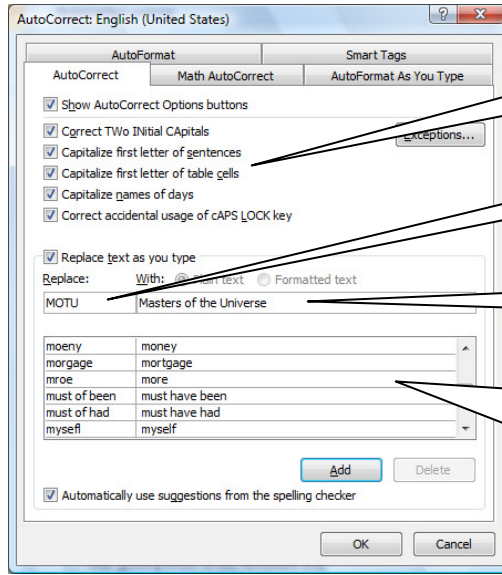


Autocorrect – allows quick correction and replacement

1. Click the **Office button** and then choose **word options**
2. Click on the **Proofing tab** and then **Autocorrect options**
3. Put the letters you wanted replaced in the **replace box**
4. Put the words you wanted to replace into the **with box**
5. Click **OK**

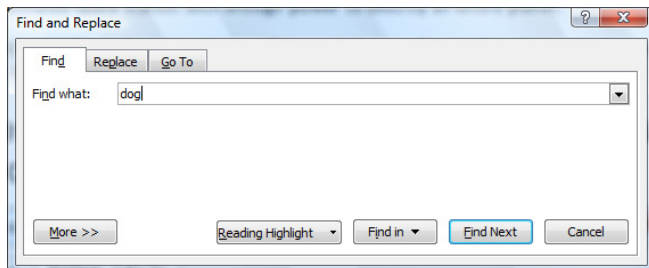


Lots more options

Old word

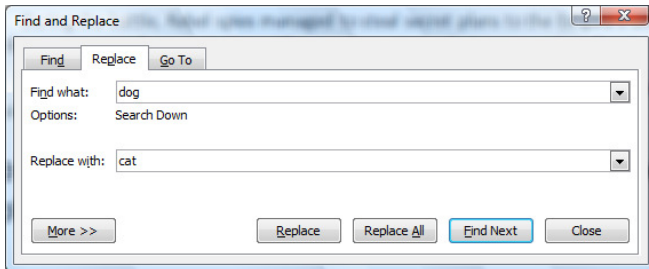
New word

List of replaced words including turning symbols into ☺



Find - an easy way to find information

1. Click the **home ribbon** and select **find**
2. Type a word in the find what box
3. Click the find Next button



Replace - an easy way to replace information

1. Click the **home ribbon** and select **replace**
2. Type a word in the **Find what** box
3. Type a word in the **Replace with** box
4. Click the **replace** or **replace all** button

Numbering - puts text in list form with an order of importance



1. Click the numbering button on the Home ribbon
2. Then begin typing your list, hitting enter after each item or Highlight items

Bullets - puts items in list form without order of importance

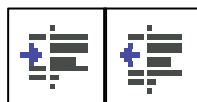


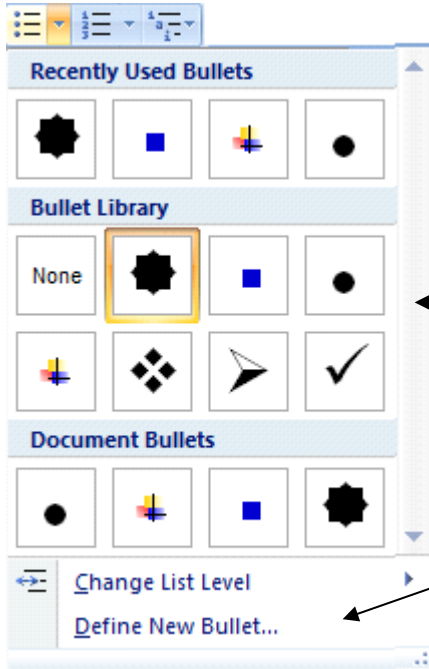
- Click the bullets button on the on the Home ribbon
- Then begin typing your list, hitting enter after each item or Highlight items

Increase or Decrease indent

Click on an item in a list

Click increase or decrease buttons to change the indent

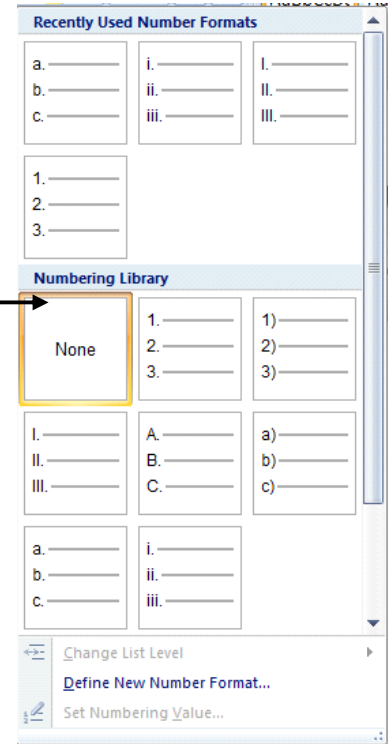




To change the look of bullets or numbering styles

1. Highlight the list
2. Click the arrow next to the bullets and numbering buttons
3. Click on desired look

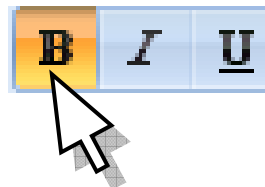
For more possibilities click the customize button and try different looks



Keyboard Shortcuts

- 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 item
- CTRL & 2 to double space the text
- CTRL & 5 to one and half space the text
- CTRL & 1 to single space the text
- CTRL & Shift & > to increase font size by 2
- CTRL & Shift & < to decrease font size by 2

To use these shortcuts you must highlight text first

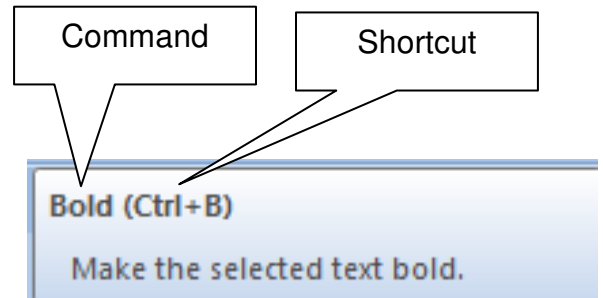


To see a specific shortcut point to the button for a bit and it will show a small window below the button with the shortcut

The shortcuts below can be used anytime

- CTRL & A to select all
- CTRL & Shift & A to Capitalize
- CTRL & N to Create a New Document
- CTRL & Z to Undo an action
- CTRL & Y to Redo an action
- CTRL & F to find an item
- CTRL & H to replace an item
- CTRL & G to access the Go To 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

These shortcuts may be used anytime



Do not memorize. Try practicing one or two shortcuts for a couple of days. After a while your fingers will remember it