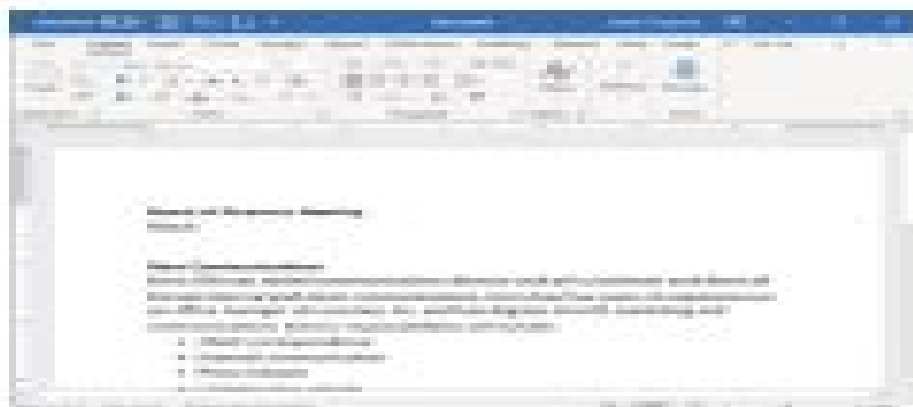
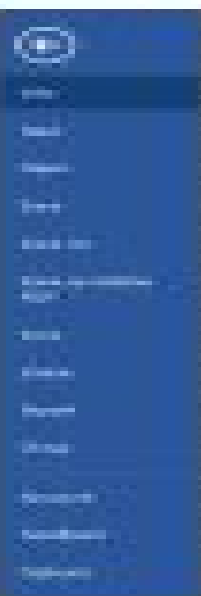


Word Cheat Sheet

Program Screen



Getting Started



The File tab opens Backstage view, which contains commands for working with your files. For Open, Save, New, Print, Share, and Close.

Create a Workbook: Click the File tab and select New or press Ctrl + N. Click to create a workbook.

Open a Workbook: Click the File tab and select Open or press Ctrl + O. Select a workbook to open in the location where it was saved.

Preview and Print a Workbook: Click the File tab and select Print.

Undo: Click the Undo button on the Quick Access Toolbar.

Redo or Repeat: Click the Redo button on the Quick Access Toolbar. The button turns to Repeat. Or press F5 to repeat the last action.

Close a Workbook: Click the Close button in the upper-right corner.

Get Help/Press F1: Click the Help button. Type your question and press Enter.

Cell Address: Cells are referenced by an address made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by clicking the Name box to the left of the formula bar.

Select a Cell: Click a cell or use the keyboard arrows to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, click and hold down the Shift key while using the arrow keys to move the selection to the desired cell of the range. Use the Ctrl key to select non-adjacent cell ranges.

Keyboard Shortcuts

Save	Ctrl + S
Save As	Ctrl + Shift + S
Undo	Ctrl + Z
Open/Recent Files	Ctrl + Shift + F
Print	Ctrl + P
Select All	Ctrl + A
Select adjacent	Shift + Arrow
Select nonadjacent	Ctrl + Shift + Arrow

Navigation

Move between cells	Tab, Shift + Tab
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Down arrow	Page Down
To top of active cell	Home
End of row	End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Link	Ctrl + L
Find	Ctrl + F
Replace	Ctrl + H
Cell address	F5
Clear cell contents	Delete

Formatting

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Apply a fill color	Alt + B
Apply a style	F5

Microsoft Word Custom Guide

Peipei Pang



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