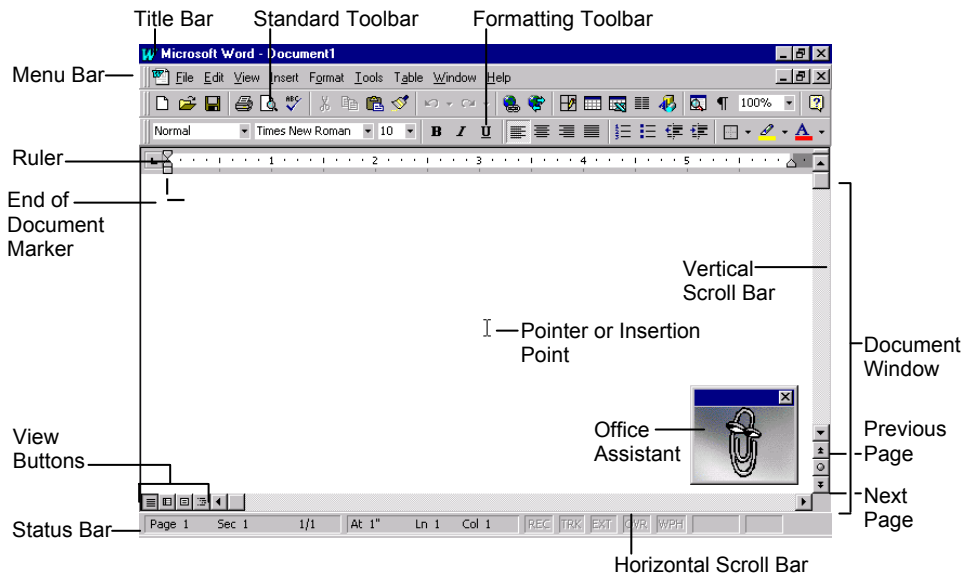


## The Word 97 Screen



## Shortcuts

### General

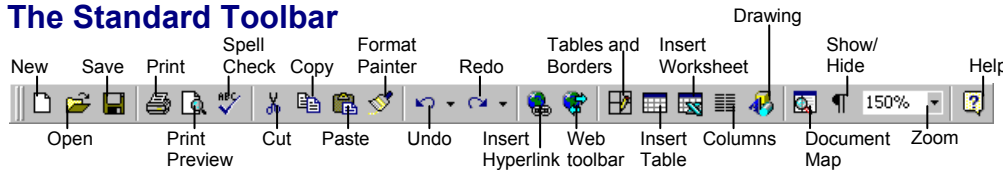
Open a Document	<Ctrl> + <O>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>

### 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>

## The Fundamentals

### The Standard Toolbar



- **To Create a New Document:** Click the **New button** on the Standard toolbar.
- **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 right-click the toolbar and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>** to open the Office Assistant, type your question in normal English and click **Search**.
- **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:** Move the insertion point where you want to paste the text and 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:** Select the word you want to look up, press **<Shift> + <F7>**, 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>**.
- **To Print an Envelope:** Select **Tools** → **Envelopes and Labels** from the menu.

### Editing

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

### Formatting

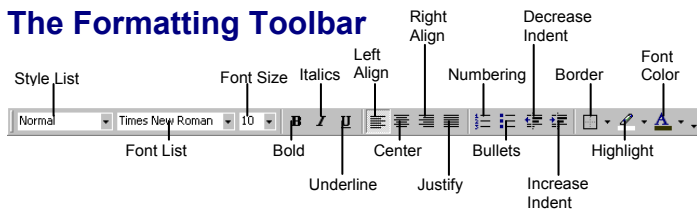
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

### Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <b>&lt;Ctrl&gt;</b> 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>

# Formatting

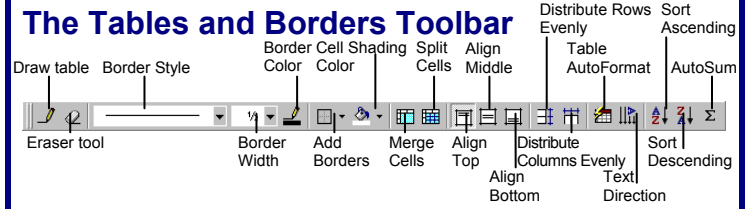
## The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U 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 where you want to apply the formatting.
- **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:** Click on the ruler where you want to add the tab.
- **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 **L tab stop** to the desired position on the ruler. Drag the **L 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 bulleted 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 **Paper Size tab**, and select the orientation.
- **To Add or View a Document Header or Footer:** Select **View** → **Header and Footer** from the menu.
- **To Switch Views 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 then drag to select the number of columns you want.

# Tables

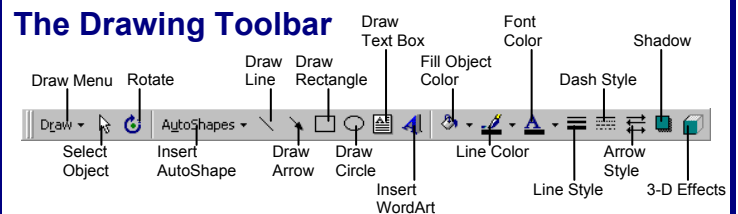
## The Tables and Borders Toolbar



- **To Create a Table:** Click the **Insert Table button** on the Standard toolbar and click and drag inside the grid to select the number of columns and rows.
- **<Tab>** goes to the next cell; **<Shift> + <Tab>** goes to the previous cell.
- **To Adjust Column Width:** Drag the right border of the column. Right-click the right border to AutoFit the column 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 **Delete 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 in front of. Click the **right mouse button** and select **Insert Columns** or **Insert Rows** from the shortcut menu, or select **Table** → **Insert Columns** or **Insert 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** from the menu.
- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, select a clip art category, select the clip art, and click **OK**.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file, and click **OK**.
- **To Draw an Object:** Click the object you want to draw on the drawing toolbar and draw your 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. **Create the Main Document:** Select **Tools** → **Mail Merge** from the menu, click **Create** under the Main document section, and select the type of main document you want.
2. **Create a Data Source:** Select **Tools** → **Mail Merge**, click **Get Data** under the Data Source section, then click **Create Data Source**. Add and/or remove any field names and click **OK**. Enter the records to the data source in the Data Form dialog box and click **OK** when you're finished.
3. **Insert the Merge Fields:** Verify that the Main Document is, place the insertion point where you want to insert the field, click the **Insert Merge Field** button on the Mail Merge toolbar and select a field.
4. **Perform the Merge:** Click the **Merge to Printer button** or the **Merge to New Document button** on the Mail Merge toolbar.