



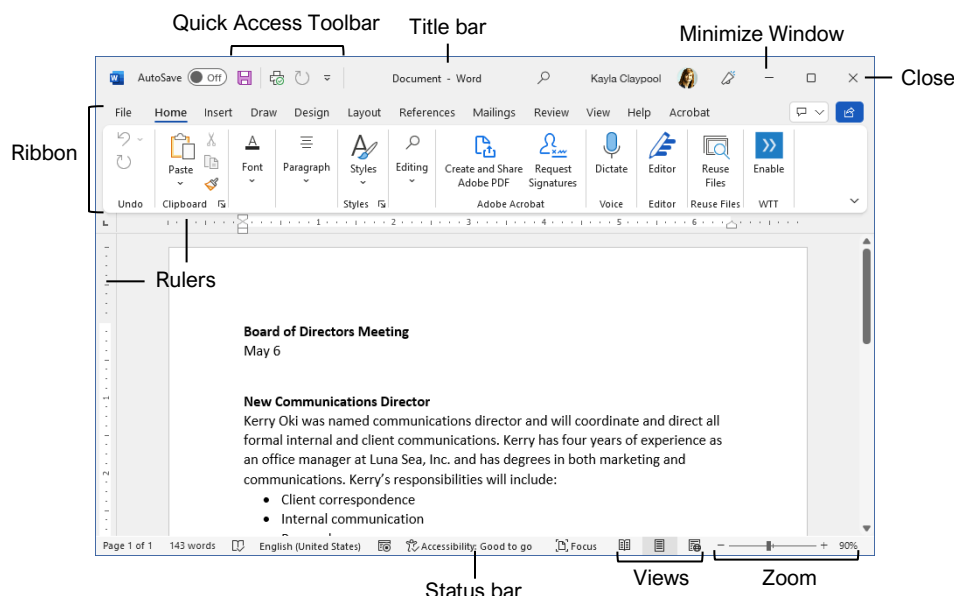
Microsoft®

Word 2021 Basic

Quick Reference Guide



The Word 2021 Program Screen



Keyboard Shortcuts

General

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

Navigation

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

Editing

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

Formatting

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

Word 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**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

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**.

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 text you want to replace and type new text.

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

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

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 and click the **Symbol**  button. 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 Stops: 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. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

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, and then click **OK**.