

LESSON 179

M/S WORD KEYBOARD TRICKS

Microsoft Word is a powerful word processing program and you can often work faster and more efficiently in Word if you know and use keyboard shortcuts. Here are a few that can keep you from having to use your mouse.

Press Ctrl + Home to go to the beginning of your document. Ctrl + End takes you to the end of your document. Ctrl + Page Up moves you to the first line of the previous page while Ctrl + Page Down moves you to the first line of the next page.

Highlighting text can be a challenge with a mouse. Ctrl + A highlights an entire document. With the entire document highlighted, Ctrl + 2 double-spaces the document and Ctrl + 1 single-spaces it. This also works on just highlighted text should you want to double-space or single-space select text. An easy way to highlight a section of text is to click to the left of the first character in the text, hold down the Shift key and then click on the last character. All of the included text will be highlighted. To highlight several lines, click to the left of the 1st character, hold down the Shift key and then use the Down Arrow key to highlight lines of text.

To open a new document from within a document, press Ctrl+ O. Ctrl + S saves your current document and will ask you to name the document if it hasn't been previously saved.

Ctrl + B, U or I will start Bold, Underline or Italics. Pressing Ctrl + B, U or I again will turn that feature off. Apply Bold, Underline or Italics to any highlighted text using the same keystrokes.

Press Ctrl + Del to delete the word to the right of the cursor, or press Ctrl + Backspace to delete the word to the left of the cursor.

Ctrl C, X or V will Copy, Cut or Paste selected text. Ctrl + P opens the Print dialog Box, and Ctrl + Z undoes the previous action. Ctrl + O opens a file while Ctrl + N creates a new file.

Finally, Shift + F3 will toggle highlighted text between all upper and all lower case.

