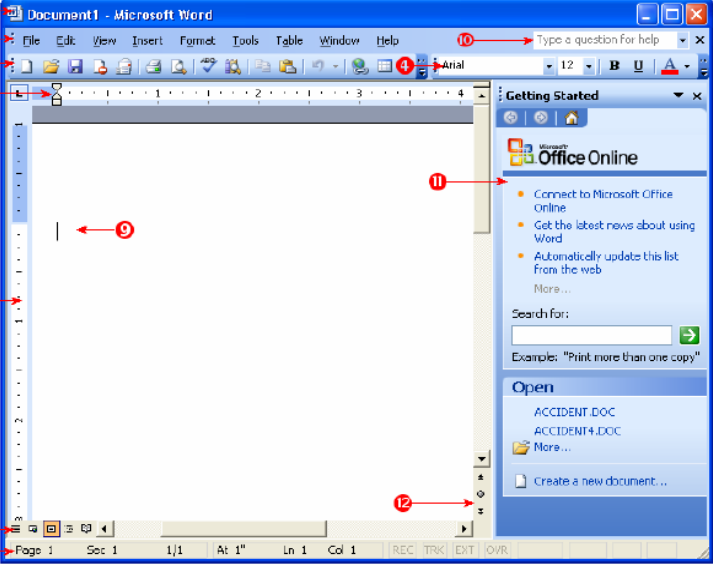



























# Word 2003 Reference Guide

Main Screen	Keyboard Shortcuts																																																																																		
	<table border="0"> <tr><td><b>CTRL</b> + <b>A</b></td><td>Select All</td></tr> <tr><td><b>CTRL</b> + <b>B</b></td><td>Toggle Bold On &amp; Off</td></tr> <tr><td><b>CTRL</b> + <b>C</b></td><td>Copy</td></tr> <tr><td><b>CTRL</b> + <b>E</b></td><td>Center</td></tr> <tr><td><b>CTRL</b> + <b>F</b></td><td>Find</td></tr> <tr><td><b>CTRL</b> + <b>I</b></td><td>Toggle Italics On &amp; Off</td></tr> <tr><td><b>CTRL</b> + <b>J</b></td><td>Justify</td></tr> <tr><td><b>CTRL</b> + <b>L</b></td><td>Left Align</td></tr> <tr><td><b>CTRL</b> + <b>N</b></td><td>Create New Document</td></tr> <tr><td><b>CTRL</b> + <b>O</b></td><td>Open Existing Document</td></tr> <tr><td><b>CTRL</b> + <b>P</b></td><td>Print</td></tr> <tr><td><b>CTRL</b> + <b>R</b></td><td>Right Align</td></tr> <tr><td><b>CTRL</b> + <b>S</b></td><td>Save</td></tr> <tr><td><b>CTRL</b> + <b>U</b></td><td>Toggles Underline On &amp; Off</td></tr> <tr><td><b>CTRL</b> + <b>V</b></td><td>Paste from Clipboard</td></tr> <tr><td><b>CTRL</b> + <b>X</b></td><td>Cut Selected Item</td></tr> <tr><td><b>CTRL</b> + <b>Y</b></td><td>Repeat Last Action</td></tr> <tr><td><b>CTRL</b> + <b>Z</b></td><td>Undo Last Action</td></tr> <tr><td colspan="2"> </td></tr> <tr><td><b>CTRL</b> + <b>1</b></td><td>Set Single Spacing</td></tr> <tr><td><b>CTRL</b> + <b>2</b></td><td>Set Double Spacing</td></tr> <tr><td colspan="2"> </td></tr> <tr><td><b>CTRL</b> + <b>SHIFT</b> + <b>F</b></td><td>Change Font</td></tr> <tr><td><b>CTRL</b> + <b>SHIFT</b> + <b>P</b></td><td>Change Font Size</td></tr> <tr><td colspan="2"> </td></tr> <tr><td><b>F1</b></td><td>Display Help</td></tr> <tr><td><b>F2</b></td><td>Move Text or Graphics</td></tr> <tr><td><b>F3</b></td><td>Insert AutoText Entry</td></tr> <tr><td><b>F4</b></td><td>Repeat Last Action</td></tr> <tr><td><b>F5</b></td><td>Go To Command</td></tr> <tr><td><b>F6</b></td><td>Go to Next Pane</td></tr> <tr><td><b>F7</b></td><td>Spelling</td></tr> <tr><td><b>F8</b></td><td>Extend a Selection</td></tr> <tr><td><b>F9</b></td><td>Update Selected Fields</td></tr> <tr><td><b>F10</b></td><td>Activate Menu Bar</td></tr> <tr><td><b>F11</b></td><td>Go to Next Field</td></tr> <tr><td><b>F12</b></td><td>Save As</td></tr> <tr><td><b>ALT</b> + <b>F4</b></td><td>Exit</td></tr> <tr><td><b>SHIFT</b> + <b>F1</b></td><td>Display ScreenTip</td></tr> <tr><td><b>SHIFT</b> + <b>F10</b></td><td>Display Shortcut Menu</td></tr> <tr><td><b>SHIFT</b> + <b>F12</b></td><td>Save</td></tr> </table>	