

What is MSWord?

Microsoft Word is an essential tool for the creation of documents. Its ease of use has made Word one of the most widely used word processing applications currently on the market. Therefore, it's important to become familiar with the various facets of this software, since it allows for compatibility across multiple computers as well as collaborative features. Word is a fairly simple program to use for completing simple tasks. However, it may be more difficult to learn how to explore the more advanced possibilities of Word.

Opening Microsoft Word - 2003:

1. By Start Menu/ Mouse Command:

“Start” >> “Programs” >> “Microsoft Office” >> “Microsoft Office Word.”

2. By Run Command:

Window + R >> Run = WinWord

- **Extension Name:** .DOC
- **File Type Name:** Document
- **By Default File Name:** Document1

Standard Toolbar

Word allows all toolbars to be customized, so you may not find all options listed here. There are several buttons that may or may not appear immediately in your version of Word. Use the following graphic as a guide to the Standard Toolbar.

1. **New Blank Document:** To begin a new document, click on the New Blank Document icon, shaped like a blank sheet of paper.
2. **Open:** Clicking on this icon opens up a previously saved document on your computer.
3. **Save:** Clicking on the Save icon saves the document you are currently working on. If you are saving a document for the first time, you can click on this button. However, if you want to save a new file from a document, then you must go to the menu bar and select “File” >> “Save As” and give the file a new name. When working on any document, you should be sure to save frequently, so that you don't lose any work.
4. **Print:** Clicking on the Print icon automatically prints the document currently active in Word. If you wish to explore more print options, then go to the menu bar and select “File” >> “Print.”
5. **Print Preview:** To get an idea of the appearance of your document in print before you actually print it out, you can click on this icon to view your document from a zoom-out distance.
6. **Spelling and Grammar:** Clicking begins a review of your document in search of spelling and grammatical errors that may need to be corrected.
7. **Cut:** This item is only available if you have something selected in your document. Otherwise you have nothing to Cut. You can select some piece of your document by holding down the left mouse button and dragging across the letters/words/sentences that you want to select. Your selection will have white

letters and a blue background. Now you will be able to cut this selection. Cut removes the selected text from your document and puts it on the **Clipboard**. The information is not totally deleted

8. **Copy:** Copy the current selection to the clipboard, which can then be pasted elsewhere in the document, or into a completely separate program/document.
9. **Paste:** Clicking on the Paste button inserts the text that has been most recently added to the Clipboard (the text would have been added there by Cutting or Copying). With Paste, you can either insert the copied text into a document or replace selected text.
10. **Format Painter:** Copy formatting from one place and apply it to another. Double-click this button to apply the same formatting to multiple places in the document.
11. **Undo:** The Undo Typing button goes back and removes the last addition or change made to your document.
12. **Redo:** If you can't repeat the last action, the Redo command changes to Can't Repeat.
13. **Insert Hyperlink:** You may find that you want to make links to a particular web site, web page, or some other kind of online file in your Word document. Using the Insert Hyperlink button, you can turn selected text into hyperlinks. When the icon is clicked, a window will appear that will allow you to insert the URL (web address) of the web page you want to link to. You can type in the URL yourself or insert a preexisting bookmark. Once the link is inserted, the link in your Word document can be clicked and the web page will open up in a web browser.
14. **Insert Table:** Inserts a table in the document with the number of columns and rows you specify.
18. **Columns:** Changes the number of columns in a document or a section of a document.
15. **Drawing:** Click to this button show/hide drawing toolbars.

The Formatting Toolbar:

Word allows all toolbars to be customized, so you may not find all options listed here. There are several buttons that may or may not appear immediately in your version of Word. Use the following graphic as a guide to the Formatting Toolbar.

1. **Style and Formatting:** On the Formatting toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click Customize on the Tools menu, and then click the Toolbars tab.), click Styles and Formatting.
2. **Style:** Styles in Word are used to quickly format portions of text. For example, you could use the "Normal" or "Default Paragraph Font" for the body text in a document. There are also three preset styles made for headings.
3. **Font:** Font is a simple but important factor in Word documents. The choice of font (the style of the text itself) can influence the way others view documents, either on the screen or in print. For example, Arial font looks better on screen, while Times New Roman is clearer in print. To apply a font to text, select desired text with your cursor, and choose a font from the font drop down menu.
4. **Font Size:** You may encounter times in which you need to display some text larger or smaller than other text. Selecting desired text with the cursor and choosing a font size from the drop down menu changes the size of text.
5. **Bold:** Places the text in bold.
6. **Italic:** Places the text in *italics*.
7. **Underline:** Underlines the text.
8. **Align Left:** Aligns the selection to the left of the screen/paper.

