

MICROSOFT WORD

DOCUMENT WRITING/EDITING TIPS & SHORTCUTS

Keys (Press these)	Action Performed
▪ Enter	New paragraph
▪ Shift + Enter	Line break (move to next line without creating a new paragraph)
▪ Spacebar	Create a single space
▪ Tab	Indent (default is 1/2 inch; can customize)
▪ Backspace	Deletes text/characters to the left
▪ Delete	Deletes text/characters to the right
▪ Ctrl + B	BOLD text
▪ Ctrl + I	ITALICIZE text
▪ Ctrl + U	UNDERLINE text

TEXT SELECTION TECHNIQUES

Selection Technique	Description
Drag	Select text between the start and end points.
Click the selection bar	<ul style="list-style-type: none">• Click to select and highlight a line.• Double-click to select and highlight a paragraph.• Triple-click to select and highlight all content in the document.
Drag the selection bar	Select multiple lines.
Click and Shift+Click	Select all text in between.
Double-click in a word	Select the entire word.
Ctrl-click in a word	Select the entire sentence that contains the word.
Triple-click in a word	Select the entire paragraph that contains the word.
Hold Ctrl and drag	Select the new text in addition to the original selection, enabling you to select non-connected areas.
Ctrl+A	Select the entire document (a shortcut for the Select All command on the Home tab, in the Editing group, under the Select drop-down menu).
Click	Place the insertion point and clear the current selection.
Hold Ctrl while selecting	Select multiple non-contiguous areas within a document.
Ctrl + Shift + End	Select from current location to the end of the document
Ctrl + Shift + Home	Select from current location to the beginning of the document