Microsoft®

Word 2011

Quick Reference Card

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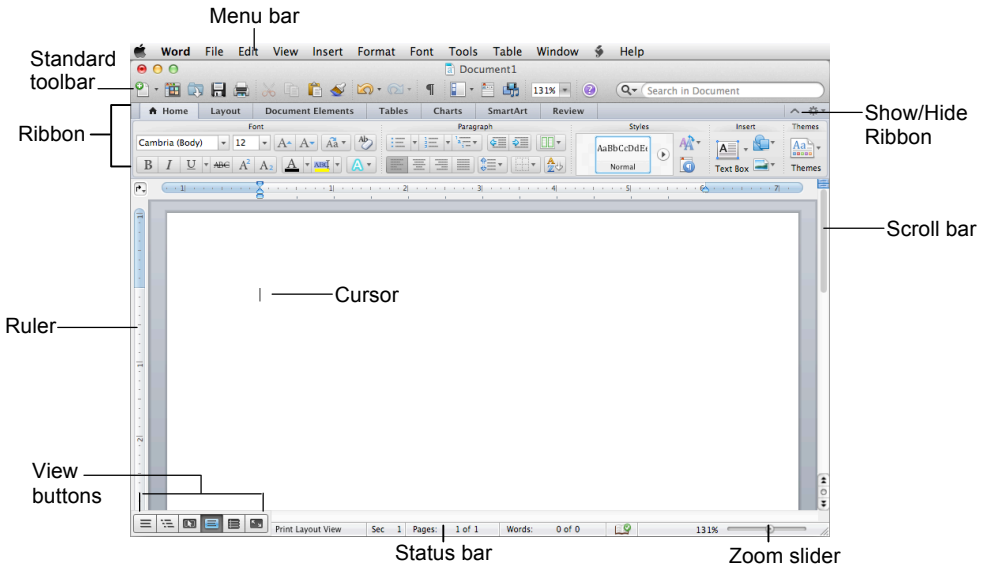
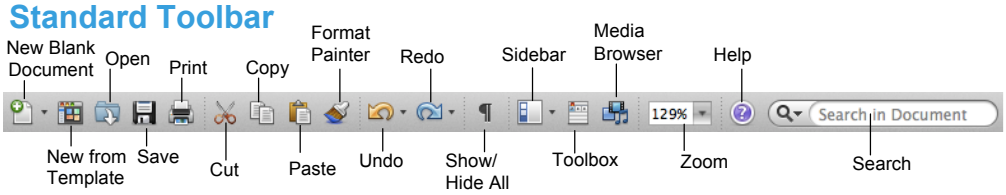
Word 2011 Screen



The Fundamentals

Standard Toolbar



- **To Create a New Document:** Click the **New Blank Document** button, or press **<⌘>** + **<N>**.
- **To Create a New Document from a Template:** Click the **New from Template** button, or press **<Shift>** + **<⌘>** + **<P>**.
- **To Open a Document:** Click the **Open** button on the Standard toolbar, or select **File** → **Open** from the menu, or press **<⌘>** + **<O>**.
- **To Save a Document:** Click the **Save** button on the Standard toolbar, or select **File** → **Save** from the menu, or press **<⌘>** + **<S>**.
- **To Save a Document under a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the document.
- **To Preview and Print a Document:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu or press **<⌘>** + **<P>**.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To Undo:** Click the **Undo** button on the Standard toolbar or press **<⌘>** + **<Z>**.
- **To Hide or Show the Ribbon:** Click the **Show/Hide** button on the Ribbon. Or, click the active tab on the Ribbon.
- **To Open or Close the Toolbox:** Click the **Toolbox** button on the Standard toolbar.
- **To Change Toolbox Tools:** Select **View** from the menu bar and select the tool you want to view from the menu. Or, click a button near the top of the Toolbox to change the tool displayed.
- **To Get Help:** Select **Help** → **Word Help** from the menu, or press **<⌘>** + **<?>**.
- **To Cut:** Select the text and press **<⌘>** + **<X>**.
- **To Copy:** Select the text and press **<⌘>** + **<C>**.
- **To Paste:** Place the insertion point where you want to paste the text and press **<⌘>** + **<V>**.
- **To Move and Copy Text using Drag and Drop:** Select the text you want to move, drag the text to the destination and release the mouse button. Press and hold **<Alt>** while dragging to copy.
- **To Find Text:** Select **Edit** → **Find** → **Find** from the menu, or press **<⌘>** + **<F>**.
- **To Find and Replace Text:** Select **Edit** → **Find** → **Replace** from the menu, or press **<⌘>** + **<Shift>** + **<H>**.
- **To Open the Sidebar:** Select **View** → **Sidebar** from the menu, or click the **Sidebar** button on the toolbar.

Keystroke Shortcuts

General

Open a Document	**<⌘> + <O>**
Save a Document	**<⌘> + <S>**
Print a Document	**<⌘> + <P>**
Close a Document	**<⌘> + <W>**
Undo	**<⌘> + <Z>**
Redo or Repeat	**<⌘> + <Y>**
Minimize Window	**<⌘> + <M>**
Switch Between Applications	**<⌘> + <Tab>**

Navigation

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

Editing

Cut	**<⌘> + <X>**
Copy	**<⌘> + <C>**
Paste	**<⌘> + <V>**

Formatting

Bold	**<⌘> + <B>**
Italics	**<⌘> + <I>**
Underline	**<⌘> + <U>**
Align Left	**<⌘> + <L>**
Center	**<⌘> + <E>**
Align Right	**<⌘> + <R>**
Justify	**<⌘> + <J>**
Font Dialog Box	**<⌘> + <D>**