9. **Center:** Aligns the selection to the center of the screen/paper.
10. **Align Right:** Aligns the selection to the right of the screen/paper.
11. **Justify: Aligns** the selection to both the left and right of the screen/paper.
12. **Line Spacing:** Adjust the line spacing (single-spaced, double-spaced, etc.)
13. **Numbering:** Create a numbered list.
14. **Bullets:** Create an unordered, bulleted list.
15. **Decrease Indent:** Decreases the indentation of the current selection (to the left).
16. **Increase Indent:** Increases the indentation of the current selection (to the right).
17. **Outside Border:** Places a border around the current selection; click the drop-down for a wide selection of bordering options.
18. **Highlight:** Highlight the current selection; default color is yellow.
19. **Font Color:** Change the font color; the default/automatic color is black.

Drawing Toolbar:

1. **Group** - Assembles two or more selected objects into a single object so they can be moved or changed as a group.
2. **Ungroup** - Disassembles a grouped object into individual objects so each can be moved or changed individually.
3. **Regroup** - Reassembles a group of objects that have been disassembled using the Ungroup command.
4. **Down** (Draw menu)- Moves the selected objects down in small increments $\frac{3}{4}$ one pixel at a time if Snap To Grid or Snap To Shape is turned off, or one grid point at a time if Snap To Grid or Snap To Shape is turned on.
5. **Free Rotate** - Rotates a selected object to any degree. Select the object, click Free Rotate, and then drag a corner of the object in the direction you want to rotate it.
6. **Rotate Left** - Rotates the selected object 90 degrees to the left. This command is not available if the selected object cannot be rotated — a picture or an OLE objects, for example.
7. **Rotate Right** - Rotates the selected drawing object 90 degrees to the right. This command is not available if the selected object cannot be rotated — a picture or an OLE objects, for example.
8. **Flip Horizontal** - Flips the selected drawing object horizontally 180 degrees. This command is not available if the selected object cannot be rotated — a picture or an OLE objects, for example.
9. **Flip Vertical** - Flips the selected drawing object or group vertically 180 degrees, that is, from top to bottom. This command is not available if the selected object cannot be rotated TEXT
10. **WRAPPING) in line with text** - Places the selected in line with text at the insertion point. The object remains on the same layer as and moves with text.
 - a) **Square** - Wraps text around all sides of the square bounding box for the selected object.
 - b) **Tight** - Wraps text around the perimeter of the selected object. To change the perimeter, click the Text Wrapping button on the Picture toolbar and then click Edit Wrap Points.
 - c) **Behind Text** - Places the object behind text in the document.
 - d) **In Front of Text** - Places the object on top of text in the document.
 - e) **Top and Bottom** - Wraps text above and below the selected object, but not on either side.
 - f) **Through** - Wraps text around the perimeter and inside any open portions of the selected object. To change the perimeter, click the Text Wrapping button on the Picture toolbar and then click Edit Wrap Points.

- g) **Edit Wrap Points** - Displays the vertexes so you can change the text-wrapping perimeter around the selected object. To reshape the perimeter, drag one of the vertexes. Text wraps to this perimeter when you apply Tight or through text wrapping.
- h) **Edit Points** - Displays the vertices so you can change the shape of the selected freeform drawing object or curve. To reshape the freeform, drag one of the vertices that form its outline. To add a vertex to the freeform, click where you want to add it, and then drag. To delete a vertex, press CTRL and click the vertex you want to delete.
- i) **Change Auto shapes** - This option's is used to change the selected drawing object in various kind of shapes as basic shapes, block arrows, Flow charts, star & banners, more auto shapes etc.
- j) **Set AutoShape Defaults** - Changes the default AutoShape settings to match those of the currently selected AutoShape. When you insert a new AutoShape.

MS Word Menu bar

MS Word 2003 provides 9 menus. They are...

1. File
2. Edit
3. View
4. Insert
5. Format
6. Tools
7. Table
8. Window
9. Help

1. Menu File:

- **New (Ctrl+N)**: Opens a new document. If you use the keyboard combination indicated on the right a blank document opens immediately. Selecting the New menu item with your cursor gives the opportunity to open a large number of types of documents.
- **Open (Ctrl+O)**: Opens a previously saved document.

