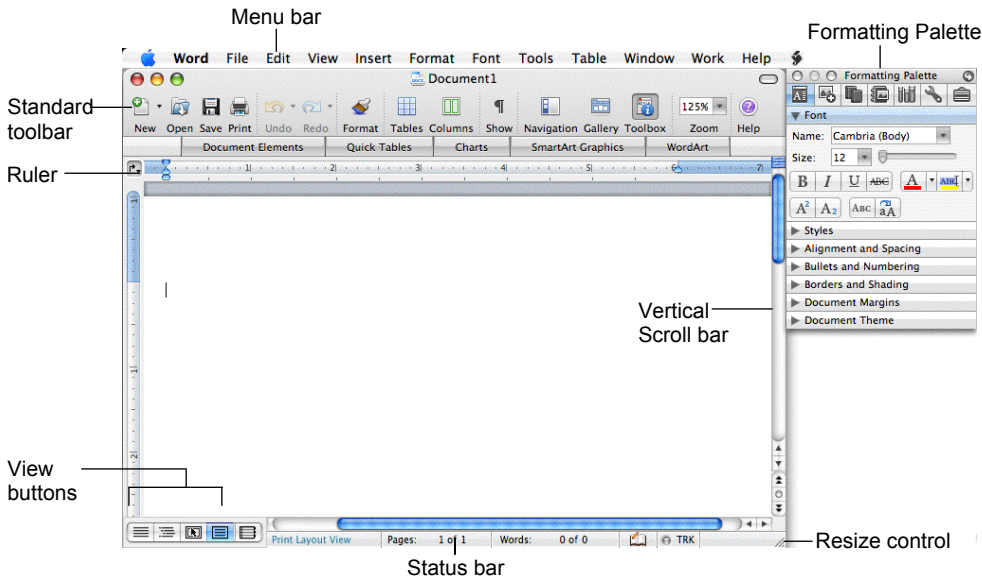


Word 2008 Screen



Keystroke Shortcuts

General

Open a Document	<⌘> + <O>
Save a Document	<⌘> + <S>
Print a Document	<⌘> + <P>
Close a Document	<⌘> + <W>
Undo	<⌘> + <Z>
Redo or Repeat	<⌘> + <Y>
Minimize Window	<⌘> + <M>
Switch Between Applications	<⌘> + <Tab>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Document	<⌘> + <Home>
End of Document	<⌘> + <End>
Open the Go To Dialog Box	<⌘> + <G>

Editing

Cut	<⌘> + <X>
Copy	<⌘> + <C>
Paste	<⌘> + <V>
Overtyping Mode	<Insert>

Formatting

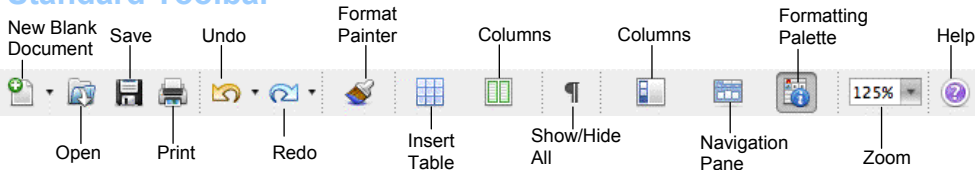
Bold	<⌘> +
Italics	<⌘> + <I>
Underline	<⌘> + <U>
Align Left	<⌘> + <L>
Center	<⌘> + <E>
Align Right	<⌘> + <R>
Justify	<⌘> + <J>
Font Dialog Box	<⌘> + <D>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	<⌘> + <A>

The Fundamentals

Standard Toolbar



- **To Create a New Document:** Click the **New Blank Document** button, or press <⌘> + <N>.
- **To Open a Document:** Click the **Open** button on the Standard toolbar, or select **File** → **Open** from the menu, or press <⌘> + <O>.
- **To Save a Document:** Click the **Save** button on the Standard toolbar, or select **File** → **Save** from the menu, or press <⌘> + <S>.
- **To Save a Document under a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the document.
- **To Preview a Document:** Select **File** → **Print Preview** from the menu.
- **To Print a Document:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu or press <⌘> + <P>.
- **To Correct a Spelling Error:** Control-click the error to bring up a suggestion menu.
- **To Undo:** Click the **Undo** button on the Standard toolbar or press <⌘> + <Z>.
- **To Open the Elements Gallery:** Click the **Elements Gallery** button on the toolbar.
- **To Open or Close the Toolbox:** Click the **Toolbox** button on the Standard toolbar.
- **To Change the Toolbox:** Select **View** from the menu bar and select the tool you want to view in the Toolbox from the menu. Or click a button near the top of the Toolbox to change the tool displayed.
- **To Get Help:** Select **Excel** → **Excel Help** from the menu, or press <⌘> + <?>.
- **To Cut:** Select the text and press <⌘> + <X>.
- **To Copy:** Select the text and press <⌘> + <C>.
- **To Paste:** Place the insertion point where you want to paste the text and press <⌘> + <V>.
- **To Move Text using Drag and Drop:** Select the text you want to move, drag the text to the destination and release the mouse button.
- **To Find Text:** Select **Edit** → **Find** from the menu or press <⌘> + <F>.
- **To Find and Replace Text:** Select **Edit** → **Replace** from the menu, or press <⌘> + <Shift> + <H>.
- **To Open the Navigation Pane:** Select **Edit** → **Replace** from the menu, or click the **Navigation Pane** button on the toolbar.

