

## Word 97 Shortcuts Quick Reference

	Function	Toolbar/Mouse	Keyboard	Menu
<b>Documents</b>	Open a document		Ctrl+O	File Open or choose from Most Recently Used list
	Create a new, blank document		Ctrl+N	
	Create a new document using H&A standard templates	(in Lisa's Macros bar)		File New
	Save document		Ctrl+S	File Save
	Close document		Ctrl+W or Ctrl+F4	File Close
	Open "Print" dialog		Ctrl+P	File Print
	Print Preview		Ctrl+F2 or Ctrl+Alt+I	File Print Preview
	Shrink document to fit on one less page	In Print Preview,		
	Insert page number	In header or footer,	Alt+Shift+P	Insert Page Numbers
	Insert date field		Alt+Shift+D (first choose a default date format under Insert Date and Time)	Insert Date and Time, choose a format, <input type="checkbox"/> Update automatically; <input type="button" value="OK"/>
	Insert date text	In Lisa's Macros bar, Tools Insert Date Text		Insert Date and Time, choose a format, <input type="button" value="OK"/>
	Insert a footnote		Ctrl+Alt+F	Insert Footnote, Footnote
	Insert an endnote		Ctrl+Alt+E	Insert Footnote, Endnote
Update field, index, table of contents, etc		<input type="checkbox"/> item to update and F9		
<b>Movement</b>	By word		Ctrl+← or →	
	By paragraph		Ctrl+↑ or ↓	
	To beginning or end of line		Home or End	
	Up or down half a screen or so		PgUp or PgDn	
	To top or bottom of window		Ctrl+Alt+PgUp or PgDn	
	To top of next or previous page	↕ or ⇅ in scrollbar	Ctrl+PgDn or PgUp	
	To beginning/end of document	(drag) scrollbar to top/bottom	Ctrl+Home or End	
To previous document window		Ctrl+Shift+F6	Window, choose document	
To next document window		Ctrl+F6		
<b>Selection</b>	Select any amount of text	(drag) OR  at beginning, Shift+ at end	Shift + any movement keys (e.g. Shift+Ctrl+←)	
	By word	on word	Ctrl+Shift+→ or ←	
	By sentence	Ctrl+ on sentence		
	By paragraph	Triple- on paragraph OR  in selection bar	Ctrl+Shift+↓ or ↑	
	By line	in left margin	Shift+↓ or ↑	
Select entire document	Triple- in left margin	Ctrl+A	Edit Select All	
<b>Editing</b>	Create new paragraph		Enter	
	Advance to next line without creating a new paragraph		Shift+Enter	
	Insert page break		Ctrl+Enter	Insert Break, Page Break
	Insert nonbreaking space		Ctrl+Shift+Spacebar	
	Insert nonbreaking hyphen		Ctrl+Shift+-	
	Undo	(notice drop-down list!)	Ctrl+Z	Edit Undo
	Redo (or Repeat)	(notice drop-down list!)	Ctrl+Y	Edit Redo (or Repeat)
	Delete word to the left or right		Ctrl+Bksp or Del	Select word, then Edit Clear
	Move	OR  &  buttons	Ctrl+X to cut, Ctrl+V to paste	Edit Cut, Edit Paste
Copy	Ctrl+ OR  &  buttons	Ctrl+C to copy, Ctrl+V to paste	Edit Copy, Edit Paste	
<b>Find, Replace, &amp; Go To</b>	<i>Notice that Find, Replace and Go To are all tabs in the same dialog. Also notice dropdown list of recently searched!</i>			
	Find	in status bar (left end, not toggle area) OR  in scrollbar, then  binoculars	Ctrl+F	Edit Find
	Replace		Ctrl+H	Edit Replace
	Go To		Ctrl+G	Edit Go To
	Find Next		Shift+F4 or Ctrl+Alt+Y	Edit Find Find Next (if you have conducted a previous search)
	Find formatting (font, tabs, paragraph settings, etc.)		Ctrl+F, More, Format, then select items	Edit Find, More, Format, then select items
Find special formatting codes (paragraph marks, section breaks, fields, etc.)		Ctrl+F, More, Special, then select one of the options	Edit Find, More, Special, then select one of the options	
<b>Formatting</b>	View a summary of a paragraph's formatting		Shift+F1, then  a paragraph marker (¶)	Help What's This, then  a paragraph marker (¶)
	Increase indent		Ctrl+M	Format Paragraph and set a Left indent value
	Decrease indent		Ctrl+Shift+M	
	Increase hanging indent		Ctrl+T	Format Paragraph and set a Hanging Indent value (under Special)
Decrease hanging indent		Ctrl+Shift+T		

