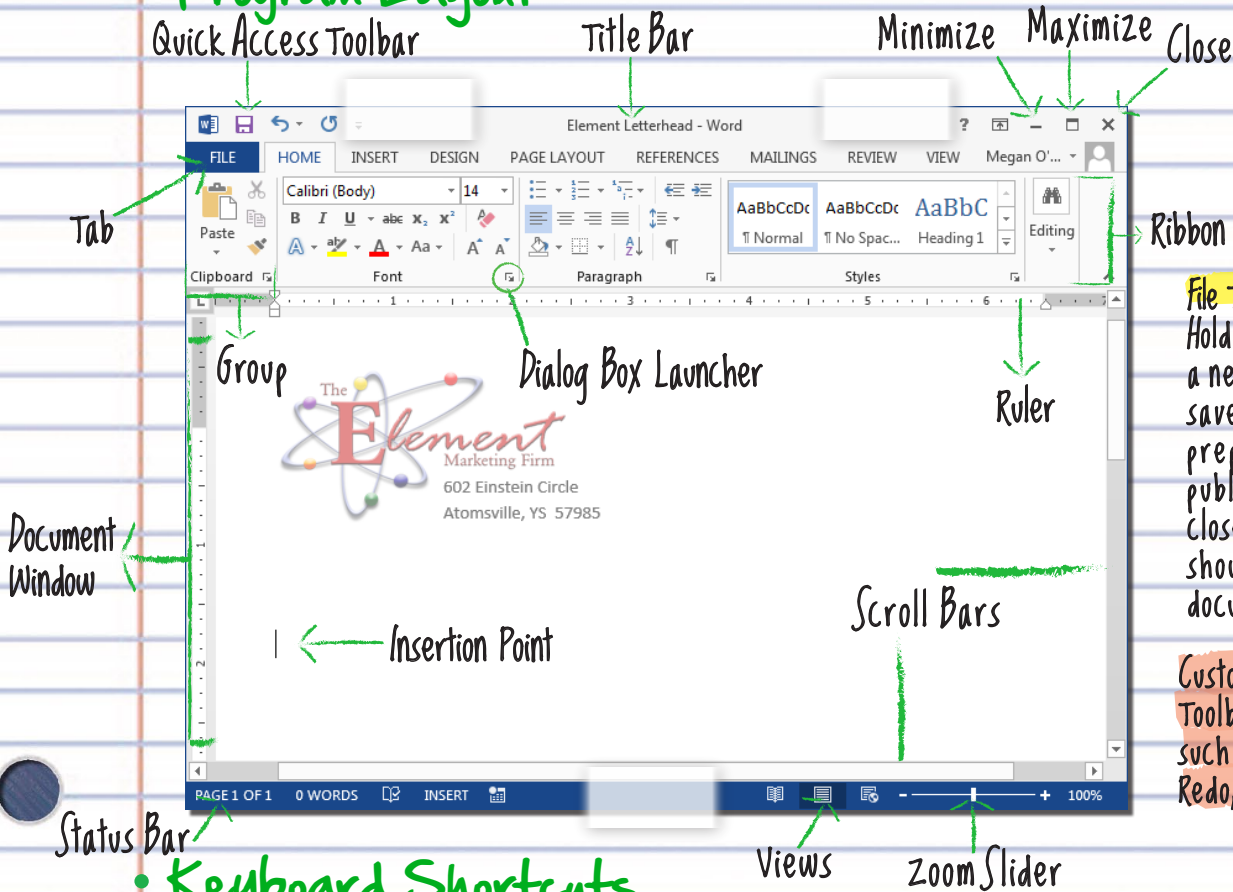


# Word® 2013 Cheat Sheet

## • Program Layout



**File Tab & Backstage View:**  
Hold the options to start a new workbook, open a saved file, save, print, prepare for distribution, publish the document, close the program and show recently viewed documents

**Customize the Quick Access Toolbar** to hold commands such as Save, Print, undo, Redo, Copy and Paste.

## • Keyboard Shortcuts

### Program Shortcuts

Ctrl+O Open  
 Ctrl+N Create New  
 Ctrl+S Save  
 Ctrl+P Print  
 Ctrl+W Close  
 F7 Spell Check  
 F1 Open Help

### Editing Shortcuts

Ctrl+X Cut  
 Ctrl+C Copy  
 Ctrl+V Paste  
 Ctrl+Z Undo  
 Ctrl+Y Redo  
 Ctrl+F Find  
 Ctrl+A Select All

