Microsoft®

Word 2003

Quick Reference Card

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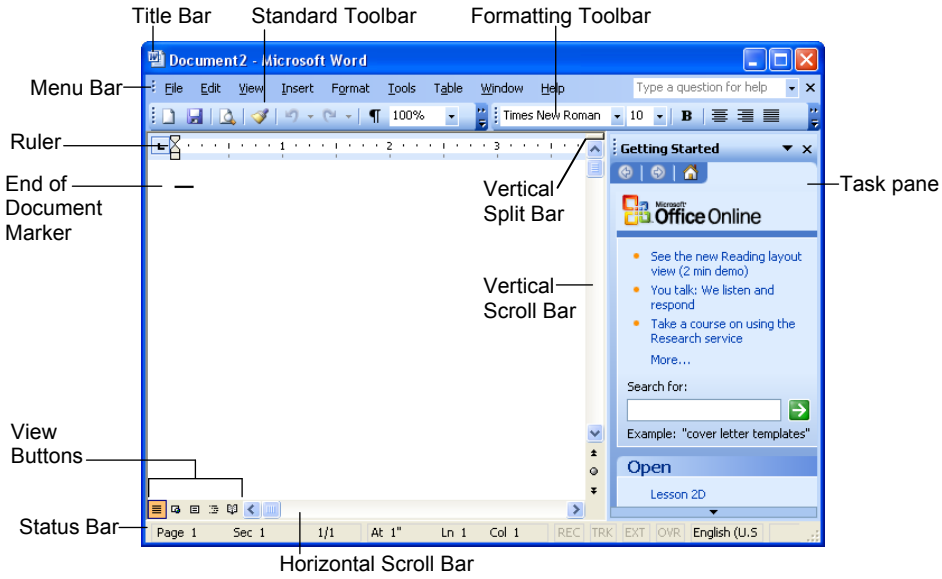
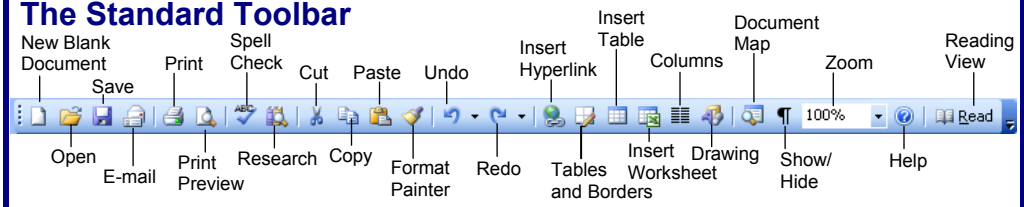
The Word 2003 Screen



The Fundamentals

The Standard Toolbar



- **To Create a New Document:** Click the **New Blank Document button**, or press **<Ctrl>** + **<N>**.
- **To Open a Document:** Click the **Open button** on the Standard toolbar, or select **File** → **Open** from the menu, or press **<Ctrl>** + **<O>**.
- **To Save a Document:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl>** + **<S>**.
- **To Save a Document with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the document.
- **To Preview a Document:** Click the **Print Preview button** on the Standard toolbar or select **File** → **Print Preview** from the menu.
- **To Print a Document:** Click the **Print button** on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl>** + **<P>**.
- **For Advanced Print Options:** Select **File** → **Print** from the menu.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu, or right-click a toolbar, and select the toolbar you want to view or hide.
- **To Show Toolbars on Two Rows:** Click the **Toolbar Options button** at the end of the toolbar and select **Show Buttons on Two Rows**.
- **To Get Help:** Press **<F1>** to open the Help task pane, type your question and press **<Enter>**.
- **To Cut or Copy:** Select the text and click the **Cut button** or **Copy button** on the Standard toolbar, or press **<Ctrl>** + **<X>** (cut) or **<Ctrl>** + **<C>** (copy).
- **To Paste:** Place the insertion point where you want to paste the text, click the **Paste button** on the Standard toolbar, or press **<Ctrl>** + **<V>**.
- **To Move Text using Drag and Drop:** Select the text you want to move, drag the text to the destination, and release the mouse button.
- **To Undo:** Click the **Undo button** on the Standard toolbar or press **<Ctrl>** + **<Z>**.
- **To Use the Thesaurus:** Right-click the word you want to look up, select **Synonyms** from the shortcut menu, and select a synonym from the list.
- **To Find Text:** Select **Edit** → **Find** from the menu or press **<Ctrl>** + **<F>**.
- **To Find and Replace Text:** Select **Edit** → **Replace** from the menu, or press **<Ctrl>** + **<H>**.

Shortcuts

General

Open a Document	**<Ctrl> + <O>**
Save a Document	**<Ctrl> + <S>**
Print a Document	**<Ctrl> + <P>**
Close a Document	**<Ctrl> + <W>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**
Help	**<F1>**
Switch Between Applications	**<Alt> + <Tab>**

Navigation—To Go:

Up One Screen	**<Page Up>**
Down One Screen	**<Page Down>**
Beginning of a Line	**<Home>**
End of a Line	**<End>**
Beginning of Document	**<Ctrl> + <Home>**
End of Document	**<Ctrl> + <End>**
Open the Go To Dialog Box	**<F5>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Overtype Mode	**<Insert>**

Formatting

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

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold **<Ctrl>** and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	**<Ctrl> + <A>**

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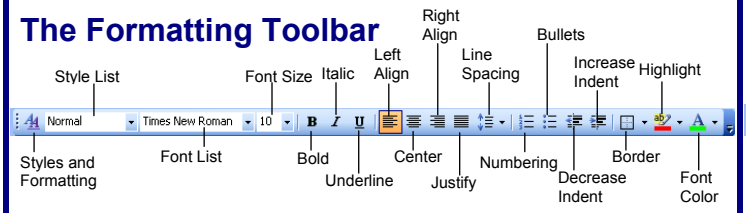
Formatting