Text Selection

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

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Formatting

- **To Use the Media Browser:** The Media Browser is a collection of objects you can insert in your documents. To display or hide the Media Browser, click the **Media Browser** button on the Standard toolbar and click the tab for the type of object you want to insert. Click an object to insert it in the document.
- **To Use the Toolbox:** The Toolbox is a collection of formatting features, like a bunch of mini-toolbars in one moveable palette. To display or hide the Toolbox, click the **Toolbox** button on the Standard toolbar and click the tab for the tool you want to work with.
- **To Format Selected Text:** Change the style of text by clicking the **Bold** button, **Italics** button, or **Underline** button on the Ribbon.
  Change the font type by selecting a font from the **Font** list.
  Change the font size by selecting the pt. size from the **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 across the text to which you want to apply the formatting. Double-click the **Format Painter** button to apply the copied formatting multiple times.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Left, Center, Right, or Justify) in the Home tab on the Ribbon.
- **To Indent a Paragraph:** Click the **Increase Indent** button in the Home tab on the Ribbon. Or, drag the **Left Indent** marker on the ruler.
- **To Decrease an Indent:** Click the **Decrease Indent** button in the Home tab on the Ribbon.
- **To Add a Tab Stop:** Click where you want to add the tab on the ruler. Or, select **Format** → **Tabs** from the menu. Change the settings in the dialog box to set the location, alignment, and leader for the tab stop. Click **Set** to add the tab stop to the document. Click **OK**.
- **To Change the Tab Alignment:** Click the **Tab selector box** on the ruler before adding the tab.
- **To Adjust or Remove a Tab Stop:** Click and drag the tab stop to the new position on the ruler. Drag the tab stop from the ruler to remove it. Or, select **Format** → **Tabs** from the menu. Select the tab stop you want to remove and click **Clear**.
- **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 in the Bullets and Numbering Panel:** Select the paragraph(s) you want to bullet or number and click the **Bullets** button or the **Numbering** button.
- **To Add a Border:** Select the paragraph and select a border from the **Border** button on the Formatting toolbar.
- **To Change a Document's Margins:** Select **Format** → **Document** from the menu, click the **Margins** tab and adjust the margins.
- **To Change a Document's Vertical Alignment:** Select **Format** → **Document** from the menu, click the **Vertical alignment** list arrow and select the alignment you wish to use.
- **To Change a Page's Orientation:** Select **Format** → **Document** from the menu, click the **Page Setup** button, select the orientation and click **OK**.
- **To Add or View a Document Header or Footer:** Select **View** → **Header and Footer** from the menu.
- **To Insert a Break:** Select **Insert** → **Break** from the menu and select the type of break you want to insert.
- **To Create Newspaper Columns:** Click the **Columns** button on the Ribbon and drag to select the number of columns you want to insert.

Tables

- **To Insert a Table:** Click the **Tables** tab on the Ribbon and click the **New** button. Or, select **Table** → **Insert** → **Table** from the menu.
- **To Draw a Table:** Click the **Tables** tab on the Ribbon and click the **Draw** button. Or, select **Table** → **Draw Table** from the menu.
- **To Adjust Column Width or Row Height:** Drag the right border of the column or drag the bottom border of the row.
- **To Delete a Column or Row:** Select the column or row and click the **Table Layout** tab on the Ribbon. Click the **Delete** button and select **Delete Columns** or **Delete Rows** from the list. Or, select **Table** → **Delete** → **Columns** or **Rows** from the menu. Or, right-click the row or column and select **Delete Cells** from the contextual 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 **Table Layout** tab on the Ribbon and click the insert button you wish to use. Or, select **Table** → **Insert** → **Columns** or **Rows** from the menu.
- **To Merge Cells:** Select the cells you wish to merge. Click the **Table Layout** tab on the Ribbon and click the **Merge** button. Or, select **Table** → **Merge Cells** from the menu.
- **To Draw a Table:** Click the **Tables** tab on the Ribbon and click the **Draw** button. Or, select **Table** → **Draw Table** from the menu.

Drawing and Graphics

- **To Insert Clip Art:** Select **Insert** → **Clip Art** → **Clip Art Browser** or **Clip Art Gallery** from the menu. Or, click the **Clip Art** tab in the Media Browser, search for the image you want to use, and click and drag it onto your document.
- **To Insert a Picture from File:** Select **Insert** → **Photo** → **Picture from File** from the menu. Or, click the **Photos** tab in the Media Browser, navigate to the file, and click and drag it onto your document.
- **To Draw a Shape:** Select **Insert** → **Shape** from the menu. Or, click the **Shapes** tab in the Media Browser. Draw the shape by clicking the document with the + pointer and dragging until the shape reaches the desired size.
- **To Resize a Shape:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key to constrain proportions while resizing.
- **To Move a Shape:** Click and drag the shape using the mouse.
- **To Change Shape Formatting:** Select **Format** → **Shape** from the menu. Or, right-click the shape and select **Format Shape** from the contextual menu.

Mail Merge

1. **Select Document Type:** Select **Tools** → **Mail Merge Manager** from the menu and select the main document type you want to use from the **Create New** list. The current open document acts as the Form Letters option.
2. **Select Recipients List:** Click the **Get List** button and open the list of recipients you want to use or create a new list and then open it.
3. **Insert Placeholders:** Drag and drop the fields from the Merge Field panel to where you want the fields to appear in the document.
4. **Filter Recipients:** Choose recipients you would like to exclude from the mailing.
5. **Preview Results:** Click the **Preview Merge** button to see how each record's data will appear when merged with the main document.
6. **Complete Merge:** Specify where you want to send the merged data.

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