<b>CTRL</b> + <b>A</b>	Select All	<b>CTRL</b> + <b>B</b>	Toggle Bold On & Off	<b>CTRL</b> + <b>C</b>	Copy	<b>CTRL</b> + <b>E</b>	Center	<b>CTRL</b> + <b>F</b>	Find	<b>CTRL</b> + <b>I</b>	Toggle Italics On & Off	<b>CTRL</b> + <b>J</b>	Justify	<b>CTRL</b> + <b>L</b>	Left Align	<b>CTRL</b> + <b>N</b>	Create New Document	<b>CTRL</b> + <b>O</b>	Open Existing Document	<b>CTRL</b> + <b>P</b>	Print	<b>CTRL</b> + <b>R</b>	Right Align	<b>CTRL</b> + <b>S</b>	Save	<b>CTRL</b> + <b>U</b>	Toggles Underline On & Off	<b>CTRL</b> + <b>V</b>	Paste from Clipboard	<b>CTRL</b> + <b>X</b>	Cut Selected Item	<b>CTRL</b> + <b>Y</b>	Repeat Last Action	<b>CTRL</b> + <b>Z</b>	Undo Last Action			<b>CTRL</b> + <b>1</b>	Set Single Spacing	<b>CTRL</b> + <b>2</b>	Set Double Spacing			<b>CTRL</b> + <b>SHIFT</b> + <b>F</b>	Change Font	<b>CTRL</b> + <b>SHIFT</b> + <b>P</b>	Change Font Size			<b>F1</b>	Display Help	<b>F2</b>	Move Text or Graphics	<b>F3</b>	Insert AutoText Entry	<b>F4</b>	Repeat Last Action	<b>F5</b>	Go To Command	<b>F6</b>	Go to Next Pane	<b>F7</b>	Spelling	<b>F8</b>	Extend a Selection	<b>F9</b>	Update Selected Fields	<b>F10</b>	Activate Menu Bar	<b>F11</b>	Go to Next Field	<b>F12</b>	Save As	<b>ALT</b> + <b>F4</b>	Exit	<b>SHIFT</b> + <b>F1</b>	Display ScreenTip	<b>SHIFT</b> + <b>F10</b>	Display Shortcut Menu	<b>SHIFT</b> + <b>F12</b>	Save
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<ol style="list-style-type: none"> <li>1 The <b>Title Bar</b> displays the name of the application and includes a pull-down menu with options for changing the window's size and placement. In the upper right corner are three buttons for minimizing, maximizing/restoring the window, and closing the application.</li> <li>2 The <b>Menu Bar</b> contains the commands required to operate the program.</li> <li>3 The standard <b>Tool Bar</b> is located on the third line and can be used to quickly perform functions without having to access the menu.</li> <li>4 The <b>Format Bar</b> contains the tools for changing the appearance of text (bold, italics).</li> <li>5 The <b>Horizontal Ruler</b> indicates the current left/right margins and tab settings.</li> <li>6 The <b>Vertical Ruler</b> indicates the current top margin.</li> <li>7 Towards the bottom left of the screen five <b>View Icons</b>. These are used to change the current page for display purposes.</li> <li>8 The <b>Status Bar</b> displays data such as the current page number and cursor location.</li> <li>9 The work area is the large interior section of the window that the program uses to display its data and special symbols. In Word, the work area is referred to as the <b>Text Area</b>. The vertical line indicates the current typing position (referred to as the Insertion Point).