

Microsoft Word 2019 – Basic Notes

Name: _____ Hour: _____

Formatting Rules:

1. Two spaces after a punctuation mark ending a sentence.
2. One space after a comma (,)
3. Two spaces after a colon (:)
4. One space after a semicolon (;)
5. One space after an abbreviation (Dr. or Mr. or Etc. and so forth)



Commonly Used Functions:

To operate the basic functions of Word follow the steps listed.

Open new file: File – Open

Save file 1st time: File – Save As

Save file: File – Save

Close file: File – Close

Print: File – Print (Choose which printer you want to use)

Set margins: Layout – Page Setup group – Margins (Custom Margins)

Change font: Home – Font group – drop down list or use the “expand” option

Change font size: Home – Font group – drop down list or use the “expand” option

Change font color: Home – Font group – drop down list or use the “expand” option



Bold\Italic\Underline: Home – Font group – **B** *I* U

Alignment: Home – Paragraph group –     (Left, Center, Right and Justify)

Single\Double spacing: Home – Paragraph group –  – Choose Single or Double spacing.

Check spelling: Review – Proofing group – Spelling & Grammar icon

Header and\or Footer: Insert – Header & Footer group – Choose the appropriate options

Insert a picture: Insert – Illustrations group – Online Pictures (for clipart) or Pictures (your own)

Page Border: Design – Page Background group – Page Borders icon

Cut: Home – Clipboard group – Cut icon

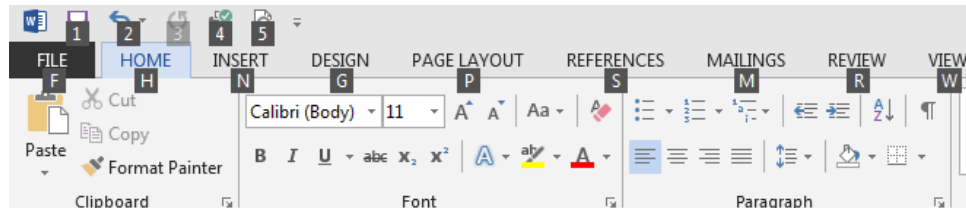
Copy: Home – Clipboard group – Copy icon

Paste: Home – Clipboard group – Paste icon or click the little arrow below to choose Paste Special

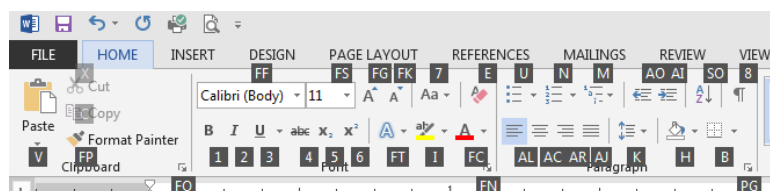
Select text: Put your mouse cursor in front of the first letter of the word you want to select. Now, hold down the left mouse button. Drag your mouse over the text you want to select. Once you have the text selected, let go of the mouse. Your text should be black now. Now, let's say you want to make the selected text bold. Click on FORMAT-FONT-STYLE and choose bold.

Microsoft Word 2019 – Keyboard Shortcuts

There are shortcut keys that you can use to save time. To access the ribbon, press the ALT key.



On each part of the ribbon a letter or number will appear as the above picture shows us.



To make a word bold, you would therefore press ALT to access the keyboard commands then press H to access the Home Ribbon, and then press the number 1 key to choose Bold.

This list of commands allow you to use some of the more common functions of Microsoft Word without using your mouse.

Create a new file	CTRL – N
Open new file	CTRL – O
Save file 1st time	CTRL – S
Save file	CTRL – S
Close file	CTRL – W
Print preview	ALT – CTRL – I
Print	CTRL – P
Set margins	ALT – P – M
Change font	CTRL – SHIFT – F
Change font size larger	CTRL –]
Change font size smaller	CTRL – [
Change font color	ATL – H – FC
Bold	CTRL – B
Italic	CTRL – I
Underline	CTRL – U
Left align	CTRL – L
Center (on or off)	CTRL – E
Right align (on or off)	CTRL – R
Single space	CTRL – 1
Double space	CTRL – 2

Highlight a word: Place cursor in front of the item, hold down CTRL – Right Arrow key

Cut	CTRL – X
Copy	CTRL – C
Paste	CTRL – V
Paste Special	CTRL – ATL – V
Paintbrush function	CTRL – SHIFT – V
Find	CTRL – F
Replace	CTRL – H
Undo	CTRL – Z
Redo	CTRL – Y