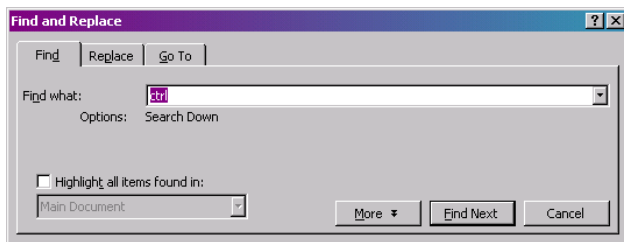
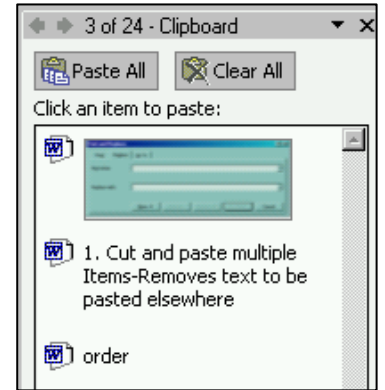


Microsoft Word 3: More Word

Office clipboard

1. Click the edit menu and select office clipboard
2. Office clipboard shows up on the right side of the screen
3. As you cut or copy highlighted text or graphics they show up on the clipboard
4. As you click each item on the clipboard it will paste it where the cursor lies
5. Click paste all to paste everything in the clipboard
6. Click clear all to clear the clipboard

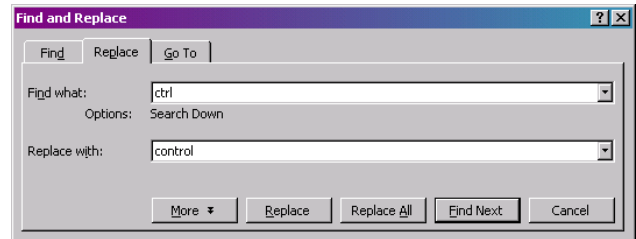


Find - an easy way to find information

1. Click the edit menu 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 edit menu 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 toolbar
2. Then begin typing your list, hitting enter after each item *or*
3. Highlight items
4. Click the numbering button on the toolbar



Bullets-puts items in list form without order of importance

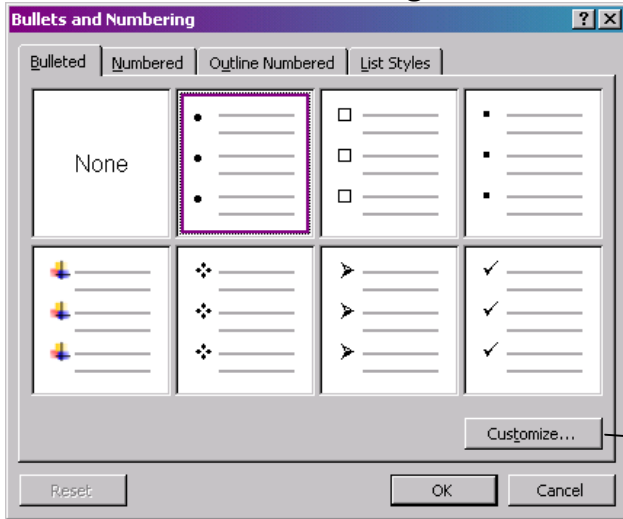
1. Click the bullets button on the toolbar
2. Then begin typing your list, hitting enter after each item *or*
3. Highlight items
4. Click the bullets button on the toolbar



Increase or Decrease indent

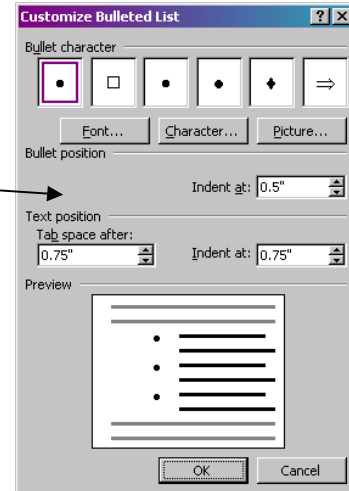
1. Click on an item in a list
2. Click a button to increase or decrease the indent

To change the look of bullets or numbering styles,



1. Highlight the list
2. Click the format menu and select bullets and numbering
3. Click on desired look and press OK

For more possibilities click the customize button and try different looks



Keyboard Shortcuts

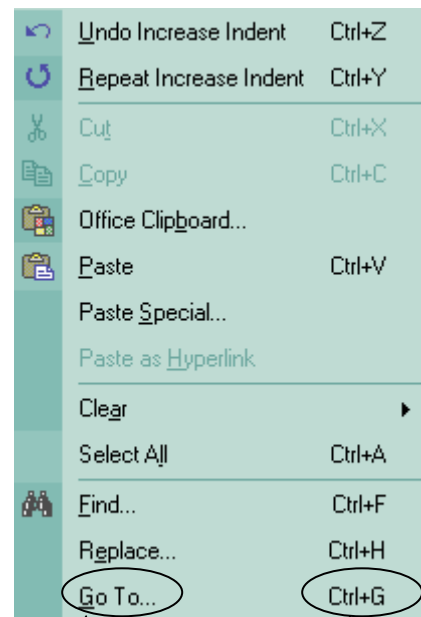
The shortcuts below can be used only when text is highlighted

- 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 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

The shortcuts below can be used anytime

- CTRL & A** to select all
- 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 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

Pull Down Menu



Command

Shortcut