</li> <li>10 The <b>Ask a Question</b> box is used to enter a simple question (how do I print) about working with the program.</li> <li>11 The <b>Task Pane</b> offers easy access to your most commonly used tasks.</li> <li>12 Below the vertical scroll bar is the <b>Object Browser</b> which allows you to select what objects (pages, graphics) will be accessed when you use the Previous/Next buttons.</li> </ol>	<table border="0"> <tr><td colspan="2"><b>Text Movement Keys</b></td></tr> <tr><td><b>CTRL</b> + <b>←</b></td><td>Previous Word</td></tr> <tr><td><b>CTRL</b> + <b>→</b></td><td>Next Word</td></tr> <tr><td><b>CTRL</b> + <b>↑</b></td><td>Previous Paragraph</td></tr> <tr><td><b>CTRL</b> + <b>↓</b></td><td>Next Paragraph</td></tr> <tr><td><b>HOME</b></td><td>Beginning of Current Line</td></tr> <tr><td><b>END</b></td><td>End of Current Line</td></tr> <tr><td><b>PG↓</b></td><td>Next Screenful</td></tr> <tr><td><b>PG↑</b></td><td>Previous Screenful</td></tr> <tr><td><b>CTRL</b> + <b>PG↓</b></td><td>Next Page</td></tr> <tr><td><b>CTRL</b> + <b>PG↑</b></td><td>Previous Page</td></tr> <tr><td><b>CTRL</b> + <b>HOME</b></td><td>Beginning of Document</td></tr> <tr><td><b>CTRL</b> + <b>END</b></td><td>End of Document</td></tr> <tr><td><b>CTRL</b> + <b>G</b></td><td>Go To Command</td></tr> </table>	<b>Text Movement Keys</b>		<b>CTRL</b> + <b>←</b>	Previous Word	<b>CTRL</b> + <b>→</b>	Next Word	<b>CTRL</b> + <b>↑</b>	Previous Paragraph	<b>CTRL</b> + <b>↓</b>	Next Paragraph	<b>HOME</b>	Beginning of Current Line	<b>END</b>	End of Current Line	<b>PG↓</b>	Next Screenful	<b>PG↑</b>	Previous Screenful	<b>CTRL</b> + <b>PG↓</b>	Next Page	<b>CTRL</b> + <b>PG↑</b>	Previous Page	<b>CTRL</b> + <b>HOME</b>	Beginning of Document	<b>CTRL</b> + <b>END</b>	End of Document	<b>CTRL</b> + <b>G</b>	Go To Command																																																						
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# Word 2003 Reference Guide

Basic Commands		Word Views	
<b>Adding a Tab</b>	Click on  (located along the left side of the ruler) to select the type of tab you want to add and then click at the location on the ruler where the tab should be set. To move the tab, simply drag it to the new ruler location. To remove it, drag it off the ruler.	 Click on this button to switch to <b>Normal</b> view. This is the default view within Word.	
<b>Adjusting Line Spacing</b>	Access the <b>Format → Paragraph</b> menu. Select the tab labeled "Indents and Spacing" and then choose the desired setting.	 Click on this button to switch to <b>Web Layout</b> view. This display is used to create documents for the Web.	
