

**Word for Windows v 6.0a - Cheat Sheet v 1.6 - by Gary D. Moore
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Align, Left	Ctrl+L		
Align, Right	Ctrl+R		
		New Document	Ctrl+N
Bold	Ctrl+B	New Line	Shift+Enter
Borders	Alt+O, B	New Page	Ctrl+Enter
Bottom of Doc	Ctrl+End	Numbers, Page	Alt+I, U
Break, Column	Ctrl+Shift+Enter		
Break, Line	Shift+Enter	Open Document	Ctrl+O; Ctrl+F12
Break, Page	Ctrl+Enter		
Bullets	Alt+O, N, B	Page Down	PgDn
		Page Up	PgUp
Caps, All	Ctrl+Shift+A	Page Numbers	Alt+I, U
Case, Change	Shift+F3	Paste	Ctrl+V
Center	Ctrl+E	Preview, Doc	Ctrl+F2
Close Document	Ctrl+F4	Print	Ctrl+P (Box)
Copy	1) Mark Text (Shift+Cursor Key) 2) Ctrl+C	Print, Quick	Ctrl+Shift+F12
• Paste	Ctrl+V	Quit/Exit	Alt+F4
Cut	Ctrl+X	Remove Format	Mark Text, Ctrl+Q
		Repeat	F4; Ctrl+Y
Doc, Mark (All)	Ctrl+A	Replace	Ctrl+H
• Close Doc	Ctrl+F4		
• New Doc	Ctrl+N	Save (File-Doc)	Ctrl+S; Shift+F12 or Alt+F, S
• Open Doc	Ctrl+O; or Ctrl+F12	Shading	Alt+O, B, S
• Save Doc	Ctrl+S	Spacing, Single	Ctrl+1
		• Double	Ctrl+2
Exit	Alt+F4	• 1.5 Lines	Ctrl+5
		Spell Check	F7
Find	Ctrl+F		
Font	Ctrl+Shift+F; or Ctrl+D	Text Boundaries	Alt+T, O, View Alt+X
Font Size	Ctrl+Shift+P	Thesaurus	Shift+F7
• Decrease	Ctrl+Shift+<	Toolbar, Change	Alt+V, T
• Increase	Ctrl+Shift+>	Top of Document	Ctrl+Home
Goto	Ctrl+G; or F5	Underline	Ctrl+W
		• Word	Ctrl+Shift+W
Help	F1	Undo (Edit)	Ctrl+Z
Indent, Decrease	Ctrl+Shift+M	Window, Bottom	Ctrl+PgDn
Indent, Hanging	Ctrl+T	• Top	Ctrl+PgUp
• Remove	Ctrl+Shift+T		
Indent, Increase	Ctrl+M		
Italic	Ctrl+I		
Justify	Ctrl+J		
Mark (Text)	Shift+Cursor Key		
Mark All Doc	Ctrl+A		

Word Function Keys

F1	F2	F3	F4	F5
Help Context Help	Move Copy	Auto Text Change Case Cut to Spike Insert to Spike	Repeat Command Repeat Find/GoTo Quit/Exit	Go To Go Back Restore App Win.
F6	F7	F8	F9	F10
Next Pane Previous Pane Next Window Previous Window	Spell Check Thesaurus Move Doc Win Size	Extend Selection Shrink Section Doc Window Unlink Field Do Field Check	Update Field Toggle Field Code Toggle codes Insert Field	Menu Bar Shortcut Menu Max App Win. Max Doc Window
F11	F12			
Next Field Previous Field Goto Annot Text Lock Field Unlock Field	Save As Save Open Print			

LEGEND:

Key Only
SHIFT+
 ALT+
 CTRL+
 CTRL+SHIFT+
 ALT+SHIFT+

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Formats for Paragraphs:

Format -> Paragraph: Indentation Left: 0 Right: 0 Special: First Line By: .3" [I use .3"]

Excellent reading font: New Century Schoolbook

You can also "Justify" the paragraphs.

Font type size: 10.5 with EXACTLY 11 pt