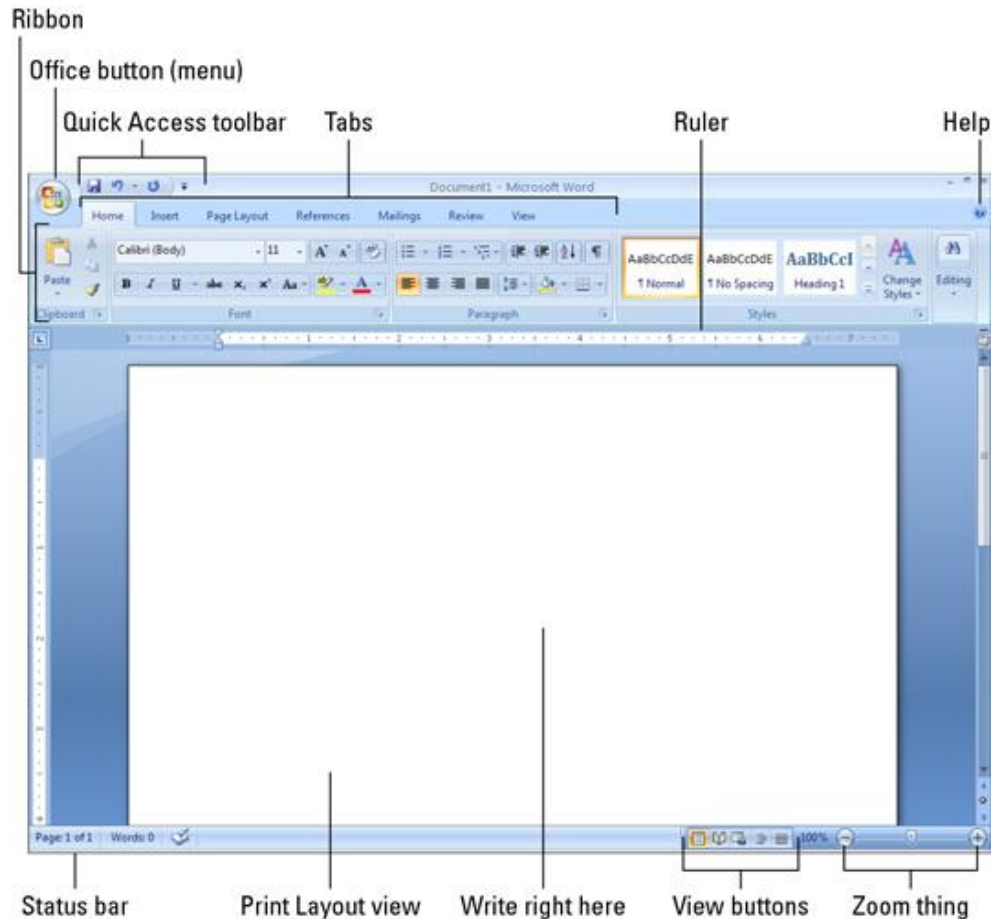


WORD 2007 CHEAT SHEET



How to Move around in a Word 2007 Document

Key	Moves Insertion Pointer . . .
↑	Up one line of text
↓	Down one line of text
→	Right to the next character
←	Left to the next character
Ctrl+ ↑	Up one paragraph
Ctrl+ ↓	Down one paragraph
Ctrl+ →	Right one word
Ctrl+ ←	Left one word
PgUp	Up one screen
PgDn	Down one screen
End	To end of current line
Home	To start of current line
Ctrl+Home	To top of document
Ctrl+End	To bottom of document

WORD 2007 CHEAT SHEET

Word 2007 Formatting and Editing Keyboard Shortcuts

Take advantage of the built-in keyboard shortcuts when you are working in Word 2007. They can help you format text and paragraphs and do some editing quickly and easily.

The kindergarten shortcuts (easy cut/paste etc. tips)

Function	Keyboard Shortcut
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Undo	Ctrl+Z

Paragraph-formatting key commands

Whether you are formatting individual words or whole paragraphs, Word 2007 gives you options for indenting, spacing, aligning, and more.

