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Word 2019 Basic

Quick Reference Guide

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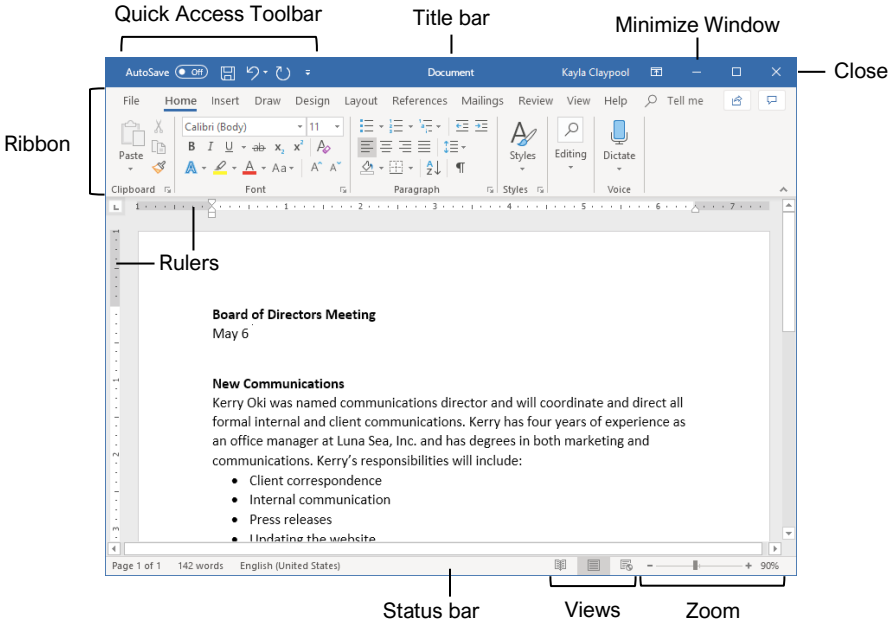
The Word 2019 Program Screen



Word Fundamentals

Create a Blank Document: Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl** + **N**.

Open a Document: Click the **File** tab and select **Open**, or press **Ctrl** + **O**. Select a location with a file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl** + **S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.

Reading View

Print Layout View

Web Layout View

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

Select and Edit Text

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Sentence: Press the **Ctrl** key and click in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl** + **A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

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 once everything has been re-done.

Keyboard Shortcuts

General

Open a document	**Ctrl** + **O**
Create a new document	**Ctrl** + **N**
Save a document	**Ctrl** + **S**
Print a document	**Ctrl** + **P**
Close a document	**Ctrl** + **W**

Navigation

Move the text cursor	↑, ↓, ←, →
Up one screen	**Page Up**
Down one screen	**Page Down**
Beginning of a line	**Home**
End of a line	**End**
Beginning of a document	**Ctrl** + **Home**
End of a document	**Ctrl** + **End**
Open Go To dialog box	**Ctrl** + **G**

Editing

Cut	**Ctrl** + **X**
Copy	**Ctrl** + **C**
Paste	**Ctrl** + **V**
Undo	**Ctrl** + **Z**
Redo	**Ctrl** + **Y**
Find	**Ctrl** + **F**
Replace	**Ctrl** + **H**
Select All	**Ctrl** + **A**
Check Spelling and Grammar	**F7**

Formatting

Bold	**Ctrl** + **B**
Italics	**Ctrl** + **I**
Underline	**Ctrl** + **U**
Align Left	**Ctrl** + **L**
Align Center	**Ctrl** + **E**
Align Right	**Ctrl** + **R**
Justify	**Ctrl** + **J**
Indent a paragraph	**Ctrl** + **M**
Remove an indent	**Ctrl** + **Shift** + **M**
Increase font size	**Ctrl** + **Shift** + **>**
Decrease font size	**Ctrl** + **Shift** + **<**
Increase font size 1pt	**Ctrl** + **]**
Decrease font size 1pt	**Ctrl** + **[**
Copy formatting	**Ctrl** + **Shift** + **C**
Paste formatting	**Ctrl** + **Shift** + **V**
Show/Hide Formatting Marks	**Ctrl** + **Shift** + *****

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Select and Edit Text

Spelling and Grammar Errors: Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

Correct a Spelling or Grammar Error: Manually make the correction, or right-click the error and select a suggestion you want to use.

