Microsoft® Word

CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chap!)
Including helpful shortcuts, common symbols, and helpful tips.

Document Control
- CTRL + S — Save
- CTRL+Shift+S — Save as New
- CTRL + O — Open
- CTRL + P — Print
- CTRL + N — New Document
- CTRL+MouseWheel — Zoom In/Out
- ALT + F4 — Close

Formatting Shortcuts
- CTRL + B — Bold
- CTRL + I — Italics
- CTRL + O — Open
- CTRL + P — Print
- CTRL+SHIFT+= — Superscript
- CTRL+SHIFT+A — All Caps
- CTRL+SHIFT+K — Small Caps
- CTRL+] — Larger Font +1pt
- CTRL+[— Smaller Font -1pt
- CTRL+K — Hyperlink

Text Alignment
- CTRL + E — Center
- CTRL + L — Left
- CTRL + R — Right
- CTRL + J — Justified
- CTRL + / + C — Insert Cent Sign (¢)
- CTRL+SHIFT+L — Insert Bullet Point

Last Stop Tips
- Click View > Header/Footer > Insert AutoText — Add date created, pages and more automatically
- Click Tools > Word Count — Count total words
- Open word side by side another folder — Drag images into word

Editing Shortcuts
- CTRL + A — Select All
- CTRL + X — Cut Selected
- CTRL + C — Copy Selected
- CTRL + V — Paste
- CTRL + Z — Undo
- CTRL + Y — Re-do
- CTRL + F — Find
- F4 — Repeat Last Action
- SHIFT+ALT+D — Insert Date
- SHIFT+ALT+T — Insert Time
- ESC — Cancel Action
- ENTER — New Paragraph
- SHIFT+ENTER — New Line
- CTRL + Left — Move Cursor Right One Word
- CTRL + Right — Move Cursor Left One Word
- CTRL+Backspace — Backspase Left One Word
- CTRL + DEL — Delete Right One Word

Special Symbols
- CTRL + / + C — Insert Cent (¢)
- CTRL+ALT+E — Insert Euro €
- ALT+CTRL+ Minus — Em dash — (minus on Numpad)
- CTRL+SHIFT+SPACE — Unbreakable space

ASCII Codes
Hold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the character will appear

- 0169 — Copyright ©
- 02222 — Registered ® Trademark
- 0153 — Trademark ™
- 130 — Accute Accent é
- 164 — Tilde ñ
- 171 — Half ½
- 172 — Quarter ¼
- 246 — Division ÷

More ASCII Codes can be found here:
http://theweb.com/ComputerTips/asciicodes.php

www.StudyKorner.com

Microsoft Word 2000 Cheat Sheet

Dan Gookin

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Table of Contents Microsoft Word 2000 Cheat Sheet

5. Accessing Microsoft Word 2000 Cheat Sheet Free and Paid eBooks
    - Microsoft Word 2000 Cheat Sheet Public Domain eBooks
    - Microsoft Word 2000 Cheat Sheet eBook Subscription Services
    - Microsoft Word 2000 Cheat Sheet Budget-Friendly Options
6. Navigating Microsoft Word 2000 Cheat Sheet eBook Formats
    - ePub, PDF, MOBI, and More
    - Microsoft Word 2000 Cheat Sheet Compatibility with Devices
    - Microsoft Word 2000 Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Microsoft Word 2000 Cheat Sheet
    - Highlighting and Note-Taking Microsoft Word 2000 Cheat Sheet
    - Interactive Elements Microsoft Word 2000 Cheat Sheet
8. Staying Engaged with Microsoft Word 2000 Cheat Sheet
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Microsoft Word 2000 Cheat Sheet
9. Balancing eBooks and Physical Books Microsoft Word 2000 Cheat Sheet
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Microsoft Word 2000 Cheat Sheet
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2000 Cheat Sheet
    - Setting Reading Goals Microsoft Word 2000 Cheat Sheet
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2000 Cheat Sheet
    - Fact-Checking eBook Content of Microsoft Word 2000 Cheat Sheet
    - Distinguishing Credible Sources
13. Promoting Lifelong Learning

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