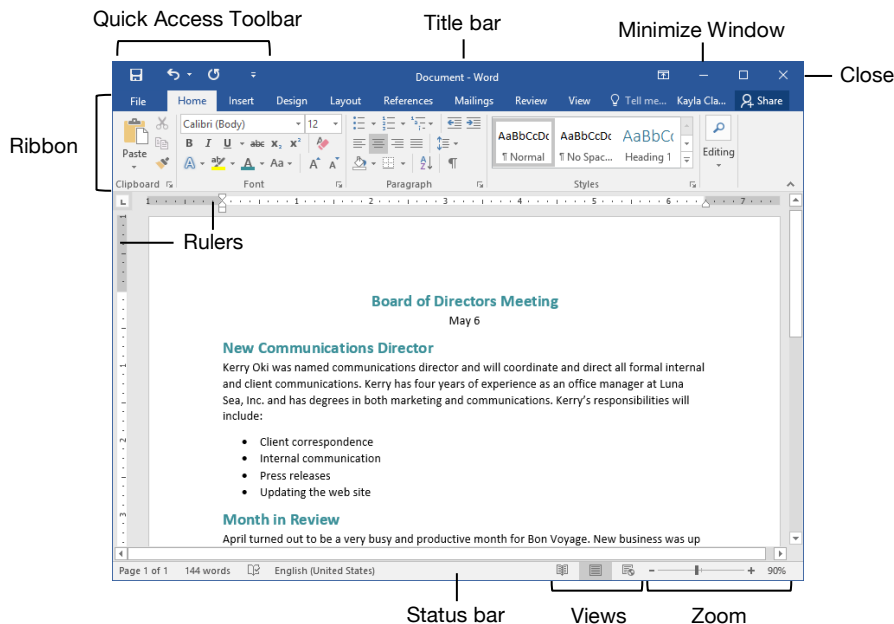




# Microsoft® Word 2016 Basic Quick Reference Card

## The Word 2016 Program Screen



## Keyboard Shortcuts

### General

Open a document .....	<b>Ctrl + O</b>
Create a new document .....	<b>Ctrl + N</b>
Save a document .....	<b>Ctrl + S</b>
Print a document.....	<b>Ctrl + P</b>
Close a document .....	<b>Ctrl + W</b>

### Navigation

Move the text cursor.....	↑, ↓, ←, →
Up one screen.....	<b>Page Up</b>
Down one screen .....	<b>Page Down</b>
Beginning of a line .....	<b>Home</b>
End of a line .....	<b>End</b>
Beginning of a document....	<b>Ctrl + Home</b>
End of a document.....	<b>Ctrl + End</b>
Open Go To dialog box .....	<b>Ctrl + G</b>

### Editing

Cut .....	<b>Ctrl + X</b>
Copy .....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Undo .....	<b>Ctrl + Z</b>
Redo .....	<b>Ctrl + Y</b>
Find.....	<b>Ctrl + F</b>
Replace.....	<b>Ctrl + H</b>
Select All .....	<b>Ctrl + A</b>
Check Spelling and Grammar.....	<b>F7</b>

### Formatting

Bold .....	<b>Ctrl + B</b>
Italics.....	<b>Ctrl + I</b>
Underline.....	<b>Ctrl + U</b>
Align Left .....	<b>Ctrl + L</b>
Align Center.....	<b>Ctrl + E</b>
Align Right.....	<b>Ctrl + R</b>
Justify.....	<b>Ctrl + J</b>
Indent a paragraph .....	<b>Ctrl + M</b>
Remove an indent .....	<b>Ctrl + Shift + M</b>
Increase font size.....	<b>Ctrl + Shift + &gt;</b>
Decrease font size.....	<b>Ctrl + Shift + &lt;</b>
Increase font size 1pt .....	<b>Ctrl + ]</b>
Decrease font size 1pt.....	<b>Ctrl + [</b>
Copy formatting.....	<b>Ctrl + Shift + C</b>
Paste formatting .....	<b>Ctrl + Shift + V</b>
Show/Hide Formatting Marks .....	<b>Ctrl + Shift + *</b>

## The Fundamentals

**Create a Blank Document:** Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

**Open a Document:** Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Change Document Views:** Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.