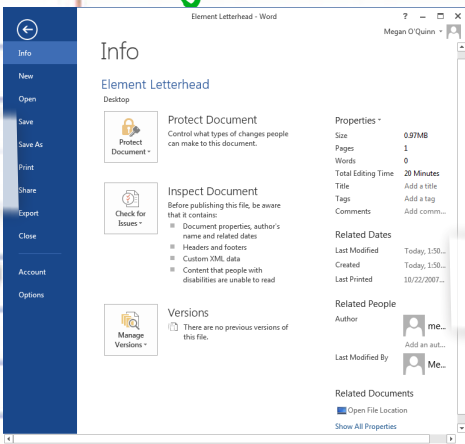
### Navigation Shortcuts

Page Up Up one screen  
 Page Down Down one screen  
 Home Beginning of Line  
 End End of Line  
 Ctrl+Home Start of Document  
 Ctrl+End End of Document  
 F5 Go to Dialog Box

### Formatting Shortcuts

Ctrl+B Bold  
 Ctrl+I Italics  
 Ctrl+U Underline  
 Ctrl+L Left Align  
 Ctrl+E Center Align  
 Ctrl+R Right Align  
 Ctrl+J Justify

## • Program Basics



**Create New Document:**  
Click File Tab, select New

**Open a Document:**  
Click File Tab select Open

**Save a Document:**  
Click File Tab, select Save

**Save Document with a New Name:**  
Click File Tab, select Save As, type in the title

**Print Preview:**  
Click File Tab, mouse over Print, choose Print Preview

**Print Document:**  
Click File Tab, mouse over Print, choose Print

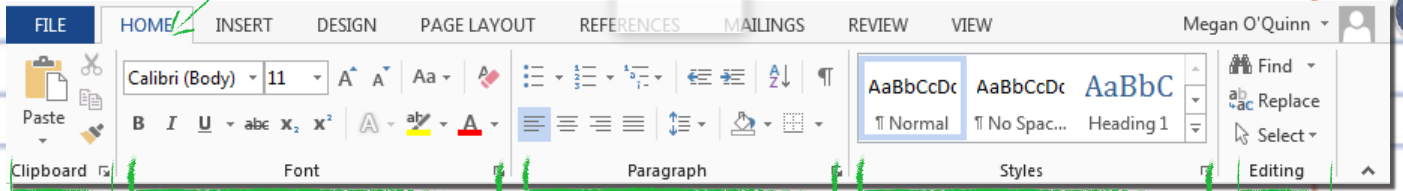
**Text Selection:**

- Word:** Double-click the word
- Sentence:** Ctrl and click in the sentence
- Paragraph:** Triple-click the paragraph

**Keys to Remember:**

- Backspace:** Erases back one space
- Delete:** Erases forward one space
- Num Lock:** Controls the 10-key pad

# • Formatting Home Tab



Clipboard Group

Font Group

Paragraph Group

Styles Group

Editing Group

## Using the Clipboard Group:

### Cut and Copy Text:

Select the text and click on the Cut or Copy button

### Paste Text:

Put insertion point where you want the text and click on the Paste button

### Copy Formatting:

Select text with formatting, click the Format Painter button, select text you want to apply the formatting

## Formatting Fonts using the Font Group:

**Style:** Use the Bold, Italics and underline buttons

**Type:** Choose an option from the Font List

**Size:** Choose an option from the Font Size List

**Color:** Choose an option by clicking the Font Color Button

## Editing Group

### Find Text:

Click the Find button

### Replace Text:

Click the Replace button

## Styles Group

Holds pre-made text/font styles you can apply to your documents.

## Using the Paragraph Group:

### Change Paragraph Alignment:

Click the left, right, center or justify buttons

### Indent Paragraph:

Click Increase Indent Button

Decrease an Indent:

Click Decrease Indent Button

### Adjust Line Spacing:

Click the Line Spacing button and choose from the list

### Create a Bulleted or Numbered List:

Select the paragraph, click on the Bullets or Numbering button

To move text with the mouse, select it and then drag it to a new location.