<b>Aligning Text</b>	Click on  to left align the current paragraph. Click on  to center the current paragraph. Click on  to right align the current paragraph. Click on  to fully justify the current paragraph.	 Click on this button to switch to <b>Print Layout</b> view. This display mode shows the final page layout while still allowing you to edit the document.	
<b>Changing Page Layout</b>	To change the margins, paper size, page orientation and layout for the current document access the <b>File → Page Setup</b> menu.	 Click on this to switch to <b>Outline</b> view. This view allows you to work with large documents - collapsing certain sections while expanding others.	
<b>Closing a Document</b>	Click on  or access the <b>File → Close</b> menu.	 Click on this to switch to <b>Reading Layout</b> view which changes to a 2-page booklet layout.	
<b>Copying Formats</b>	<ol style="list-style-type: none"> <li>1 Select the text containing the format to be copied.</li> <li>2 Click on .</li> <li>3 Highlight the block of text you want to copy the format to.</li> </ol>	<b>Quick Tips</b>	
<b>Copying Text</b>	<ol style="list-style-type: none"> <li>1 Select the text to be copied.</li> <li>2 Hold down <b>CTRL</b> and drag the block to a new location.</li> </ol>	<ul style="list-style-type: none"> <li>➤ You can send the current document to another user via e-mail or route the file to a group of recipients for their input by accessing the <b>File → Send to</b> menu.</li> <li>➤ Click on  to create a bullet list or  to create a simple numbered list.</li> <li>➤ To create your own mailing labels, access the <b>Tools → Letters and Mailings → Envelopes and Labels</b> menu. Select the "Labels" tab to choose the type/format.</li> <li>➤ To create a professional letter, access the <b>Tools → Letters and Mailings → Letter Wizard</b> menu. Word will guide you through the steps of selecting a format for the letter along with the text you want to include.</li> <li>➤ To insert a picture into your document, access the <b>Insert → Picture</b> menu. You can then choose to either insert a clipart item or one of your own saved pictures.</li> <li>➤ To create newspaper style columns, click on  or access the <b>Format → Columns</b> menu and then select the number of columns and spacing you would like to set.</li> <li>➤ To create a table, click on  or access the <b>Table → Insert → Table</b> menu and then select the number of columns and rows for the new table.</li> </ul>	
<b>Creating a New Document</b>	Click on  to create a new blank document or <b>File → New</b> to base the new document on one of Word's templates.	<ul style="list-style-type: none"> <li>2 To select text, click and drag with your mouse or hold down <b>SHIFT</b> and use the keyboard arrows to select a block of text</li> </ul>	
<b>Creating Envelopes</b>	Access the <b>Tools → Letters and Mailings → Envelopes and Labels</b> menu. Select the tab labeled "Envelopes" to choose which settings to use.	<ul style="list-style-type: none"> <li>2 Hold <b>CTRL</b> and click to select a sentence.</li> <li>3 <b>Triple-Click</b> to select a paragraph.</li> </ul>	
<b>Deleting an Item</b>	Select the text or graphic item to be removed and press <b>DEL</b> .		
<b>Indenting Paragraphs</b>	Click on  to indent or click on  to outdent a paragraph.		
<b>Inserting a Page Break</b>	Press <b>CTRL + ENTER</b> to manually add a new page.		
<b>Moving Text</b>	<ol style="list-style-type: none"> <li>1 Select the block of text to be moved.</li> <li>2 Click and drag the block to its new location.</li> </ol>		
<b>Opening a File</b>	Click on  or access the <b>File → Open</b> menu.		
<b>Print Previewing</b>	Click on  or access the <b>File → Print Preview</b> menu.		
<b>Printing</b>	Click on  or access the <b>File → Print</b> menu.		
<b>Saving a Document</b>	Click on  or access the <b>File → Save</b> menu.		
<b>Saving with a New Name</b>	Access the <b>File → Save As</b> menu and then enter the new name for the document to be saved as.		
<b>Spell Checking</b>	Click  or access the <b>Tools → Spelling and Grammar</b> menu.		
<b>Undoing a Command</b>	Click on  or access the <b>Edit → Undo</b> menu.		