**Reading View**



**Print Layout View**



**Web Layout View**

**Print:** Click the **File** tab, select **Print**, specify print settings, and click **Print**.

**Close a Document:** Click the **File** tab and select **Close**, or press **Ctrl + W**.

**Close Word:** Click the **Close** X button in the upper-right corner.

## Select and Edit Text

**Select a Block of Text:** Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Select a Sentence:** Press the **Ctrl** key and click in a sentence.

**Select a Line of Text:** Click in the left margin for the line you want to select.

**Select a Paragraph:** Double-click in the left margin for the paragraph you want to select.

**Select Everything:** Click the **Select** button on the **Home** tab and click **Select All**, or press **Ctrl + A**.

**Edit Text:** Select the word you want to replace and type a new word.

**Copy and Paste:** Select the text you want to copy, click the **Copy** button on the **Home** tab, then click where you want to paste the text, and click the **Paste** button.

**Cut and Paste:** Select the text you want to cut, click the **Cut** button on the **Home** tab, then click where you want to paste the text, and click the **Paste** button.

## Select and Edit Text

**Spelling and Grammar Errors:** Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

**Correct a Spelling or Grammar Error:** Manually make the correction, or right-click the error and select a suggestion you want to use.

**Ignore a Spelling or Grammar Error:** Right-click the error and select **Ignore All**.

**Check Spelling and Grammar:** Click the **Review** tab and click the **Spelling & Grammar** button.

**Find the Word Count:** Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

**Use the Thesaurus:** Click the word you want to replace, click the **Thesaurus** button on the **Review** tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

**Find Text:** Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

**Replace Text:** Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

**Insert a Symbol:** Click where you want to insert the symbol. Click the **Insert** tab, click the **Symbol** button, and either select a symbol from the menu or select **More Symbols**. Select a symbol, and click **Insert**.

**Insert Text from Another File:** Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

## Format Text and Paragraphs

**Change the Font:** Select the text you want to change, click the **Font** list arrow, and select a new font.

**Change the Font Size:** Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

**Change the Font Color:** Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

**Apply Bold, Italic, or an Underline:** Click the **Bold B**, **Italic I** or **Underline U** button in the Font group on the Home tab.

**Clear Formatting:** Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

## Format Text and Paragraphs

**Create a Bulleted List:** Select the text you want to make into a bulleted list, and click the **Bullets** button.

**Change a Bulleted List Style:** Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.

**Create a Numbered List:** Select the text you want to make into a numbered list, and click the **Numbering** button.

**Change a Numbered List Style:** Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

**Align a Paragraph:** Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

 Left aligned

 Center aligned

 Right aligned

**Add a Border:** Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

**Add Shading:** Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

**Change Line Spacing:** Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

**Change Paragraph Spacing:** Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

**Copy Formatting:** Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

**Indent Paragraphs:** Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.


**Set Custom Indents:** Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.


**Enable the Ruler:** Click the **View** tab, then check the **Ruler** check box.


**Set a Tab Stop:** Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

## Format Text and Paragraphs

**Types of Tab Stop:** Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

 **Left aligned** will align the left side of the text with the tab stop.

 **Center aligned** will align the text so that it's centered under the tab stop.

 **Right aligned** will align the right side of the text with the tab stop.

 **Decimal aligned** will align text and numbers by a decimal point.

**Remove a Tab Stop:** Click and drag a tab stop off of the ruler.

## Format the Page

**Choose a Margin Size:** Click the **Layout** tab, click the **Margins** button, and select a common margin setting.

**Change Paper Size:** Click the **Layout** tab, click the **Size** button, and select the size you want to use.

**Change Paper Orientation:** Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

**Use a Header or Footer:** Click the **Insert** tab, click either the **Header** or **Footer** button and select an option.

**Add Page Numbers:** Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

**Format Columns:** Click the **Layout** tab, click the **Columns** button, and select a column option.

**Insert Column Breaks:** Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

**Insert Page Breaks:** Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

**Add a Watermark:** Click the **Design** tab, click the **Watermark** button, and select a watermark style.

**Add Page Color:** Click the **Design** tab, click the **Page Color** button, and select a page color.

**Add Page Borders:** Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, then click **OK**.