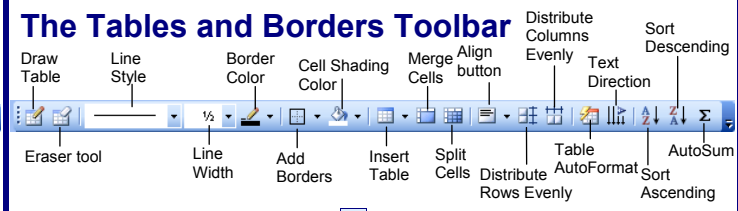
The Formatting Toolbar



- **To Format Selected Text:** Change the style of text by clicking the **Bold button**, **Italics button**, or **Underline button** on the Formatting toolbar.
  Change the font type by selecting a font from the Times New Roman **Font list** on the Formatting toolbar.
  Change the font size by selecting the pt. size from the 12 **Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text to which you want to apply the formatting. Double-click the **Format Painter button** to apply the formatting multiple times.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Left, Center, Right, or Justify) on the Formatting toolbar.
- **To Indent a Paragraph:** Click the **Increase Indent button** on the Formatting toolbar, or click and drag the **Left Indent marker** on the ruler.
- **To Decrease an Indent:** Click the **Decrease Indent button** on the Formatting toolbar.
- **To Add a Tab Stop:** Choose the type of tab you want to insert from the **Tab selector box** and click on the ruler to add the tab. Or select **Format** → **Tabs** from the menu and create tabs in the Tabs dialog box.
- **To Adjust a Tab Stop:** Click and drag the tab stop to the new position on the ruler. For exact measurements, select **Format** → **Tabs** from the menu and modify the tabs in the Tabs dialog box.
- **To Remove a Tab Stop:** Drag the tab stop from the ruler to remove it.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, click the **Line Spacing list arrow**, and select the spacing option.
- **To Create a Bulleted or Numbered List:** Select the paragraph(s) you want to bullet or number, and click the **Bullets button** or the **Numbering button** on the Formatting toolbar.
- **To Add a Border:** Select the paragraph and select a border from the **Border button arrow** on the Formatting toolbar.
- **To Change a Document's Margins:** Select **File** → **Page Setup** from the menu, click the **Margins tab**, and adjust the margins.
- **To Change a Page's Orientation:** Select **File** → **Page Setup** from the menu, click the **Margins tab** and select the orientation.
- **To Add or View a Document Header or Footer:** Select **View** → **Header and Footer** from the menu.
- **To Switch Between the Header and Footer:** Click the **Switch Between Header and Footer button** on the Header and Footer toolbar.
- **To Insert a Manual Page Break:** Place the insertion point where you want to insert the page break and press **<Ctrl>** + **<Enter>**.
- **To Insert a Section Break:** Select **Insert** → **Break** from the menu and select the type of section break you want to insert.
- **To Create Newspaper Columns:** Click the **Columns button** on the Standard toolbar and drag to select the number of columns you want.

Tables

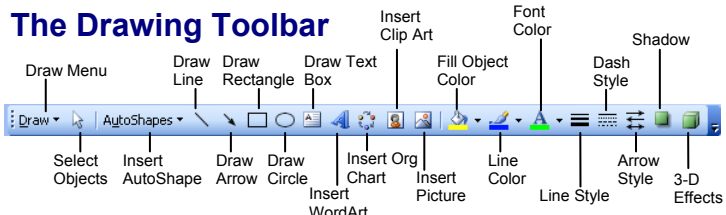
The Tables and Borders Toolbar



- **To Create a Table:** Click the **Insert Table button** on the Standard toolbar and select the number of columns and rows from the grid.
- **To Adjust Column Width or Row Height:** Drag the right border of the column, or drag the bottom border of the row. Right-click the border to AutoFit the column or row according to its contents.
- **To Delete a Column or Row:** Select the column or row, click the **right mouse button** and select **Delete Columns** or **Delete Rows** from the shortcut menu, or select **Table** → **Delete** → **Columns** or **Rows** from the menu.
- **To Insert a Column or Row:** Select the column or row where you want the new column or row to be inserted. Click the **right mouse** button and select **Insert Columns** or **Insert Rows** from the shortcut menu, or select **Table** → **Insert** → **Columns** or **Rows** from the menu.

Drawing and Graphics

The Drawing Toolbar



- **To View the Drawing Toolbar:** Click the **Drawing button** on the Standard toolbar, or select **View** → **Toolbars** → **Drawing**.
- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art**, search by keyword, click the graphic's list arrow, and select **Insert**.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, navigate to and select the file, and click **Insert**.
- **To Draw an Object:** Click the type of object you want to draw on the Drawing toolbar. Draw the shape by clicking on the document with the + pointer and dragging until the shape reaches the desired size.
- **To Move an Object:** Click and drag the object using the mouse.
- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size.

Mail Merge

1. **Select the document type:** Select **Tools** → **Letters and Mailings** → **Mail Merge Wizard** from the menu, select the type of main document type you want to use, and click **Next**.
2. **Select the starting document:** Specify how you want to set up your letters and click **Next**.
3. **Select recipients:** Specify the list of recipients you want to use (and enter the recipients if necessary) and click **Next**.
4. **Write your letter:** Place the insertion point where you want to insert the mail merge information in the Main Document and click the appropriate item(s) in the mail merge task pane. Click **Next** when you're finished.
5. **Preview your letters:** Browse the merged letters and click **Exclude** to exclude a letter. Click **Next** when you're finished.
6. **Complete the Merge:** Specify where you want to send the merged letters.

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