

Introduction to Computer

Lecture #11

Topic

Microsoft Word Activity

Microsoft Word

Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983 under the name Multi-Tool Word for Xenix systems.

Shortcut keys

Shortcut	Description
<u>Ctrl+O</u>	Toggles 6pts of spacing above the <u>paragraph</u> .
<u>Ctrl+A</u>	Select all contents of the page.
<u>Ctrl+B</u>	<u>Bold</u> highlighted selection.
<u>Ctrl+C</u>	<u>Copy</u> selected text.
<u>Ctrl+D</u>	Open the <u>font</u> preferences window.
<u>Ctrl+E</u>	Aligns the line or selected text to the center of the screen.

Continue....

Ctrl+F

Open find box.

Ctrl+I

Italic highlighted selection.

Ctrl+J

Aligns the selected text or line to justify the screen.

Ctrl+K

Insert a hyperlink.

Ctrl+L

Aligns the line or selected text to the left of the screen.

Ctrl+M

Indent the paragraph.

Continue....

Ctrl+F

Open find box.

Ctrl+I

Italic highlighted selection.

Ctrl+J

Aligns the selected text or line to justify the screen.

Ctrl+K

Insert a hyperlink.

Ctrl+L

Aligns the line or selected text to the left of the screen.

Ctrl+M

Indent the paragraph.

Continue....

Ctrl+N

Opens new, blank document window.

Ctrl+O

Opens the dialog box or page for selecting a file to open.

Ctrl+P

Open the print window.

Ctrl+R

Aligns the line or selected text to the right of the screen.

Ctrl+S

Save the open document. Like Shift+F12.

Continue

Alt+X

Show the Unicode code of a highlighted character.

Ctrl+T

Create a hanging indent.

Ctrl+U

Underline the selected text.

Ctrl+V

Paste.

Ctrl+W

Close the currently open document.

Ctrl+X

Cut selected text.

Ctrl+Y

Redo the last action performed.

Ctrl+Z

Undo last action.



Thank you