**HOW WORD WORKS**

**WHAT IS A PARAGRAGH?**

* A paragraph consists of any amount of text followed by a paragraph marker.

**What is alignment?**

* There 4 types of aliments.

1. Right alignment- right aligned paragraph markers are aligned with the right indent marker.
2. Center alignment – center aligned paragraph are aligned between the left and right indent marker.
3. Left alignment- left aligned paragraph with the left indent marker.
4. Justify alignment- this will align the paragraph with the left indent marker and spread then text of the entire like between the left and the right indent marker.

**Line spacing:**

* It controls the distance between each line of text in a paragraph. Line spacing is important because it can greatly improve the readability of text.

**The shortcuts for any MS office:**

1. Ctrl + A – Select All
2. Ctrl + S – Save
3. Ctrl + V – Past
4. Ctrl + C – Copy
5. Ctrl + X – Cut
6. Ctrl + Z – Undo

**List of basic computer shortcut keys:**

* Alt + F--File menu options in the current program.
* Alt + E--Edits options in the current program.
* F1--Universal help (for any sort of program).
* Ctrl + A--Selects all text.
* Ctrl + X--Cuts the selected item.
* Ctrl + Del--Cut selected item.
* Ctrl + C--Copy the selected item.
* Ctrl + Ins-- Copy the selected item.
* Ctrl + V--Paste the selected item.
* Shift + Ins -- Paste the selected item.
* Home -- Takes the user to the beginning of the current line.
* Ctrl + Home--Go to the beginning of the document.
* End -- Go to the end of the current line.
* Ctrl + End -- Go to the end of a document.
* Shift + Home -- Highlight from current position to beginning of the line.
* Shift + End -- Highlight from current position to end of the line.
* Ctrl + (Left arrow) -- Move one word to the left at a time.
* Ctrl + (Right arrow) -- Move one word to the right at a time.
* Microsoft Windows shortcut keys list
* Alt + Tab -- Switch between open applications.
* Alt + Shift + Tab -- Switch backward between open applications.
* Alt + Print Screen -- Create screenshot for the current program.
* Ctrl + Alt + Del -- Reboot/Windows task manager.
* Ctrl + Esc -- Bring up the start menu.
* Alt + Esc -- Switch between applications on the taskbar.
* F2 -- Rename selected icon.
* F3 -- Start find from the desktop.
* F4 -- Open the drive selection when browsing.
* F5 -- Refresh contents.
* Alt + F4 -- Close current open program.
* Ctrl + F4 -- Close window in program.
* Ctrl + Plus Key-- Automatically adjust widths of all columns in Windows Explorer.
* Alt + Enter -- Open properties window of selected icon or program.
* Shift + F10 -- Simulate right-click on selected item.
* Shift + Del -- Delete programs/files permanently.
* Holding Shift During Boot up -- Boot safe mode or bypass system files.
* Holding Shift During Boot up -- When putting in an audio CD, will prevent CD Player from playing.

