


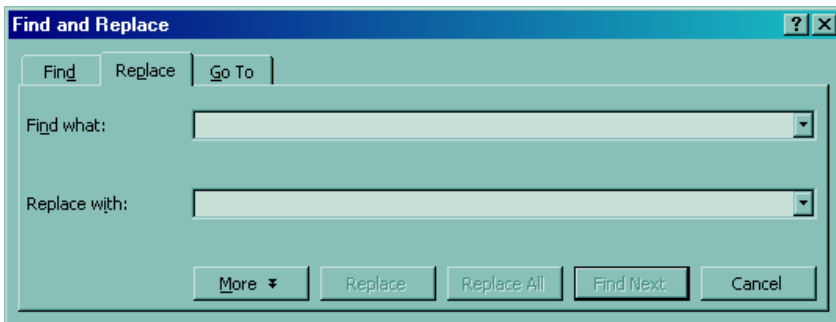


Microsoft Word III

Multiple item cut/paste, Find/Replace, Bullets/Numbering, Keyboard Shortcuts

1. Cut and paste multiple Items-Removes text to be pasted elsewhere

- a. Highlight the text that you want to cut.
- b. Press the **cut** button  to put it on the clipboard. Repeat with other text
Remember to cut items in the same order you want to paste them in.
- c. Move the cursor to the area cut text should be place
- d. Click the button **paste all**



2. Find and Replace-an easy way to find or replace any information easily

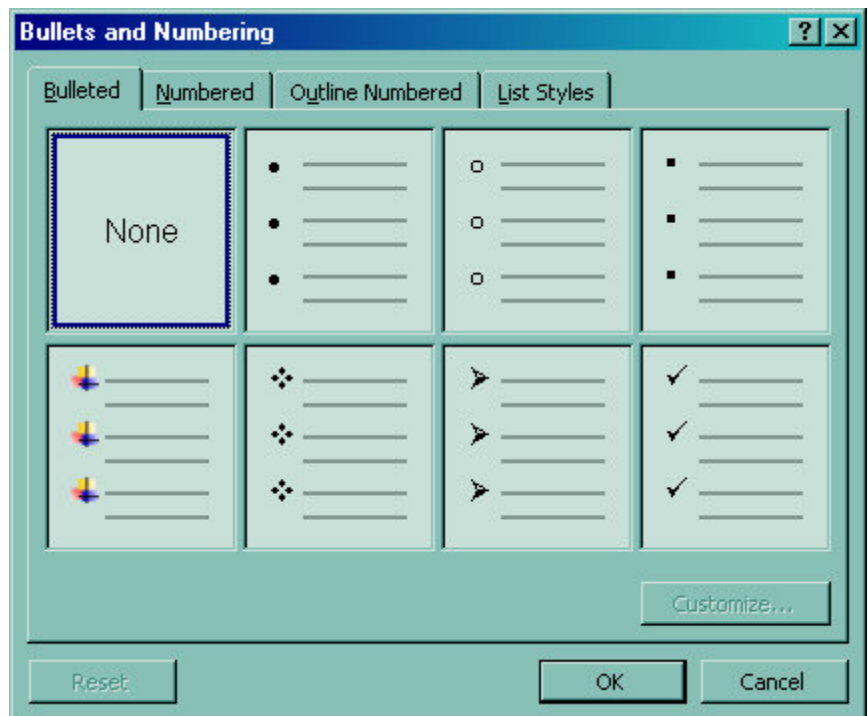
- a. An easy way to replace words in document
- b. Click edit, and choose replace
- c. Type a word in the find box and type another in the replace box

3. Bullets and Numbering-

- a. **Bullets**-puts items in list form without order of importance
 1. Click the bullet button on the toolbar, then begin typing your list, hitting enter after each item.
- b. **Numbering**- puts items in list form with order of importance
 1. Click the bullet button on the toolbar, then begin typing your list, hitting enter after each item

4. To change bullet or numbering style, highlight bulleted list

- a. Click format on the menu bar
- b. choose bullets and numbering
- c. choose different type of numbering or bullets





Keyboard Shortcuts

The more you reach for the mouse the slower you type. Try some of these shortcuts instead of the mouse.

The shortcuts below can be used only when text is highlighted

CTRL & B to bold an item

CTRL & I to italicize an item

CTRL & U to underline an item

CTRL & C to Copy an item

CTRL & X to cut an item

CTRL & V to paste an already copied or cut item

CTRL & Shift & > to increase font size by 2

CTRL & Shift & < to increase font size by 2

CTRL & 2 to double space the text

CTRL & 5 to one and half space the text

CTRL & 1 to single space the text

The shortcuts below can be used anytime

CTRL & N to Create a New Document

CTRL & Z to Undo an action

CTRL & Y to Redo an action

CTRL & A to select All

CTRL & F to find an item

CTRL & H to replace an item

CTRL & G to access the GoTo menu

CTRL & S to Save the current document

F7 to access spelling and grammar

F1 to access Microsoft word help

CTRL & P to print a document

CTRL & T to set a hanging indent

Pull Down Menu



Command

Shortcut

Please note these are only a sample of the shortcuts available. Please check your instruction manual or the Help guide for more information.