

May 19, 2017

# LEARNING NEWSFLASH

Innovative Strategies and Tools to Enrich Knowledge

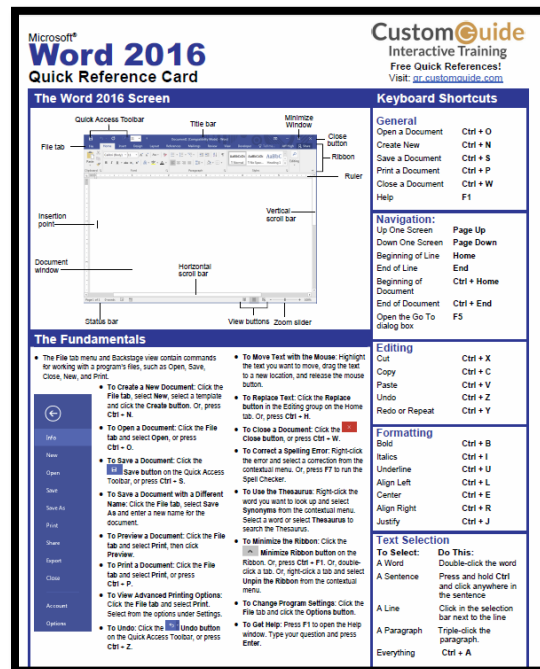
In this Issue:

- Quick Card Link

## MICROSOFT OFFICE 2016 QUICK CARD

Do you work with any of the software packages in the Microsoft Office Suite – Outlook, Access, Excel, PowerPoint, or Word? If so, you can download the free quick reference card from Custom Guide which contains screen review, shortcuts, and steps on various functions of each of the programs.

Here is a link to download your free card kit: [Custom Guide Microsoft Office Suite Quick Card](http://www.customguide.com)



**Microsoft Word 2016 Quick Reference Card**

CustomGuide Interactive Training  
Free Quick References!  
Visit: [www.customguide.com](http://www.customguide.com)

**The Word 2016 Screen**

Labels: Quick Access Toolbar, Title bar, Minimize, Close button, Ribbon, Ruler, File tab, Insertion point, Document window, Horizontal scroll bar, Vertical scroll bar, Status bar, View buttons, Zoom slider.

**The Fundamentals**

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
- To Create a New Document: Click the File tab, select New, select a template and click the Create button. Or, press Ctrl + N.
- To Open a Document: Click the File tab and select Open, or press Ctrl + O.
- To Save a Document: Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
- To Save a Document with a Different Name: Click the File tab, select Save As and enter a new name for the document.
- To Preview a Document: Click the File tab and select Print, then click Preview.
- To Print a Document: Click the File tab and select Print, or press Ctrl + P.
- To View Advanced Printing Options: Click the File tab and select Print. Select from the options under Settings.
- To Undo: Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.
- To Move Text with the Mouse: Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- To Reparse Text: Click the Reparse button in the Editing group on the Home tab. Or, press Ctrl + R.
- To Close a Document: Click the Close button, or press Ctrl + W.
- To Correct a Spelling Error: Right-click the error and select a correction from the contextual menu. Or, press F7 to run the Spell Checker.
- To Use the Thesaurus: Right-click the word you want to look up and select Synonyms from the contextual menu. Select a word or select Thesaurus to search the Thesaurus.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, double-click a tab. Or, right-click a tab and select Uplift the Ribbon from the contextual menu.
- To Change Program Settings: Click the File tab and click the Options button.
- To Get Help: Press F1 to open the Help window. Type your question and press Enter.

**Keyboard Shortcuts**

**General**

Open a Document	Ctrl + O
Create New	Ctrl + N
Save a Document	Ctrl + S
Print a Document	Ctrl + P
Close a Document	Ctrl + W
Help	F1

**Navigation:**

Up One Screen	Page Up
Down One Screen	Page Down
Beginning of Line	Home
End of Line	End
Beginning of Document	Ctrl + Home
End of Document	Ctrl + End
Open the Go To dialog box	F5

**Editing**

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y

**Formatting**

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

**Text Selection**

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold Ctrl and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	Ctrl + A