Ignore a Spelling or Grammar Error: Right-click the error and select **Ignore All**.

Check Spelling and Grammar: Click the **Review** tab and click the **Spelling & Grammar** button.

Find the Word Count: Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

Use the Thesaurus: Click the word you want to replace, click the **Thesaurus** button on the Review tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

Find Text: Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

Replace Text: Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

Insert a Symbol: Click where you want to insert the symbol. Click the **Insert** tab and click the **Symbol** button. Either select a symbol from the menu or select **More Symbols**, select a symbol, and click **Insert**.

Insert Text from Another File: Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

Format Text and Paragraphs

Change the Font: Select the text you want to change, click the **Font** list arrow, and select a new font.

Change the Font Size: Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

Change the Font Color: Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

Apply Bold, Italic, or an Underline: Click the **Bold** B, **Italic** I or **Underline** U button in the Font group on the Home tab.

Clear Formatting: Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

Format Text and Paragraphs

Create a Bulleted List: Select the text you want to make into a bulleted list, and click the **Bullets** button.

Change a Bulleted List Style: Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.

Create a Numbered List: Select the text you want to make into a numbered list, and click the **Numbering** button.

Change a Numbered List Style: Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

Align a Paragraph: Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

Left aligned

Center aligned

Right aligned

Add a Border: Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

Add Shading: Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

Change Line Spacing: Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

Change Paragraph Spacing: Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

Copy Formatting: Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

Indent Paragraphs: Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.

Set Custom Indents: Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.

Enable the Ruler: Click the **View** tab, then check the **Ruler** check box.

Set a Tab Stop: Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

Format Text and Paragraphs

Types of Tab Stops: Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

- **Left aligned** will align the left side of the text with the tab stop.
- **Center aligned** will align the text so that it's centered under the tab stop.
- **Right aligned** will align the right side of the text with the tab stop.
- **Decimal aligned** will align text and numbers by a decimal point.

Remove a Tab Stop: Click and drag a tab stop off of the ruler.

Format the Page

Choose a Margin Size: Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

Change Paper Size: Click the **Layout** tab, click the **Size** button, and select the size you want to use.

Change Paper Orientation: Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

Use a Header or Footer: Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

Add Page Numbers: Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

Format Columns: Click the **Layout** tab, click the **Columns** button, and select a column option.

Insert Column Breaks: Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

Insert Page Breaks: Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

Add a Watermark: Click the **Design** tab, click the **Watermark** button, and select a watermark style.

Add Page Color: Click the **Design** tab, click the **Page Color** button, and select a page color.

Add Page Borders: Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click **OK**.

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Word 2019 Intermediate

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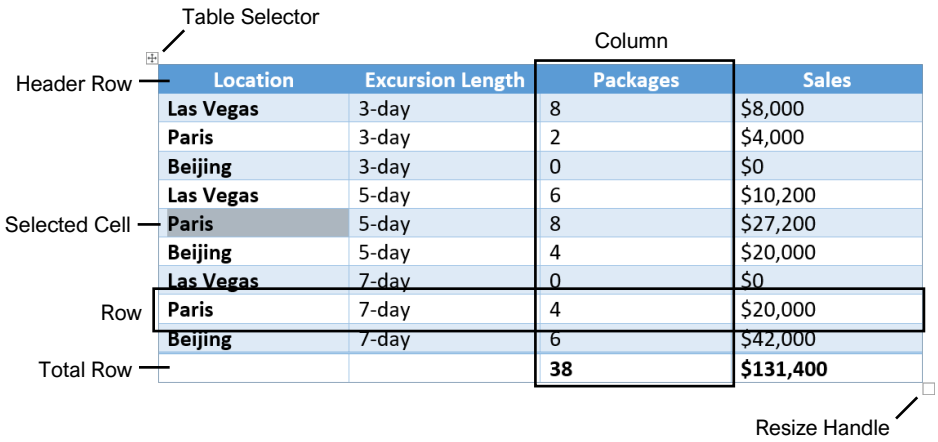
Elements of a Table



Location	Excursion Length	Packages	Sales
Las Vegas	3-day	8	$8,000
Paris	3-day	2	$4,000
Beijing	3-day	0	$0
Las Vegas	5-day	6	$10,200
Paris	5-day	8	$27,200
Beijing	5-day	4	$20,000
Las Vegas	7-day	0	$0
Paris	7-day	4	$20,000
Beijing	7-day	6	$42,000
		38	$131,400

Tables

Insert a Table: Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

Add a Row or Column: Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**, depending on where you want the row or column to be added.