## Word 97 Shortcuts Quick Reference

	Function	Toolbar/Mouse	Keyboard	Menu
<b>Formatting (cont.)</b>	Open "Font" dialog		<b>Ctrl</b> + <b>D</b>	
	Bold	<b>B</b>	<b>Ctrl</b> + <b>B</b>	Format Font
	Italic	<b>I</b>	<b>Ctrl</b> + <b>I</b>	
	Underline	<b>U</b>	<b>Ctrl</b> + <b>U</b>	
	Subscript		<b>Ctrl</b> + <b>=</b>	
	Superscript		<b>Ctrl</b> + <b>+</b> (i.e. <b>Ctrl</b> + <b>Shift</b> + <b>=</b> )	
	Change to Symbol font		<b>Ctrl</b> + <b>Shift</b> + <b>Q</b>	
	Toggle case		<b>Shift</b> + <b>F3</b>	Format Change Case
	Apply single, double, or 1.5 line spacing		<b>Ctrl</b> + <b>1</b> or <b>2</b> or <b>5</b>	Format Paragraph, Indents and Spacing tab, Line spacing
	Keep selected text together			Format Paragraph, Lines and Page Breaks tab, Keep lines together
	Keep multiple-line table row together			Table Cell Height and Width, Row tab, uncheck Allow row to break across pages
	Align left		<b>Ctrl</b> + <b>L</b>	Format Paragraph, Indents and Spacing tab, Alignment
	Align center		<b>Ctrl</b> + <b>E</b>	
	Align right		<b>Ctrl</b> + <b>R</b>	
	Align full		<b>Ctrl</b> + <b>J</b>	
	Apply Heading 1, 2, or 3 style	Select from Style dropdown list in toolbar	<b>Ctrl</b> + <b>Alt</b> + <b>1</b> or <b>2</b> or <b>3</b>	Format Style, select a style, Apply
Apply Normal style	<b>Ctrl</b> + <b>Shift</b> + <b>N</b>			
Remove formatting from selected text	<b>Ctrl</b> + <b>Spacebar</b>			
Remove formatting from selected paragraphs		<b>Ctrl</b> + <b>Q</b>		
Copy format	1.  in paragraph to copy	<b>Ctrl</b> + <b>Shift</b> + <b>C</b>		
Paste format	2.  (or  just once for a single paragraph)			
	3.  each destination paragraph			
	4.  again to turn it off			
Open "Page Setup" dialog	in left end of ruler		File Page Setup	
<b>Spelling, Grammar, &amp; Thesaurus</b>	<i>A red wavy line beneath a word indicates a spelling issue. A green wavy line indicates a grammar issue. Notice the "change all" button once you have fixed a particular misspelling.</i>			
	Address a single spelling or grammar issue	on a word with a wavy line and choose what to do		
	Create an AutoCorrect entry for a misspelling	on a misspelled word (with a wavy line), choose AutoCorrect, and select the right word		
	Start a spelling and grammar check (starting at insertion point)	in status bar	<b>F7</b>	Tools Spelling and Grammar
	Find next misspelling		<b>Alt</b> + <b>F7</b>	
Start the thesaurus		<b>Shift</b> + <b>F7</b>	Tools Language Thesaurus	
<b>Viewing</b>	Page Layout view	(in lower left corner of screen)	<b>Ctrl</b> + <b>Alt</b> + <b>P</b>	View Page Layout
	Normal view	(in lower left corner of screen)	<b>Ctrl</b> + <b>Alt</b> + <b>N</b>	View Normal
	Outline view	(in lower left corner of screen)	<b>Ctrl</b> + <b>Alt</b> + <b>O</b>	View Outline
	Zoom	Choose a percentage from the Zoom dropdown list (or type a value directly in it!)		View Zoom
	Show or hide nonprinting characters		<b>Ctrl</b> + <b>Shift</b> + <b>*</b>	Tools Options View, make selections under Nonprinting Characters
	Split window into two panes (work with the same document)	Drag bar from above vertical scrollbar	<b>Ctrl</b> + <b>Alt</b> + <b>S</b>	Window Split, adjust window size
Remove split	Drag split bar out of the document window		Window Remove Split	
<b>Nifty Shortcuts</b>	Create an AutoText entry from selected text		<b>Alt</b> + <b>F3</b>	Insert AutoText
	Print AutoText entry list			File Print, click on "Print what" drop-down, then choose AutoText
	Create a style using format of selected text	Type style name in style box		Format Style New
	Remove a button from a toolbar	button off toolbar	<b>Alt</b> + <b>+</b>	
	Move a button to another toolbar	button to destination toolbar	<b>Alt</b> + <b>+</b>	
	Copy a button to another toolbar	button to destination toolbar	<b>Alt</b> + <b>Ctrl</b> + <b>+</b>	