**Word shortcut keys**

* Ctrl + A -- Select all contents of the page.
* Ctrl + B -- Bold highlighted selection.
* Ctrl + C -- Copy selected text.
* Ctrl + X -- Cut selected text.
* Ctrl + N -- Open new/blank document.
* Ctrl + O -- Open options.
* Ctrl + P -- Open the print window.
* Ctrl + F -- Open find box.
* Ctrl + I -- Italicise highlighted selection.
* Ctrl + K -- Insert link.
* Ctrl + U -- Underline highlighted selection.
* Ctrl + V -- Paste.
* Ctrl + Y -- Redo the last action performed.
* Ctrl + Z -- Undo last action.
* Ctrl + G -- Find and replace options.
* Ctrl + H -- Find and replace options.
* Ctrl + J -- Justify paragraph alignment.
* Ctrl + L -- Align selected text or line to the left.
* Ctrl + Q -- Align selected paragraph to the left.
* Ctrl + E -- Align selected text or line to the center.
* Ctrl + R -- Align selected text or line to the right.
* Ctrl + M -- Indent the paragraph.
* Ctrl + T -- Hanging indent.
* Ctrl + D -- Font options.
* Ctrl + Shift + F -- Change the font.
* Ctrl + Shift + > -- Increase selected font +1.
* Ctrl + ] -- Increase selected font +1.
* Ctrl + [ -- Decrease selected font -1.
* Ctrl + Shift + \* -- View or hide non printing characters.
* Ctrl + (Left arrow) -- Move one word to the left.
* Ctrl + (Right arrow) -- Move one word to the right.
* Ctrl + (Up arrow) -- Move to the beginning of the line or paragraph.
* Ctrl + (Down arrow) -- Move to the end of the paragraph.
* Ctrl + Del -- Delete word to the right of the cursor.
* Ctrl + Backspace -- Delete word to the left of the cursor.
* Ctrl + End -- Move cursor to end of the document.
* Ctrl + Home -- Move cursor to the beginning of the document.
* Ctrl + Space -- Reset highlighted text to default font.
* Ctrl + 1 -- Single-space lines.
* Ctrl + 2 -- Double-space lines.
* Ctrl + 5 -- 1.5-line spacing.
* Ctrl + Alt + 1 Change text to heading 1.
* Ctrl + Alt + 2 Change text to heading 2.
* Ctrl + Alt + 3 Change text to heading 3.
* F1 -- Open help.
* Shift + F3 -- Change case of selected text.
* Shift + Insert -- Paste.
* F4 -- Repeat the last action performed (Word 2000+).
* F7 -- Spell check selected text and/or document.
* Shift + F7 -- Activate the thesaurus.
* F12 -- Save as.
* Ctrl + S -- Save.
* Shift + F12 -- Save.
* Alt + Shift + D -- Insert the current date.
* Alt + Shift + T -- Insert the current time.
* Ctrl + W -- Close document.
* Excel shortcut keys
* F2 -- Edit the selected cell.
* F5 -- Go to a specific cell.
* F7 -- Spell check selected text and/or document.
* F11 -- Create chart
* Ctrl + Shift + ; -- Enter the current time.
* Ctrl + ; -- Enter the current date
* Alt + Shift + F1 -- Insert new worksheet.
* Shift + F3 -- Open the Excel formula window.
* Shift + F5 -- Bring up the search box
* Ctrl + A -- Select all contents of a worksheet.
* Ctrl + B -- Bold highlighted selection.
* Ctrl + I -- Italicize highlighted selection.
* Ctrl + C -- Copy selected text.
* Ctrl + V -- Paste
* Ctrl + D -- Fill
* Ctrl + K -- Insert link
* Ctrl + F -- Open find and replace options.
* Ctrl + G -- Open go-to options.
* Ctrl + H -- Open find and replace options.
* Ctrl + U -- Underline highlighted selection.
* Ctrl + Y -- Underline selected text.
* Ctrl + 5 -- Strikethrough highlighted selection.
* Ctrl + O -- Open options.
* Ctrl + N -- Open new document.
* Ctrl + P -- Open print dialog box.
* Ctrl + S -- Save.
* Ctrl + Z -- Undo last action.
* Ctrl + F9 -- Minimize current window.
* Ctrl + F10 -- Maximize currently selected window.
* Ctrl + F6 -- Switch between open workbooks/windows.
* Ctrl + Page up & Page Down -- Move between Excel worksheets in the same document.
* Ctrl + Tab -- Move between two or more open Excel files
* Alt + = -- Create the formula to sum all of the above cells.
* Ctrl + -- Insert the value of above cell into the current cell.
* Ctrl + Shift + ! -- Format number in comma format.
* Ctrl + Shift + $ -- Format number in currency format.
* Ctrl + Shift + # -- Format number in date format.
* Ctrl + Shift + % -- Format number in percentage format.
* Ctrl + Shift + ^ -- Format number in scientific format.
* Ctrl + Shift + @ -- Format number in time format.
* Ctrl + (Right arrow) -- Move to next section of text.
* Ctrl + Space -- Select entire column.
* Shift + Space -- Select entire row.
* Ctrl + W -- Close document.

**Outlook shortcut keys**

* Alt + S -- Send the email.
* Ctrl + C -- Copy selected text.
* Ctrl + X -- Cut selected text.
* Ctrl + P -- Open print dialog box.
* Ctrl + K -- Complete name/email typed in address bar.
* Ctrl + B -- Bold highlighted selection.
* Ctrl + I -- Italicize highlighted selection.
* Ctrl + U -- Underline highlighted selection.
* Ctrl + R -- Reply to an email.
* Ctrl + F -- Forward an email.
* Ctrl + N -- Create a new email.
* Ctrl + Shift + A -- Create a new appointment to your calendar.
* Ctrl + Shift + O -- Open the outbox.
* Ctrl + Shift + I -- Open the inbox.
* Ctrl + Shift + K -- Add a new task.
* Ctrl + Shift + C -- Create a new contact.
* Ctrl + Shift+ J -- Create a new journal entry.

**WINKEY shortcuts:**

* WINKEY + D -- Bring desktop to the top of other windows.
* WINKEY + M -- Minimize all windows.
* WINKEY + SHIFT + M -- Undo the minimize done by WINKEY + M and WINKEY + D.
* WINKEY + E -- Open Microsoft Explorer.
* WINKEY + Tab -- Cycle through open programs on the taskbar.
* WINKEY + F -- Display the Windows Search/Find feature.
* WINKEY + CTRL + F -- Display the search for computers window.
* WINKEY + F1 -- Display the Microsoft Windows help.
* WINKEY + R -- Open the run window.
* WINKEY + Pause /Break -- Open the system properties window.
* WINKEY + U -- Open utility manager.
* WINKEY + L -- Lock the computer (Windows XP & later).

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