Formatting

- **To Use the Elements Gallery:** The Elements Gallery is a collection of built-in objects you can quickly insert in your documents. To display or hide the Formatting Palette, click the **Elements Gallery** button on the Standard toolbar, or click the tab for the type of object you want to insert. Use the buttons in the Elements Gallery to scroll through categories and types of elements. Click an element to insert it in the document.
- **To Use the Formatting Palette:** The Formatting Palette is a collection of formatting options, kind of like a bunch of mini-toolbars in one moveable palette. To display or hide the Formatting Palette, click the **Toolbox** button on the Standard toolbar. Select the text or object you want to format and use the formatting options in the Formatting Palette to format the object.
- **To Format Selected Text in the Font Panel:** Change the style of text by clicking the **Bold** button, **Italics** button, or **Underline** button. Change the font type by selecting a font from the **Font list**. Change the font size by selecting the pt. size from the **Font Size list**. Or, use the **Font Size slider** to preview the text size as you click and drag the slider.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter** button on the Standard toolbar and drag across the text to which you want to apply the formatting. Double-click the **Format Painter** button to apply the formatting multiple times.
- **To Change Paragraph Alignment in the Alignment and Spacing Panel:** Select the paragraph(s) and click the appropriate alignment button (Left, Center, Right, or Justify).
- **To Indent a Paragraph in the Bullets and Numbering Panel:** Click the **Increase Indent** button or drag the **Left Indent marker** on the ruler.
- **To Decrease an Indent in the Bullets and Numbering Panel:** Click the **Decrease Indent** button.
- **To Add a Tab Stop:** Click where you want to add the tab on the ruler. Or, select **Format** → **Tabs** from the menu. Change the settings in the dialog box to set the location, alignment, and leader for the tab stop. Click **Set** to add the tab stop to the document.
- **To Change the Tab Alignment:** Click the **Tab selector box** on the ruler before adding the tab.
- **To Adjust or Remove a Tab Stop:** Click and drag the ⇨ tab stop to the new position on the ruler. Drag the ⇨ tab stop from the ruler to remove it. Or, select **Format** → **Tabs** from the menu. Select the tab stop you want to remove and click **Clear**.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, click the **Line Spacing** list arrow, and select the spacing option.
- **To Create a Bulleted or Numbered List in the Bullets and Numbering Panel:** Select the paragraph(s) you want to bullet or number and click the **Bullets** button or the **Numbering** button.
- **To Add a Border:** Select the paragraph and select a border from the **Border** button on the Formatting toolbar.
- **To Change a Document's Margins:** Select **Format** → **Document** from the menu, click the **Margins** tab and adjust the margins.
- **To Change a Page's Orientation:** Select **File** → **Page Setup** from the menu, select the orientation and click **OK**.
- **To Add or View a Document Header or Footer:** Select **View** → **Header and Footer** from the menu.
- **To Insert a Break:** Select **Insert** → **Break** from the menu and select the type of break you want to insert.
- **To Create Newspaper Columns:** Click the **Columns** button on the Standard toolbar and drag to select the number of columns you want.

Tables

- **To Insert a Table:** Click the **Insert Table** button on the Standard toolbar and select the number of columns and rows from the grid. Or, select **Table** → **Insert** → **Table** from the menu.
- **To Draw a Table:** Select **Table** → **Draw Table** from the menu.
- **To Adjust Column Width or Row Height:** Drag the right border of the column or drag the bottom border of the row.
- **To Delete a Column or Row:** Select the column or row. Open the Table panel and click the **Delete Table** list arrow. Select **Delete Columns** or **Delete Rows** from the list. Or, click the **right mouse** button and select **Delete Columns** or **Delete Rows** from the shortcut menu. Or, select **Table** → **Delete** → **Columns** or **Rows** from the menu.
- **To Insert a Column or Row:** Select the column or row where you want the new column or row to be inserted. Open the Table panel and click the **Insert Table** list arrow. Select **Insert Columns** or **Insert Rows** from the list. Or, click the **right mouse** button and select **Insert Columns** or **Insert Rows** from the contextual menu. Or, select **Table** → **Insert** → **Columns** or **Rows** from the menu.

Drawing and Graphics

- **To View the Drawing Toolbar:** Select **View** → **Toolbars** → **Drawing** from the menu.
- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu. Or, click the **Insert Picture** button on the Drawing toolbar and select **Insert Clip Art**. Search for the image you want to use and click **Insert**.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu. Or, click the **Insert Picture** button on the toolbar and select **Insert Clip Art**. Navigate to and select the file and click **Insert**.
- **To Draw an Object:** Click the **Insert Picture** button on the Drawing toolbar and select the category and shape you want to insert. Draw the shape by clicking on the document with the + pointer and dragging until the shape reaches the desired size.
- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key to draw a perfectly proportioned shape.
- **To Move an Object:** Click and drag the object using the mouse.

Mail Merge

1. **Select Document Type:** Select **Tools** → **Mail Merge Manager** from the menu and select the main document type you want to use from the **Create New** list. The current open document acts as the Form Letters option.
2. **Select Recipients List:** Click the **Get Data** button and open the list of recipients you want to use or create a new list and then open it.
3. **Insert Placeholders:** Drag and drop the fields from the Merge Field panel to where you want the fields to appear in the document.
4. **Filter Recipients:** Choose recipients you would like to exclude from the mailing.
5. **Preview Results:** Click the **Preview Merge** button to see how each record's data will appear when merged with the main document.
6. **Complete Merge:** Specify where you want to send the merged data.