts Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp,2023-05-23 Designed with the busy professional in mind this 2 page quick reference guide provides 210 keyboard shortcuts for Microsoft Excel for PC Windows When you need to find a shortcut you will find it right at your fingertips with this Excel Keyboard Shortcuts Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials *SQL Server 2016 Developer's Guide* Dejan Sarka,Milos Radivojevic,William Durkin,2017-03-22 Get the most out of the rich development capabilities of SQL Server 2016 to build efficient database applications for your organization About This Book Utilize the new enhancements in Transact SQL and security features in SQL Server 2016 to build efficient database applications Work with temporal tables to get information about data stored in the table at any point in time A detailed guide to SQL Server 2016 introducing you to multiple new features and enhancements to improve your overall development experience Who This Book Is For This book is for database developers and solution architects who plan to use the new SQL Server 2016 features for developing efficient database applications It is also ideal for experienced SQL Server developers who want to switch to SQL Server 2016 for its rich development capabilities Some understanding of the basic database concepts and Transact SQL language is assumed What You Will Learn Explore the new development features introduced in SQL Server 2016 Identify opportunities for In Memory OLTP technology significantly enhanced in SQL Server 2016 Use columnstore indexes to get significant storage and performance improvements Extend database design solutions using temporal tables Exchange JSON data between applications and SQL Server in a more efficient way Migrate historical data transparently and securely to Microsoft Azure by using Stretch Database Use the new security features to encrypt or to have more granular control over access to rows in a table Simplify performance troubleshooting with Query Store Discover the potential of R s integration with SQL Server In Detail Microsoft SQL Server 2016 is considered the biggest leap in the data platform history of the Microsoft in the ongoing era of Big Data and data science Compared to its predecessors SQL Server 2016 offers developers a unique opportunity to leverage the advanced features and build applications that are robust scalable and easy to administer This book introduces you to new features of SQL Server 2016 which will open a completely new set of possibilities for you as a developer It

prepares you for the more advanced topics by starting with a quick introduction to SQL Server 2016's new features and a recapitulation of the possibilities you may have already explored with previous versions of SQL Server. The next part introduces you to small delights in the Transact SQL language and then switches to a completely new technology inside SQL Server: JSON support. We also take a look at the Stretch database security enhancements and temporal tables. The last chapters concentrate on implementing advanced topics including Query Store, columnstore indexes, and In-Memory OLTP. You will finally be introduced to R and how to use the R language with Transact SQL for data exploration and analysis. By the end of this book, you will have the required information to design efficient high-performance database applications without any hassle.

Style and approach This book is a detailed guide to mastering the development features offered by SQL Server 2016 with a unique learn-as-you-do approach. All the concepts are explained in a very easy-to-understand manner and are supplemented with examples to ensure that you, the developer, are able to take that next step in building more powerful, robust applications for your organization with ease.

Dreamweaver CS5: The Missing Manual David Sawyer McFarland, 2010-06-14 Adobe's website development program lets you revamp an existing site or design, build, and manage a new one without writing a single line of code. But learning Dreamweaver is tricky. This step-by-step guide helps you master this versatile program with jargon-free language, hands-on tutorials, and savvy advice from a Dreamweaver pro. Get complete guidance. Go from building your first web page to creating interactive, database-driven sites. Build skills as you learn. Apply your knowledge using 12 tutorials and downloadable practice files. Create a thoroughly modern website. Build fast-loading pages based on powerful, easy-to-use CSS tools. Add instant interactivity. Use pre-packaged JavaScript programs to add forms, drop-down menus, and more. Tap into databases. Connect your site to a database and build pages that display the information. Discover hidden tips and tricks. Learn undocumented workarounds and shortcuts. Have it your way. Customize the way Dreamweaver looks and works to suit your needs.

Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix, Inc Staff, 2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products: Word, Excel, and PowerPoint. This guide is suitable as a training handout or simply an easy-to-use reference guide for any type of user. Shortcuts for the following topics: Word: Text Selection Shortcuts, Movement Shortcuts, Special Characters, Switching Views, Formatting Shortcuts, Deleting Words and Other Shortcuts; Excel: Selection Shortcuts, Movement Shortcuts, Formatting Shortcuts, Date/Time Shortcuts, Copying Shortcuts, Formula Shortcuts, Print Preview Shortcuts, Special Characters and Other Shortcuts; PowerPoint: Slide Show Shortcuts, Media Shortcuts, Rehearsing Shortcuts, Outline View Shortcuts, and Other Shortcuts. Common Shortcuts for Word, Excel, and PowerPoint. Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

SQL Server 2017 Developer's Guide William Durkin, Miloš Radivojević, Dejan Sarka, 2018-03-16 Build smarter and efficient database application systems for your organization with SQL Server 2017. Key Features: Build database applications by using

the development features of SQL Server 2017 Work with temporal tables to get information stored in a table at any time Use adaptive querying to enhance the performance of your queries Book Description Microsoft SQL Server 2017 is the next big step in the data platform history of Microsoft as it brings in the power of R and Python for machine learning and containerization based deployment on Windows and Linux Compared to its predecessor SQL Server 2017 has evolved into Machine Learning with R services for statistical analysis and Python packages for analytical processing This book prepares you for more advanced topics by starting with a quick introduction to SQL Server 2017 s new features and a recapitulation of the possibilities you may have already explored with previous versions of SQL Server The next part introduces you to enhancements in the Transact SQL language and new database engine capabilities and then switches to a completely new technology inside SQL Server JSON support We also take a look at the Stretch database security enhancements and temporal tables Furthermore the book focuses on implementing advanced topics including Query Store columnstore indexes and In Memory OLTP Towards the end of the book you ll be introduced to R and how to use the R language with Transact SQL for data exploration and analysis You ll also learn to integrate Python code in SQL Server and graph database implementations along with deployment options on Linux and SQL Server in containers for development and testing By the end of this book you will have the required information to design efficient high performance database applications without any hassle What you will learn Explore the new development features introduced in SQL Server 2017 Identify opportunities for In Memory OLTP technology Use columnstore indexes to get storage and performance improvements Exchange JSON data between applications and SQL Server Use the new security features to encrypt or mask the data Control the access to the data on the row levels Discover the potential of R and Python integration Model complex relationships with the graph databases in SQL Server 2017 Who this book is for Database developers and solution architects looking to design efficient database applications using SQL Server 2017 will find this book very useful In addition this book will be valuable to advanced analysis practitioners and business intelligence developers Database consultants dealing with performance tuning will get a lot of useful information from this book as well Some basic understanding of database concepts and T SQL is required to get the best out of this book [Adobe Fireworks CS6 Classroom in a Book](#) Adobe Creative Team,2012-06-07 Those creative professionals seeking the fastest easiest most comprehensive way to learn Adobe Fireworks choose Adobe Fireworks CS6 Classroom in a Book from the Adobe Creative Team The 14 project based lessons in this book show readers step by step the key techniques for working in Fireworks Readers will learn what they need to know to design and mock up Web pages or interfaces for rich Internet applications or tablet apps In addition readers will learn how to demo a design for a client in real time export the design as an interactive PDF and export vector design elements as CSS3 only markup for use in websites This edition fully revised for CS6 covers CSS extraction using the CSS Properties panel jQuery Mobile skinning and sprite creation It also includes instruction on working with the Styles panel and several new enhancements to the Properties panel

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Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix Software Services,2014-06-20 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013 2010 and 2007 products Word Excel and PowerPoint See topics below Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar

Macromedia Flash MX 2004 Killer Tips Shane Elliott,2003 Provides more than three hundred tips to help users get the most out of the computer animation program *Guide to Microsoft Windows XP Media Center* Steven D. Kovsky,2004

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Adobe InDesign CS/CS2 Breakthroughs David Blatner,Anne-Marie Concepcion,2005 Adobe InDesign is taking the publishing world by storm and users are hungry for breakthrough solutions to their myriad concerns from how best to manage the program s sometimes unwieldy interface to how to produce quality PDF files Page layout guru David Blatner and veteran trainer Anne Marie HerGeekness Concepcion have scoured the online forums interviewed Adobe engineers and gathered together answers to over 200 of the most commonly asked questions Written in a sassy fun to read style this book tackles every major InDesign problem with a lay it on the line solution Adobe InDesign CS CS2 Breakthroughs is for anyone who has been using InDesign long enough to realize that the solution to their problems isn t always as obvious as one would expect

Keyboard Shortcuts Reference Sheet Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Keyboard Shortcuts Reference Sheet**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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