Close - Closes the active document but does not quit the application.

- **Save (Ctrl+S)**: Saves the active document with its current file name, location and format.
- **Save As (F12)**: Saves by opening a window which gives the opportunity to change the file name, location or format.
- **Save For Web**: When you save a Microsoft Word document as a Web page (on the **File** menu, click **Save as Web Page**), Word automatically converts the page to HTML (Hypertext Markup Language), the language used by Web browsers to read Web pages.
- **Web Page Preview**: Microsoft Word 2003 lets you save your document as a web page (choose "File" - "Save As", then next to "Save As Type", choose one of the webpage options). This way, you can easily publish Word documents on the Internet without having to convert them to PDF format or require end users to download the Microsoft Word Viewer plug-in.
- **Page Setup**: Sets margins, paper source, paper size, page orientation, and other layout options for the active file.
- **Print Preview**: Shows how the file will look when you print it.

- **Print (Ctrl+P):** Prints the active file, also gives the opportunity to change print options.
- **Send To:** You can e-mail the currently open text window or spreadsheet selecting Send To (as Attachment) from the File menu. Gen Stat will create a new e-mail message and attach the text or spreadsheet as a file to it. You can then add an address to the message, any desired text, and send the e-mail as you usually would.
- **Exit: (Alt+F4):** - Closes this program after prompting you to save any unsaved files.

2. Edit Menu:

- **Undo (Ctrl+V):** The actual entry of this item will depend on what you did last. In my example I had typed, so that was displayed. This selection can be repeated several times.
- **Repeat (Ctrl+Y):** After an action has been undone, it can be reinstated in the document.
- **Cut (Ctrl+X):** Removes the selection from the active document and places it on the clipboard.
- **Copy(Ctrl+C):** Copies the selection to the clipboard
- **Office Clipboard (Ctrl+CC):** Displays the contents of the Office Clipboard.
 - **Paste (Ctrl+V):** Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell. For special paste options, click the down arrow next to the button.
- **Paste Special:** You can specify how you want to paste items by selecting options in the Paste Special dialog box.
 - ***Source:*** - *Displays the format, path (if the source text is in a different folder), and name of the file from which you cut or copied text, images, or other content.*
 - ***Paste:*** - *Inserts or embeds the Clipboard contents at the insertion point in the format you select in the as box.*
 - ***Paste link:*** - *Inserts the Clipboard contents and creates a link to the source file for the data. This option is available only when the Clipboard contents come from an application that supports linking. Be sure to save the source file in the source application before you link it in Microsoft Word.*
 - ***Display as icon:*** - *Displays the linked or embedded object as an icon. To open or edit the object, double-click the icon.*
 - ***Result:*** - *In the Result area, Microsoft Word describes the effect of the selected options.*
- **Paste As Hyperlink:** Paste the text as a hyperlink so that when you hold down ctrl and click a pasted item, it takes you to the location from where the item has copied or cut.
 - **Clear:**
 - **Formats** - Removes only the formatting from your selection; the content and comments are unchanged.
 - **Contents** - Deletes the selected text and graphics. If no text is selected, then the character before the insertion point is deleted.
- **Select All (Ctrl+A):** Selects all text and graphics in the active window.
- **Find (Ctrl+F):** Searches for specified text in the active document.
- **Replace (Ctrl+H):** Searches for and replaces specified text and formatting. 3
- **Go To (Ctrl+G):** Use the Go to command in Word 2003 to send the insertion pointer to a specific page or line or to the location of a number of interesting things that Word can potentially insert in your document.

3. View Menu:

- **Normal**: The default document view for most word processing tasks.
- **Web Layout**: View the document as it would look as a web page.
- **Print Layout**: An editing view that displays your document as it will look when printed. This view takes more system memory and scrolling may be slow.
- **Reading Layout**: View the document in the full screen reading view in order to maximize the space available for reading or commenting on the document.
- **Outline**: Switches to outline view, in which you can examine and work with the structure of your file in classic outline form. Work in outline view when you need to organize and develop the content of your file.
- **Task pane (Ctrl+F1)**: Displays the task pane, an area where you can create new files, search for information, view the contents of the clipboard, and perform other tasks.
- **Toolbars**: Displays or hides toolbars. The right pointing arrow indicates a list of toolbars. To add one slide down to the name of the toolbar and click to select.
- **Ruler**: Displays or hides horizontal and vertical rulers at the top and left side of the document.
- **Document map**: Turns on or off the Document Map, a vertical pane along the left edge of the document window that outlines the document structure. Use the Document Map to quickly browse a long or online document and to keep track of your location in it.
- **Thumbnails**: Open a thumbnails pane, which you can use to navigate a long document through small picture of each page.
- **Header and Footer**: Adds or changes the text that is displayed at the top or bottom of every page of the document.
- **Footnotes**: In this option we can use to footnote of the selected text at the bottom of every page.
- **Markup**: To Displays or hides comments and tracked changes such as insertions, deletions, and formatting changes.
- **Full Screen**: Hides most screen elements so you can see more of your document.
- **Zoom**: Controls how large, or small, the current document appears on the screen.

