

# WORD 2003 PERSONAL TRAINER

## FREE QUICK REFERENCE CARD

PRINT IT! SHARE IT! POST IT!

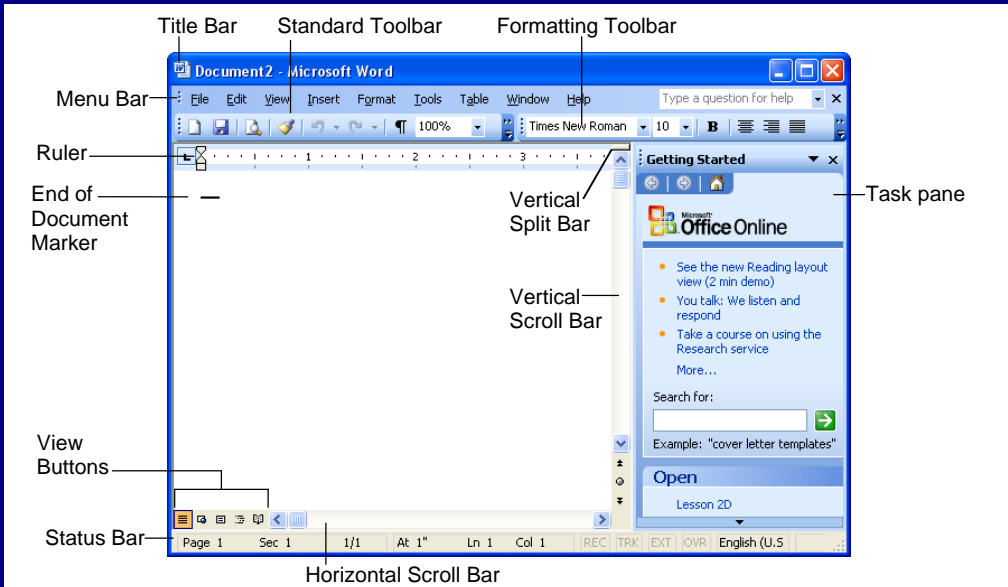
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### THE WORD 2003 SCREEN



### SHORTCUTS

#### GENERAL

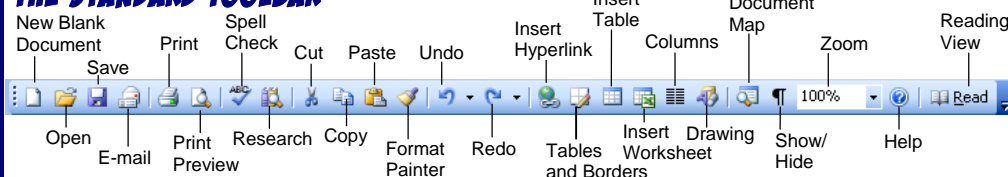
Open a Document	<Ctrl> + <O>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Select Everything	<Ctrl> + <A>
Help	<F1>

#### NAVIGATION — GO TO:

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 Blank Document button**, or press **<Ctrl> + <N>**.
- ★ **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 Get Help:** Press **<F1>** to open the Help task pane, type your question and press **<Enter>**.
- ★ **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:** Place the insertion point where you want to paste the text, 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:** Right-click the word you want to look up, select **Synonyms** from the shortcut menu, 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>**.

#### EDITING

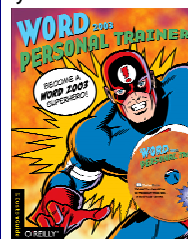
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>

#### FORMATTING

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

### LIKE THIS QUICK REFERENCE? YOU'LL LOVE THE CD AND BOOK!

Available at Amazon.com or your local bookstore, **Personal Trainer** will help you become a Word 2003 superhero!

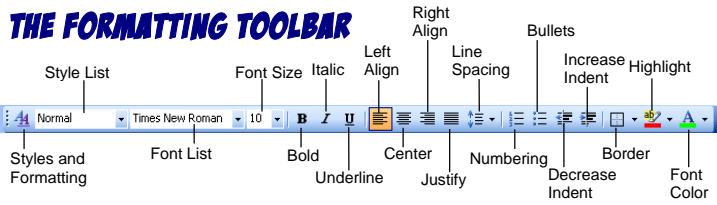


[Click to Learn More](#)

- ★ Interactive training CD with more than 12 hours of engaging lessons on Word
- ★ Fully-illustrated and easy-to-read book
- ★ Bite-sized lessons: Learn what you need, at your own pace

## FORMATTING

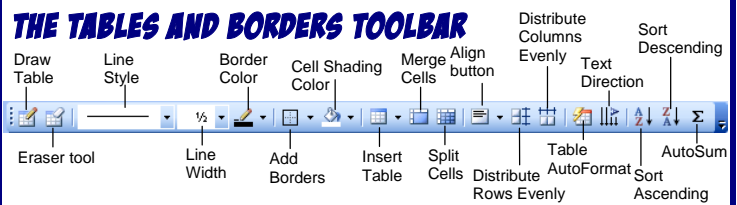
### THE FORMATTING TOOLBAR



- ✦ **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 **Times New Roman** **Font list** on the Formatting toolbar.  
Change the font size by selecting it 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 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 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:** Choose the type of tab you want to insert from the **Tab selector box** and click on the ruler to add the tab. Or select **Format** → **Tabs** from the menu and create tabs in the Tabs dialog box.
- ✦ **To Adjust a Tab Stop:** Click and drag the **tab stop** to the new position on the ruler. For exact measurements, select **Format** → **Tabs** from the menu and modify the tabs in the Tabs dialog box.
- ✦ **To Remove a Tab Stop:** Drag the **tab stop** from the ruler.
- ✦ **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 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 **Margins tab** and select the orientation.
- ✦ **To Add or View a Document Header or Footer:** Select **View** → **Header and Footer** from the menu.
- ✦ **To Switch 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 drag to select the number of columns you want.

## TABLES

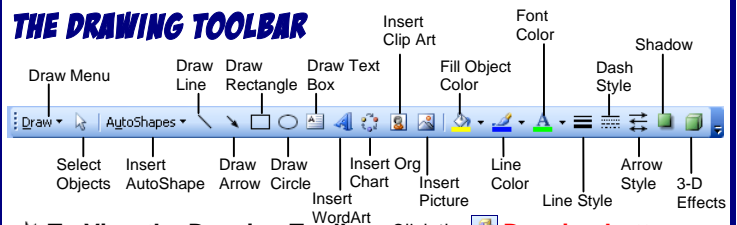
### THE TABLES AND BORDERS TOOLBAR



- ✦ **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. Right-click the border to AutoFit the column or row 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 **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

### THE DRAWING TOOLBAR



- ✦ **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.

## MAIL MERGE

1. **Select the document type:** Select **Tools** → **Letters and Mailings** → **Mail Merge Wizard** from the menu, select the type of main document type you want to use, and click **Next**.
2. **Select the starting document:** Specify how you want to set up your letters and click **Next**.
3. **Select recipients:** Specify the list of recipients you want to use (and enter the recipients if necessary) and click **Next**.
4. **Write your letter:** Place the insertion point where you want to insert the mail merge information in the Main Document and click the appropriate item(s) in the mail merge task pane. Click **Next** when you're finished.
5. **Preview your letters:** Browse the merged letters and click **Exclude** to exclude a letter. Click **Next** when you're finished.
6. **Complete the Merge:** Specify where you want to send the merged letters.