## Using the Page Layout & Design Tabs:

### Change a Document's Margins:

Click Margins in the Page Setup Group, select a setting

### Change Page Orientation:

Click the Orientation button in the Page Setup Group, select an option

### Add Section Break:

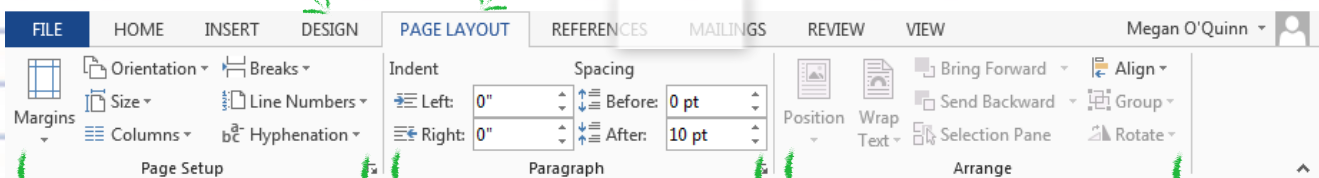
Click the Breaks button in the Page Setup Group, select an option

### Add Watermark, Background Color, Border to Page:

Click on the Design Tab and then the Watermark, Page Color or Page Border in the Page Background Group

Design Tab

Page Layout Tab



Page Setup Group

Paragraph Group

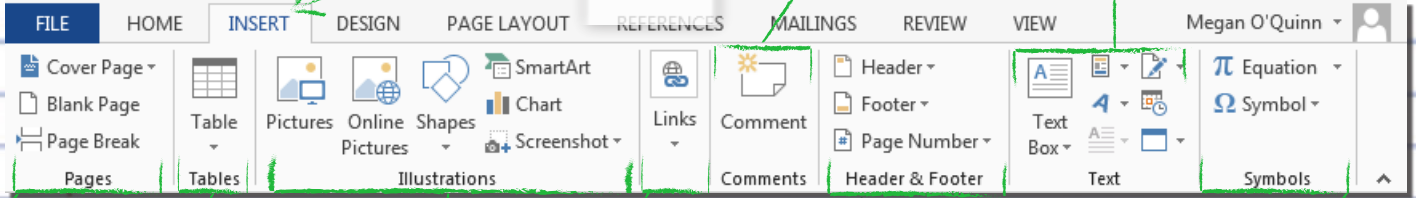
Arrange Group

# • The Insert Tab

Insert Tab

Comments Group

Text Group



Pages Group   Tables Group   Illustrations Group   Links Group   Header & Footer Group   Symbols Group

## • Tables

### Insert a Table:

Click the Insert tab, click the table button in the Tables group and select Insert Table

### Insert a Column or Row:

Click the Layout tab under Table Tools, use the commands in the Rows & Columns group

### Delete a Column or Row:

Select the item you want to delete, click the Layout tab under Table Tools, click Delete button in the Rows & Columns group

Use the Table Tools section of the Ribbon to change the Design and Layout of the table.

## • Charts

### To Create a Chart:

Click the Insert tab, click the chart button in the Illustrations group, choose the type of chart you want to display the data and use the Excel spreadsheet's cells to insert the data you want represented in the chart

Use the Chart Tools section of the Ribbon to change the Design, Layout and Format of the chart.

## • Headers & Footers

### Headers:

Click the Headers button in the Headers & Footers group and choose an option from the list

### Footers:

Click the Footers button in the Headers & Footers group and choose an option from the list

## • Items to Add

### Cover Page:

Click Cover Page in the Pages group, select the option you want to use

### Blank Page:

Click Blank Page in the Pages group

### Page Break:

Click Page Break in the Pages group

### Page Numbers:

Click the Page Number button in the Headers & Footers group and choose an option from the list

### Hyperlinks:

Click Hyperlink in the Links group

## • Graphics

### Adding Pictures:

Click the Picture button in the Illustrations group, locate the picture you want to add

### Adding Screen Shots:

Click the Screen Shot button in the Illustrations group, choose the Screen Shot you want to add or take a screen clipping

### Adding Shapes:

Click the Shapes button in the Illustrations group and choose from the drop down menu

### Adding SmartArt:

Click the SmartArt button in the Illustrations group and choose the smartart you want to use

### Adding WordArt:

Click WordArt in the Text group and choose the option you would like to use

### Adding Symbols:

Click Symbols in the Symbols group and choose the symbol you need to insert

## • Reviewing Documents

Using the Review Tab:

Check Spelling & Grammar:

Click the Spelling & Grammar button in the Proofing group

Open the Thesaurus:

Click the Thesaurus button in the Proofing group

Add Comments:

Click New Comment in the Comments group and begin typing

Delete Comments:

Click the Delete Comment button in the Comments group

Track Changes:

Click the Track Changes button in the Tracking group

## • Mailings

Using the Mailings Tab:

Create Envelopes:

Click on the Envelopes button in the Create group

Create Labels:

Click on the Labels tab in the Create group

Start a Mail Merge:

Click the Start Mail Merge icon in the Start Mail Merge group and choose the type of mail merge you want to create from the menu

To select recipients for the mail merge click on the Select Recipients icon in the Start Mail Merge group.

## • Your Notes