4. Insert Menu:

- **Page Break**: Use this command to send your cursor to the top of the next page even though the text does not extend to the bottom of the previous page
- **Page Number**: Inserts page numbers that automatically update when you add or delete pages.
- **Date and Time**: Choose from seventeen formats for displaying date, time, or date and time.
- **Auto Text**: Creates or inserts an AutoText entry.
- **Field**: Inserts a field at the insertion point. Use fields to insert a variety of information automatically and to keep the information up-to-date.
- **Symbol**: Insert a symbol from each of your symbol fonts, or any standard font which includes symbols. There are more than you might think!
- **Comment**: Inserts a comment at the insertion point.
- **Reference**:
 - **Insert Footnote** - Inserts a footnote or endnote into the active document. The note reference mark is inserted at the insertion point.
 - **Caption** - Inserts captions for tables, figures, equations, and other items.

- **Cross-reference** - Inserts a cross-reference to an item in a document.
- **Picture:**
- **Clip Art** - Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.
- **Picture From File** (Insert menu)
- **New Drawing** - Creates a new drawing canvas in which you can insert and arrange drawing objects and pictures.
- **AutoShapes** - Displays the AutoShape categories you can insert. Click an AutoShape category, click the AutoShape you want, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.
- **Insert WordArt** - Creates text effects by inserting a Microsoft Office drawing object.
- **Chart** - Creates a chart by inserting a Microsoft Graph object.
- **Text Box (Frame):** Use this to place captions near tables or drawings, or to set off text at the beginning of a page. Click and draw the box after making this selection.
- **File:** Insert a saved document into the active document at the cursor.
- **Object:** Insert an object such as clip art, word art, an equation or much more.
- **Bookmark (Ctrl+Shift+F5):** Creates bookmarks, which you can use to mark selected text, graphics, tables, or other items.
- **Hyperlink (Ctrl+K):** An interesting use of hyperlinks is to place a link to any document stored on your computer. You can later open that document by clicking on the link. Neat?

5. Format Menu:

- **Font (Ctrl+D):** Change font style, size, color and a large number of other features. You can also change the spacing between letters here.
- **Paragraph:** Changes paragraph indents, text alignment, line spacing, pagination, and other paragraph formats in the selected paragraph.
- **Bullets and Numbering:** Adds bullets or numbers to selected paragraphs and modifies the bullets and numbering format.
- **Borders and Shading:** Create borders around blocks of text, or around the entire document. On the Page Border tab, under the Art pull down menu you can find a huge selection of graphic borders; hearts, stars, planets and much more.
- **Columns:** Changes the number of columns in a document or a section of a document.
- **Tabs:** Sets the position and alignment of tab stops and determines the type of leader character for each tab stop.
- **Drop Cap:** Formats a letter, word, or selected text with a large initial $\frac{3}{4}$ or "dropped" $\frac{3}{4}$ capital letter. A "drop cap" is traditionally the first letter in a paragraph, and it can appear either in the left margin or dropped from the base line of the first line in the paragraph.
- **Text Direction:** Rotates selected text in table cells so you can read it from bottom to top or from top to bottom.

- **Change Case:** change the case of the highlighted text. Ex. Sentence case, title case, uppercase, lowercase, toggle case
- **Background:** Another task which can be handled in the Formatting toolbar, you can choose the color to highlight selected text in your document.
- **Theme:** Applies a new or different theme, or removes a theme in a Web page, document, e-mail message, or data access page. A theme is a set of unified design elements and color schemes for background images, bullets, fonts, horizontal lines, and other document elements.
- **Frames:** Creates a new frames page.
- **Table of Contents in Frame** - Creates a table of contents using the headings of your document and places it in the left frame of a frames page. When you click a hyperlink in the left frame, the document for the followed hyperlink appears in the right frame.
- **Auto Format:** Analyzes the content of the active file and then automatically formats the file. If you want to change the automatic formatting options before auto formatting begins, use the AutoFormat command (Format menu).
- **Style and Formatting:** Displays the Styles and Formatting task pane, where you can reapply formatting easily, create styles, and select all text with the same formatting.
- **Reveal Formatting (Shift+F1):** Displays the Reveal Formatting task pane, where you can get formatting information about, change formatting of, and compare formatting between text selections.
- **Object:** Make changes to any selected object; image, word art, auto shape or any other object inserted into the document.