Function	Keyboard Shortcut	Function	Keyboard Shortcut
Center text	Ctrl+E	Justify	Ctrl+J
Left-align	Ctrl+L	Indent paragraph	Ctrl+M
Right-align	Ctrl+R	Unindent	Ctrl+Shift+M
One line spacing	Ctrl+1	Hanging indent	Ctrl+T
1 1/2 line spacing	Ctrl+5	Unhang indent	Ctrl+Shift+T
Two line spacing	Ctrl+2		

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Text formatting key commands

The following table tells you how to quickly change your text appearance.

Function	Keyboard Shortcut	Function	Keyboard Shortcut
Bold	Ctrl+B	Erase formats	Ctrl+spacebar
Italic	Ctrl+I	Grow font	Ctrl+Shift+>
Underline	Ctrl+U	Shrink font	Ctrl+Shift+<
Double underline	Ctrl+Shift+D	ALL CAPS	Ctrl+Shift+A
Word underline	Ctrl+Shift+W	Font	Ctrl+Shift+F
Small caps	Ctrl+Shift+K	Point size	Ctrl+Shift+P
Superscript	Ctrl+Shift++	Font dialog box	Ctrl+D
Subscript	Ctrl+=		

Common and Uncommon Word 2007 Keyboard Commands

Word 2007 retains many of the keyboard commands and shortcuts of earlier versions . The following table tells you which keys to press to access usual things like a new document and unusual things like a word count:

Usual Commands	Keyboard Shortcut	Unusual Commands	Keyboard Shortcut
Help	F1	Go To	F5
Cancel	Escape	Show/Hide	Ctrl+Shift+8
Go back	Shift+F5	Office Button menu	Alt+F
New document	Ctrl+N	Styles task pane	Ctrl+Shift+Alt+S
Open	Ctrl+O	Print Preview	Ctrl+Alt+I
Print	Ctrl+P	Word count	Ctrl+Shift+G
Close	Ctrl+W	Symbol font	Ctrl+Shift+Q

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Quick save	Ctrl+S	Print Layout view	Ctrl+Alt+P
Repeat	Ctrl+Y	Draft (Normal) mode	Ctrl+Alt+N
Find	Ctrl+F	Outline mode	Ctrl+Alt+O
Find and replace	Ctrl+H	Split window	Alt+Ctrl+S
Manual page break	Ctrl+Enter		

How to Insert Special Characters in Word 2007

With the Word 2007 update, you get access to some pretty special characters. The following list shows the keys you use to insert certain symbols into your text.

Euro symbol	€	Ctrl+Alt+E
Trademark	™	Ctrl+Alt+T
Copyright	©	Ctrl+Alt+T
Registered	®	Ctrl+Alt+R
En dash	–	Ctrl+minus*
Em dash	—	Alt+Ctrl+minus*
Unbreakable space		Ctrl+Shift+Spacebar
Unbreakable hyphen		Ctrl+Shift+- (hyphen)

*The minus key on the numeric keypad

How to Insert Things in Word 2007

With Word 2007, you can insert all sorts of things into your document — the time, a comment, a footnote, and more. The following table tells you what keys to press to insert some handy information:

To Insert This	Press This
Today's date	Alt+Shift+D
Current time	Alt+Shift+T
Paste special	Alt+Ctrl+V
Footnote	Alt+Ctrl+F

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Endnote	Alt+Ctrl+D
Comment	Ctrl+Alt+M

Special Tips for Word 2007

- Always press Ctrl+Enter to start a new page. That inserts a manual page break, which forces a new page automatically.
- Use tabs to line up your text. Never use spaces. One tab is all you need. If you're typing more than one tab, you need to reset the tab stops.
- Always use one tab between columns to line them up. It makes editing the information easier if you have to do it.
- If you need to change any page formatting in the middle of your document, start a new section.
- Save your styles in a template! That way, you can use them for new documents you create without having to rebuild all your styles over and over.

<http://www.dummies.com/how-to/content/word-2007-for-dummies-cheat-sheet.html>