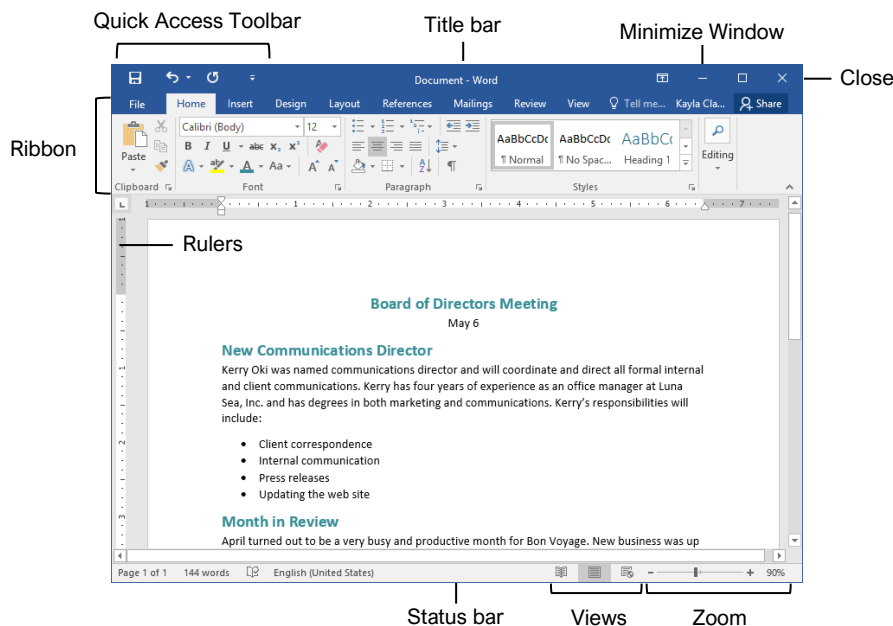




Microsoft®
Word 2016 Basic
 Quick Reference Guide

The Word 2016 Program Screen



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**
- Italics **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 + ***

The 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 an unsaved document can be recovered, the Recovered header will appear. Click **Show Recovered Files**, then select the document from the Document Recovery pane.

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 word you want to replace and type a new word.

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.

Select and Edit Text

[Spelling and Grammar Errors](#): Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

[Correct a Spelling or Grammar Error](#): Manually make the correction, or right-click the error and select a suggestion you want to use.

[Ignore a Spelling or Grammar Error](#): Right-click the error and select **Ignore All**.

[Check Spelling and Grammar](#): Click the **Review** tab and click the **Spelling & Grammar** button.

[Find the Word Count](#): Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

[Use the Thesaurus](#): Click the word you want to replace, click the **Thesaurus** button on the **Review** tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

[Find Text](#): Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

[Replace Text](#): Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

[Insert a Symbol](#): Click where you want to insert the symbol. Click the **Insert** tab, click the **Symbol** button, and either select a symbol from the menu or select **More Symbols**. Select a symbol, and click **Insert**.

[Insert Text from Another File](#): Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

Format Text and Paragraphs

[Change the Font](#): Select the text you want to change, click the **Font** list arrow, and select a new font.

[Change the Font Size](#): Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

[Change the Font Color](#): Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

[Apply Bold, Italic, or an Underline](#): Click the **Bold B**, **Italic I** or **Underline U** button in the Font group on the Home tab.

[Clear Formatting](#): Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

Format Text and Paragraphs

[Create a Bulleted List](#): Select the text you want to make into a bulleted list, and click the **Bullets** button.

[Change a Bulleted List Style](#): Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.

[Create a Numbered List](#): Select the text you want to make into a numbered list, and click the **Numbering** button.

[Change a Numbered List Style](#): Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

[Align a Paragraph](#): Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

Left aligned
 Center aligned
 Right aligned

[Add a Border](#): Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

[Add Shading](#): Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

[Change Line Spacing](#): Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

[Change Paragraph Spacing](#): Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

[Copy Formatting](#): Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

[Indent Paragraphs](#): Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.


[Set Custom Indents](#): Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.


[Enable the Ruler](#): Click the **View** tab, then check the **Ruler** check box.


[Set a Tab Stop](#): Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

Format Text and Paragraphs

[Types of Tab Stop](#): Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

 **Left aligned** will align the left side of the text with the tab stop.

 **Center aligned** will align the text so that it's centered under the tab stop.

 **Right aligned** will align the right side of the text with the tab stop.

 **Decimal aligned** will align text and numbers by a decimal point.

[Remove a Tab Stop](#): Click and drag a tab stop off of the ruler.

Format the Page

[Choose a Margin Size](#): Click the **Layout** tab, click the **Margins** button, and select a common margin setting.

[Change Paper Size](#): Click the **Layout** tab, click the **Size** button, and select the size you want to use.

[Change Paper Orientation](#): Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

[Use a Header or Footer](#): Click the **Insert** tab, click either the **Header** or **Footer** button and select an option.

[Add Page Numbers](#): Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

[Format Columns](#): Click the **Layout** tab, click the **Columns** button, and select a column option.

[Insert Column Breaks](#): Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

[Insert Page Breaks](#): Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

[Add a Watermark](#): Click the **Design** tab, click the **Watermark** button, and select a watermark style.

[Add Page Color](#): Click the **Design** tab, click the **Page Color** button, and select a page color.

[Add Page Borders](#): Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, then click **OK**.

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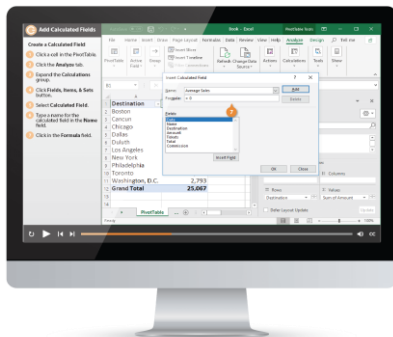
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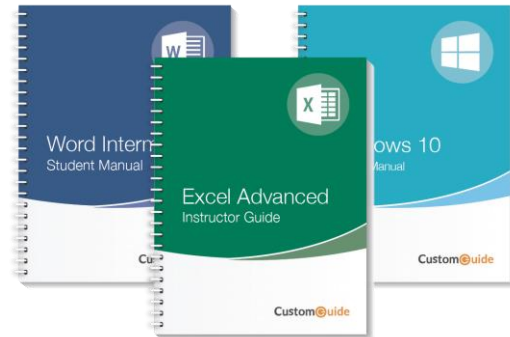
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