6. Tools Menu:

- **Spelling and Grammar (F7):** Checks the active document for possible spelling, grammar, and writing style errors, and displays suggestions for correcting them.
 - **Research(Alt+Click):** Replaces a word or phrase in the document with a synonym, antonym, or related word.
 - **Word Count (Ctrl+Shift+G):** Counts the number of pages, words, characters, paragraphs, and lines in the active document. Punctuation marks and special symbols are also included in the word count.
 - **Thesaurus:** Have you used the word "like" too many times? Highlight the word, select Thesaurus and get suggestions like similar and analogous.
 - **Auto Summarize:** Automatically summarizes the key points in the active document. You can use the AutoSummarize command to create an executive summary or an abstract.
 - **Track Changes (Ctrl+Shift+E):** Marks changes in the current document and keeps track of each change by reviewer name.
 - **Compare and Merge Documents:** Compares the current document with any document you select, gives you the option to merge the two, or displays the differences (including any pre-existing tracked changes or comments) as markup.
 - **Protect Document:** - Prevents changes to all or part of an online form or document except as specified. You can also assign a password so that other users can annotate a document, mark revisions, or fill in parts of an online form. When a document is protected, this command changes to Unprotect Document.
- **Letters and Mailings:**

- **Mail Merge Wizard** - Starts the Mail Merge Wizard that helps you produce form letters, mailing labels, envelopes, catalogs, and other types of merged documents.
- Show Mail Merge Toolbar (Tools menu)
- Shows the Mail Merge toolbar, where you can produce and customize form letters, mailing labels, envelopes, catalogs, and other types of merged documents.
- **Envelopes and Labels** - Creates an envelope or a single mailing label, or inserts the same name and address on an entire sheet of mailing labels.
- **Letter Wizard** - Runs the Letter Wizard, which helps you quickly create letters.
- **Tools on the Web** - Connects you to Microsoft Office Tools on the Web for information about integrated eservices that are available.
- **Macros** - Opens the Macros dialog box, where you can run, edit, or delete a macro. Use Record New Macro to record a series of actions as a macro, or click Visual Basic Editor to write a macro.
- **Macro Record New Macro/Stop Recording** - Records a new macro, or stops recording after you start recording a macro.
- **Auto Correct:** Sets the options used to correct text automatically as you type, or to store and reuse text and other items you use frequently.
- **Customize:** Opens the same window that you get by going to the View menu and selecting Toolbar/Customize.
- **Options:** You can specify settings for a variety of Microsoft Word features by selecting options in the Options dialog box. The availability of some options depends on the languages that are installed and enabled for editing.

7. Table Menu:

- **Draw Table** - Inserts a table where you drag in the document. After you drag to insert the table, drag inside the table to add cells, columns, or rows. You can create cells of different heights or a varying number of columns per row. In Microsoft Word, you can even create a nested table. For more information, type the keywords creating tables in the Office Assistant.
- **Insert Table** - Inserts a table in the document with the number of columns and rows you specify.
- **Insert Columns to the Left** - Inserts a column into the table to the left of the insertion point. If more than one column is selected, the same numbers of columns are inserted into the table to the left of the selection.
- **Insert Columns to the Right** - Inserts a column into the table to the right of the insertion point. If more than one column is selected, the same numbers of columns are inserted into the table to the right of the selection.
- **Insert Rows Above** - Inserts a row into the table above the insertion point. If more than one row is selected, the same numbers of rows are inserted into the table above the selection.
- **Insert Rows Below** - Inserts a row into the table below the insertion point. If more than one row is selected, the same numbers of rows are inserted into the table below the selection.
- **Delete:**
 - **Delete Table** - Deletes the selected table, columns, row, and cell from the document.
- **Select:**
 - **Select Table** - Selects the table, row, Cell, a column that contains the insertion point.

