Cheat Sheet For Microsoft Word

CHEAT SHEET

Microsoft® Word

(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 (minus on Numpad) — Em dash –
- 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://theved.com/ComputerTips/asciicodes.php
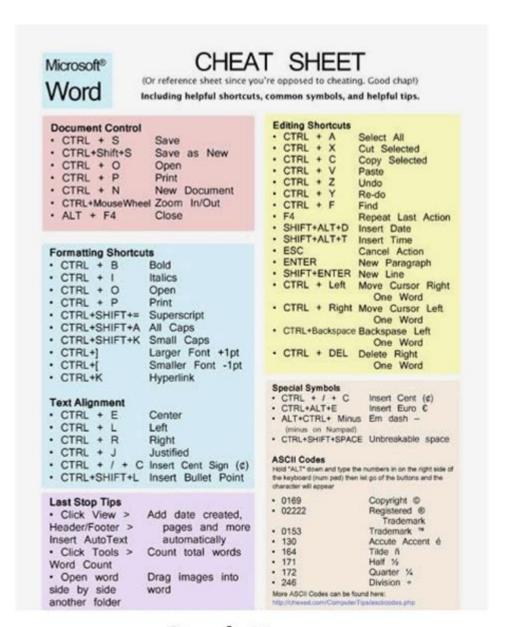
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Cheat sheet for Microsoft Word is an invaluable resource for anyone looking to enhance their productivity and proficiency in one of the most widely used word processing applications in the world. Whether you are a student, a professional, or someone who simply needs to create documents from time to time, understanding the key features and shortcuts of Microsoft Word can save you time and make your work more efficient. This article serves as a comprehensive cheat sheet, covering essential commands, tips, and tricks that will help you navigate Microsoft Word like a pro.

Getting Started with Microsoft Word

Before diving into the various features and shortcuts, it's important to familiarize yourself with the layout and basic functionalities of Microsoft Word. When you open Word, you are greeted by the ribbon at the top, which contains tabs like Home, Insert, Design, Layout, References, Mailings, Review, and View. Each tab houses a variety of tools and options that you can use to create and format your documents.

Basic Navigation

Understanding how to navigate through Microsoft Word efficiently is crucial. Here are some fundamental keyboard shortcuts to help you move around your document:

- **Ctrl + Home:** Move to the beginning of the document.

- **Ctrl + End:** Move to the end of the document.

- **Arrow Keys:** Move one character or line at a time.

- **Page Up/Page Down:** Move up or down one screen.

- **Ctrl + Arrow Keys:** Move one word at a time.

Text Formatting Shortcuts

Formatting text can significantly enhance the readability and presentation of your document. Here are some essential formatting shortcuts you can use:

- **Ctrl + B:** Bold the selected text.

- **Ctrl + I:** Italicize the selected text.

- **Ctrl + U:** Underline the selected text.

- **Ctrl + E:** Center the selected text.

- **Ctrl + L:** Align the selected text to the left.

- **Ctrl + R:** Align the selected text to the right.

- **Ctrl + J:** Justify the selected text.

Using the Font Dialog Box

For more advanced formatting options, you can access the Font dialog box by pressing **Ctrl + D**. Here, you can change the font type, size, style, and color, as well as apply effects such as strikethrough, superscript, and subscript.

Working with Styles and Themes

Microsoft Word allows you to apply consistent formatting throughout your document using Styles.

Here's how to use them effectively:

Applying Styles

To apply a style:

1. Select the text you want to format.
2. Go to the Home tab.
3. In the Styles group, click on the style you wish to apply (e.g., Heading 1, Heading 2, Normal).

You can also create custom styles by clicking the small arrow in the Styles group to open the Styles pane, then selecting "New Style."

Using Themes

To apply a theme to your document, which changes the overall look and feel, follow these steps:

1. Click on the Design tab.
2. Choose a theme from the Themes group to apply it to your document.

Inserting Objects and Media

Adding images, tables, charts, and other objects can enhance your document. Here's a quick guide on how to insert them:

Inserting Images

1. Go to the Insert tab.

2. Click on Pictures to insert images from your computer or Online Pictures for images from the web.

Inserting Tables

To add a table:

1. Click on the Insert tab.

2. Select Table and drag to choose the desired number of rows and columns.

To quickly format your table, you can use the Table Design tab that appears when you click on the table.

Inserting Charts

1. Click on the Insert tab.

2. Select Chart and choose the type of chart you want to create.

Advanced Features

Once you're comfortable with the basics, you can explore some advanced features that can enhance your document further.

Using Track Changes

Track Changes is a useful feature when collaborating on documents. To enable it:

1. Go to the Review tab.
2. Click on Track Changes.

This allows you to see edits and comments made by different users, helping to streamline the review process.

Creating a Table of Contents

If your document is lengthy, a Table of Contents (TOC) can help readers navigate:

1. Apply Heading styles to the sections of your document.
2. Go to the References tab.
3. Click on Table of Contents and select a style.

The TOC will automatically update as you make changes to your headings.

Saving and Sharing Your Document

Once your document is complete, saving and sharing it is the final step. Here are some tips:

Saving Your Document

1. Click on File.

2. Select Save As to choose the location and format (e.g., .docx, .pdf).

3. For quick saving, use **Ctrl + S**.

Sharing Your Document

You can share your document directly from Word by:

1. Clicking on File.

2. Selecting Share.

3. Choosing whether to send a link or an attachment.

Conclusion

A **cheat sheet for Microsoft Word** serves as a handy guide, equipping you with the essential knowledge to navigate the software effectively. By utilizing the shortcuts and features outlined in this article, you can significantly improve your document creation process and enhance your overall productivity. Whether you are drafting a simple letter or a complex report, mastering these tools will empower you to work more efficiently and create professional-grade documents with ease. Happy writing!

Frequently Asked Questions

What are the essential keyboard shortcuts for Microsoft Word?

Some essential keyboard shortcuts include: Ctrl + C (Copy), Ctrl + V (Paste), Ctrl + X (Cut), Ctrl + B (Bold), Ctrl + I (Italic), Ctrl + U (Underline), Ctrl + Z (Undo), and Ctrl + P (Print).

How can I quickly format text in Microsoft Word?

You can quickly format text by using the Home tab where you can access font styles, sizes, colors, and paragraph settings. Additionally, using keyboard shortcuts like Ctrl + B for bold or Ctrl + E to center text can speed up the process.

What is the easiest way to insert a table in Microsoft Word?

To insert a table, go to the 'Insert' tab, click on 'Table', and either select the number of rows and columns from the grid or choose 'Insert Table' for more options.

How can I create a bulleted or numbered list in Microsoft Word?

To create a bulleted or numbered list, select the text you want to format, then go to the Home tab and click on the 'Bullets' or 'Numbering' button in the Paragraph group.

What features can I use for collaboration in Microsoft Word?

For collaboration, you can use the 'Comments' feature to leave notes, 'Track Changes' to see edits made by others, and the 'Share' button to invite others to edit the document online.

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