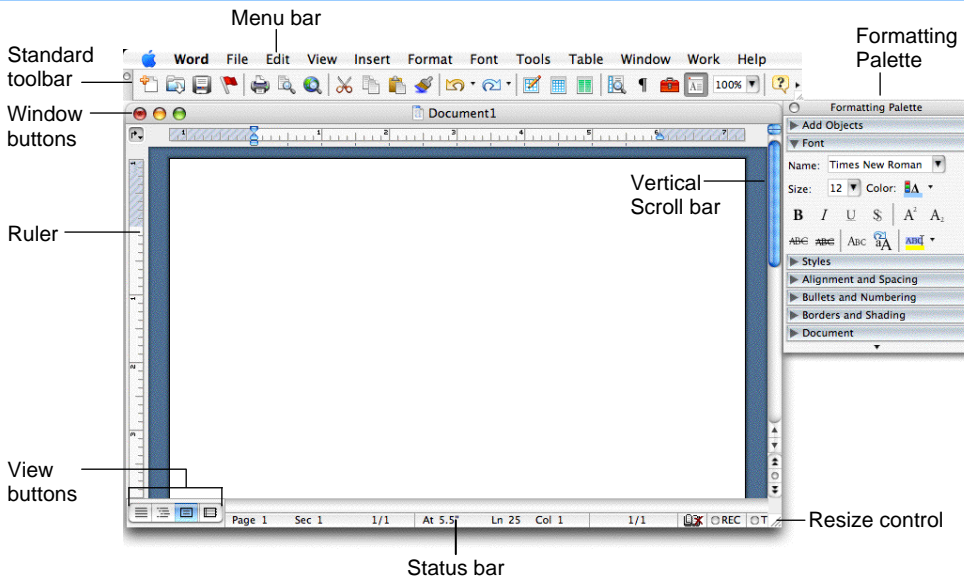




The Word 2004 Screen



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>
Overtyping Mode	<Insert>

Formatting

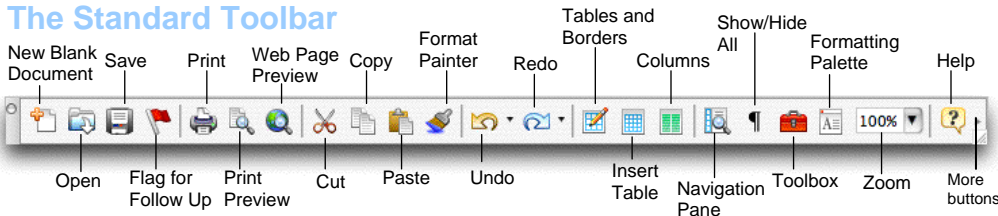
Bold	<⌘> +
Italics	<⌘> + <I>
Underline	<⌘> + <U>
Align Left	<⌘> + <L>
Center	<⌘> + <E>
Align Right	<⌘> + <R>
Justify	<⌘> + <J>
Font Dialog Box	<⌘> + <D>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <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	<⌘> + <A>

The Fundamentals

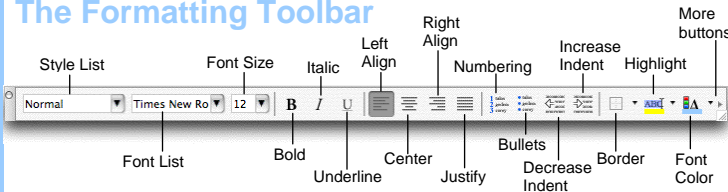
The Standard Toolbar



- **To Create a New Document:** Click the **New Blank document button**, or press <⌘> + <N>.
- **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 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 <⌘> + <P>.
- **To Correct a Spelling Error:** Control-click the error to bring up a suggestion menu.
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Select **Help** from the menu bar and select the type of help you want to use.
- **To Cut:** Select the text and click the **Cut button** on the Standard toolbar, or press <⌘> + <X>.
- **To Copy:** Select the text and click the **Copy button** on the Standard toolbar, or press <⌘> + <C>.
- **To Paste:** Place the insertion point where you want to paste the text, click the **Paste button** on the Standard toolbar, or press <⌘> + <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 <⌘> + <Z>.
- **To Find Text:** Select **Edit** → **Find** from the menu or press <⌘> + <F>.
- **To Find and Replace Text:** Select **Edit** → **Replace** from the menu, or press <⌘> + <Shift> + <H>.
- **To View More Toolbar Buttons:** Click **More Buttons** at the end of the toolbar. Select the button you want to use from the list.

Formatting

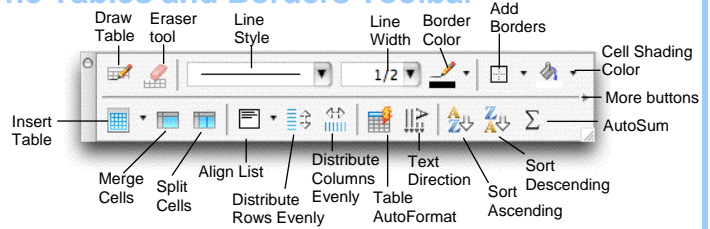
The Formatting Toolbar



- **To Use the Formatting Palette:** The Formatting Palette is a collection of formatting options, kind of like a bunch of mini-toolbars in one moveable palette. Click the **Formatting Palette button** on the Standard toolbar. Select the text or object you want to format and use the formatting options in the Formatting Palette to format the object.
- **To Format Selected 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 **Font list** on the Formatting toolbar. 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 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 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 where you want to add the tab on the ruler.
- **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.
- **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** 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 Page's Orientation:** Select **File** → **Page Setup** from the menu, select the orientation and click **OK**.
- **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 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 Standard toolbar and drag to select the number of columns you want.

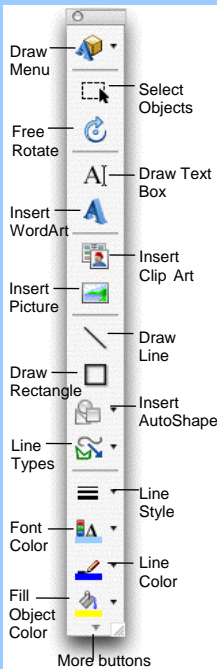
Tables

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.
- **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



- **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. Hold down the **<Shift>** key to draw a perfectly proportioned shape.
- **To View More Drawing Options:** Click **More buttons** for more drawing shapes and options.

Data Merge

1. **Main Document:** Select **Tools** → **Data Merge Manager** from the menu and select the main document type you want to use from the **Create** list. The current open document acts as the Form Letters option.
2. **Data Source:** Click the **Get Data button** and open the list of recipients you want to use or create a new list and then open it.
3. **Word Field:** Drag and drop a condition field from the Word Field panel into the document, then specify the conditions in the dialog box.
4. **Merge Field:** Drag and drop the fields from the Merge Field panel to where you want the fields to appear in the document.
5. **Preview:** Click the **Preview Merge button** to see how each record's data will appear when merged with the main document.
6. **Merge:** Specify where you want to send the merged data.