- **Merge Cells** - In Microsoft Word and Microsoft PowerPoint, combines the contents of selected adjacent cells into a single cell.
- **Split Cells / Unmerge Cells** - In Microsoft Word and Microsoft PowerPoint, split the selected cells into the number of rows and columns you enter. In Microsoft Excel, separates a merged cell into the cells that were originally combined.
- **Split Table** - Divides a table into two separate tables and inserts a paragraph mark above the row that contains the insertion point.
- **Table AutoFormat** - Automatically applies formats, including predefined borders and shading, to a table. Automatically resizes a table to fit the contents of the table cells.
- **Auto Fit:**
 - **AutoFit to Contents** - Automatically adjusts the width of columns in the table, based on the amount of text you type.
 - **AutoFit to Window** - Automatically resizes the table so that it fits within the window of a Web browser. When the window size of the Web browser changes, the table size automatically adjusts to fit within the window.
- **Distribute Rows Evenly** - Changes the selected rows or cells to equal row height.
- **Distribute Columns Evenly** - Changes the selected columns or cells to equal column width.
- **Convert** - Convert Table to Text, Converts a selected table or selected table rows to text, separating the contents of the cells in each row with the separator character you specify.
- **Convert Text to Table** - Converts the selected text to a table.
- **Sort** - Arranges the information in selected rows or lists alphabetically, numerically, or by date.
- **Formula** - Performs mathematical calculations on numbers.
- **Gridlines** - In a table, the Gridlines command (Table menu) displays or hides dotted gridlines to help you see which cell you're working in.
- **Table Properties** - Sets various options to the table such as the table size, alignment, and text wrapping; the row height, row page breaking, and row header options; the column width; and the cell size, alignment, and other cell options.

8. Window Menu:

- **New Window:** Opens a new window with the same contents as the active window so you can view different parts of a file at the same time.
 - **Arrange All:** Displays all open files in the window. This makes dragging and dropping from one document to another much easier.
 - **Compare Side by Side with:** View two documents slide-by - slide so that you can compare their contents.
 - **Split:** Split the current window into two parts show that you can view different sections of the document at the same time.

MS Word Shortcut Key

Ctrl + A	:	Select all contents of the page	Ctrl + P	:	Open the print window
Ctrl + B	:	Bold highlighted selection	Ctrl + F	:	Open find box
Ctrl + C	:	Copy selected text	Ctrl + I	:	Italicize highlighted selection
Ctrl + X	:	Cut selected text	Ctrl + K	:	Insert link
Ctrl + N	:	Open new/blank document	Ctrl + U	:	Underline highlighted selection
Ctrl + O	:	Open options	Ctrl + V	:	Paste
Ctrl + G	:	Find and replace options	Ctrl + Y	:	Redo the last action performed
Ctrl + H	:	Find and replace options	Ctrl + Z	:	Undo last action
Ctrl + J	:	Justify paragraph alignment	Ctrl + T	:	Hanging indent
Ctrl + L	:	Align selected text or line to the left	Ctrl + D	:	Font options
Ctrl + Q	:	Align selected paragraph to the left	Ctrl + Shift + F	:	Change the font
Ctrl + E	:	Align selected text or line to the center	Ctrl + Shift + >	:	Increase selected font +1
Ctrl + R	:	Align selected text or line to the right	Ctrl +]	:	Increase selected font +1
Ctrl + M	:	Indent the paragraph	Ctrl + Shift + <	:	Decrease selected font -1
Ctrl + [:	Decrease selected font -1	Ctrl + 1	:	Single-space lines
Ctrl + Shift + *	:	View or hide non printing characters	Ctrl + 2	:	Double-space lines
Ctrl + Del	:	Delete word to right of cursor	Ctrl + 5 1.5-	:	line spacing
Ctrl + Backspace:	:	Delete word to left of cursor	Ctrl + Alt + 1	:	Change text to heading 1
Ctrl + End	:	Move cursor to end of document	Ctrl + Alt + 2	:	Change texts to heading 2
Ctrl + Home	:	Move cursor to beginning of document	Ctrl + Alt + 3	:	Change texts to heading 3
Ctrl + Space	:	Reset highlighted text to default font	F1	:	Open help
Alt + Shift + D	:	insert the current date	Shift + F3	:	Change case of selected text
Alt + Shift + T	:	insert the current time	Shift + Insert	:	Paste
Ctrl + S	:	Save	F4	:	Repeat last action performed (Word 2000+)
Shift + F12	:	Save	F7	:	Spell check selected text and/or document
F12	:	Save as	Shift + F7	:	activate the thesaurus