COMMON SHORTCUT KEYS

- Ctrl X: Cut
- Ctrl C: Copy
- Ctrl V: Paste
- Ctrl A: Select All
- Ctrl Z: Undo
- Ctrl F: Find
- Ctrl H: Find & Replace
- Ctrl P: Print
- Ctrl U: Underline
- Ctrl B: Bold
- Ctrl I: Italics
- Ctrl Sh + Superscript
- Ctrl Spacebar: Return to normal
- Ctrl [: Increase Font by 1
- Ctrl ]: Decrease Font by 1
- Ctrl 1: Single Space
- Ctrl 2: Double Space
- Ctrl Enter: Insert manual page break
- Ctrl click: Multi-select
- Ctrl Scroll: Zoom In / Zoom Out
- Sh + F3: Toggle between Title, lower case, upper case
Selecting Text

- To select a word, double-click the left mouse button on the word.
- To select a sentence, hold down CTRL and single-click the left mouse button on the sentence.
- To select a line of text on the screen, single-click with the left mouse button in the left screen margin at the line you want to select.
- To select a paragraph, triple-click the left mouse button in the paragraph.
- To select the whole document, hold down CTRL and A, or triple-click the left mouse button in the left margin of the screen.

Using Format Painter

NOTE: This is the best little tool you have never used! It allows you to duplicate format styles on previously typed text.

1. Select the text that contains the format style that you want to reuse.

2. From the Standard toolbar, click the Format Painter icon if you want to apply the format only once. Double click the Format Painter icon if you want to repeatedly apply the format.

3. Click the text that you want to apply the format.

4. Press ESC to cancel the formatting

Adding shortcuts to a toolbar

1. From the Tools menu, select Customize—Commands
2. Find the desired action under the commands option and drag it to your toolbar!

To shut off the drawing canvas:

1. From the Tools menu, select Options—General.
2. Unselect “Automatically create drawing canvas when inserting Auto Shapes.

Changing Text Direction

1. Click the drawing object or text box that contains the text you want to change.

2. On the Format menu, click Text Direction. Click the orientation you want
Using the Picture Toolbar

Use the picture toolbar to change the contrast, crop, washout, set transparency and more.

Text Wrapping

When you insert an image onto your page, by default the text wrapping is set for inline. This is fine if you want your image in the exact location that it appears in and you don’t want text next to it. Most of the time, this is not the case. You want to be able to move it to a particular location and be able to type text next to it. In that case you need to change the text wrapping on the images. Follow these steps:

1. Click on the image to select it.
2. From the Format menu, select Picture or Object.
3. From the Layout tab, select Tight.
   ** You can also right click on the image and choose Format Picture and click on the Layout tab. You can then choose the type of text wrapping that you want.

Graphic with inline wrapping

Graphic with square wrapping

Locking a picture in place

1. Right click on the object.
2. Select Format Picture (or Format Object)
3. Click the Layout Tab. Click Advanced.
4. Unselect Move Object with Text and select Lock Anchor.
Adding a caption to an inserted image

1. Add an image to your document.
2. From the Insert menu, select Reference → Caption.
3. Enter a caption for the image.
4. Select the type of numbering you prefer by clicking the Numbering button.
5. Use the AutoCaption button to automatically label inserted items.

![Caption dialog box](Image)

Adding text to drawings

1. On the Drawing toolbar, click AutoShapes. Select the type of object that you would like to draw. (If you don’t see the drawing toolbar, from the View menu, select Toolbars → Drawing.
2. Click and drag to create the object on your document.
3. To add text, right click on the object and select Add Text. (Some AutoShapes automatically put the insertion point inside the shape.)
4. Type your text inside the object and format as you like.
5. Try right clicking on object to add color.

![Drawing toolbar and text options](Image)

Figure 1-Caption Example
Adding a printed watermark

NOTE: Watermarks are text or pictures that are added to the background of a page.

1. From the Format menu, select Background → Watermark.
2. Select Picture or Text Watermark.
3. If you are adding a picture watermark, click Select Picture and browse to location of the desired picture.
4. If you are adding a text watermark, enter the text that you want displayed on your document.

Creating a screen capture

1. Press Ctrl + PrtSc
2. Open Paint
3. Paste the image (Ctrl + V).
4. Use the crop tool to select the desired portion of the image
5. Copy the cropped portion (Ctrl + C)
6. Open the document to which the image is to be pasted.
7. Copy the image (Ctrl + C)
8. Use text wrapping to move the image to its correct location.

Making words stand out

1. Type the document.
2. When you need to highlight a word, click the highlight tool from the formatting toolbar on the main menu bar. Click on the arrow next to the highlighting tool to change the highlight color.
3. Drag the mouse over the word(s) to be highlighted.
4. Press ESC to end the highlighting.
Applying a picture to Word Art

1. From the Drawing toolbar, click the Word Art button OR from the Insert menu, select Picture → Word Art.
2. Select a Word Art design and enter the desired text.
3. Click OK.
4. Right click on the Word Art, select Format Word Art
5. From the Color and Lines tab, click the Color option and select Fill Effects.
6. From the Picture tab, click the Select Picture button. Browse to the desired picture.
7. Select OK.

Shrinking a Document to Fit

If you’ve created a document and one or two lines spill over unto a new page, you can use the "Shrink to Fit" feature to fit everything on the page. Choose File, Print Preview and click on the Shrink to Fit button.
Adding an organization chart

1. On the Drawing toolbar, click Diagram or Organizational Chart.
2. Click the Organization Chart diagram, and then click OK.
3. Do one or more of the following:
   o If you want to add text to a shape, right-click the shape, click Edit Text, and type the text. Text cannot be added to lines or connectors in organization charts.
   o If you want to add a shape, select the shape you want to add the new shape under or next to, click the arrow on the Insert Shape button on the Organization Chart toolbar, and then click one or more of the following:

   - **Coworker**— to place the shape next to the selected shape and connect it to the same superior shape.

   - **Subordinate**— to place the new shape below and connect it to the selected shape.

   - **Assistant**— to place the new shape below the selected shape with an elbow connector.

   o If you want to add a preset design scheme, click AutoFormat on the Organization Chart toolbar, and select a style from the Organization Chart Style Gallery.
4. Click outside the drawing when you are finished.

Viewing new fonts

Have you ever found the perfect font for a document and you want the viewer to see the same font, but you're not sure they have the same font?

1. From the File menu, select Save As.
2. Click the arrow next to the Tools menu.
3. Select Save Options.
4. Check the box Embed True Fonts.
Working with Forms

Add checkboxes, drop-down menus, fill-able fields and more on documents.

To add form fields to a document:
1. From the View menu, select –Toolbars ➔ Forms.
2. The Forms toolbar will be displayed.
3. Create the document and add the fields as needed.

Example:
NAME:  □ Male □ Female Support Staff Occupation

4. Press the lock button on the Forms menu after the form is complete so that the forms are fill-able by the viewer.

Text Field:
To set the type of data the field will store or the maximum length, after adding the text field to your document, right click on the field (gray box) and select properties.

Drop Down Field:
To add options to the Drop Down field:
1. Add the Drop Down field to your form.
2. Right click on the gray box containing the Drop Down field.
4. In the Drop-down item box, enter the text for an item you want displayed in the list.
5. Click Add.
6. Repeat steps 4-5 until all items are entered.
7. Click OK.