Delete a Row or Column: Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

Convert a Table to Text: Select the table, click the Table Tools **Layout** tab, click the **Convert to Text** button, choose how to separate the cells, and click **OK**.

Manually Resize a Table Row or Column: Click and drag the cell border.

Automatically Resize a Table Row or Column: Click within the table, click the Table Tools **Layout** tab, click the **AutoFit** button, and select an option.

Merge Cells: Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells** button.

Split Cells: Select a cell, click the Table Tools **Layout** tab, click the **Split Cells** button, enter the number of rows and columns, and then click **OK**.

Distribute Rows and Columns: Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows** button to distribute the rows evenly, or click the **Distribute Columns** button to distribute the columns evenly.

Apply a Table Style: Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

Apply Text Alignment: Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

Add a Border to a Table: Select a table, click the Table Tools **Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders** button list arrow, and select a border option.

Add Cell Shading: Select the cell(s), click the **Shading** button list arrow, and select a color.

Split a Table: Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table** button.

Navigating a Table

Navigating a Table

Next cell	**Tab**
Previous cell	**Shift** + **Tab**
Next row	↓
Previous row	↑
First cell in a row	**Alt** + **Home**
Last cell in a row	**Alt** + **End**
First cell in a column	**Alt** + **Page Up**
Last cell in a column	**Alt** + **Page Down**

Selecting Cells in a Table

Select a Single Cell: Click in the lower-left corner of a cell, when the cursor changes to an arrow; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Cell**.

Select a Row: Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select**, and choose **Select Row**.

Select a Column: Click above a column, when the cursor changes to an arrow; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Column**.

Select an Entire Table: Click the table selector button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Table**.

Table Style Options

Configure Table Style Options: Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

- Header Row applies special formatting to the first row of a table.
- Total Row applies special formatting to the final row of a table.
- Banded Rows alternates the shading for the body rows between two different colors.
- First Column applies special formatting to the first column in a table.
- Last Column applies a special formatting to the last column in a table.
- Banded Columns alternates the shading for body columns between two different colors.

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Graphics

Insert a Picture: Place the text cursor where you want to insert a picture, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

Remove a Picture's Background: Select a picture, click the **Format** tab, and click the **Remove Background** button. Areas that will be removed are highlighted. Click the **Mark Areas to Keep** button to draw over any area accidentally highlighted, and click the **Mark Areas to Remove** button to draw over any area that needs to be removed. Click the **Keep Changes** button.

Insert a Text Box: Click the **Insert** tab, click the **Text Box** button, and select a style of text box.

Insert a Shape: Click the **Insert** tab, click the **Shapes** button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

Insert a Drawing: Click the **Draw** tab, click the **Draw with Touch** button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the **Draw with Touch** button again when you're done drawing.

Format a Shape: Select a shape, then click the **Format** tab and use the options in the Shape Styles group to customize the appearance of the shape.

- Click the **Shape Fill** button and select a color to change the shape's fill color.
- Click the **Shape Outline** button and select a color and weight for the shape's outline, as well as dash and arrow styles.
- Click the **Shape Effects** button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the Shape Styles gallery. Click the gallery's **More** button to see more presets.

Insert WordArt: Click the **Insert** tab, click the **Insert WordArt** button, and select a style of WordArt.

Insert a Chart: Click the **Insert** tab, click the **Add a Chart** button, select a chart category on the left, select a chart type, and click **OK**. Edit the chart data in the window that opens.

Resize an Object: Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.

Move an Object: Select an object, then click and drag it to a new location.

Rotate an Object: Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the **Format** tab, click the **Rotate Objects** button, and select a rotation option.

Graphics

Flip an Object: Select an object, click the **Format** tab, click the **Rotate Objects** button and select **Flip Vertical** or **Flip Horizontal**.

Position an Object on the Page: Select an object, click the **Format** tab, click the **Position** button, and select a position.

Wrap Text Around an Object: Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

Move an Object Up or Down One Layer: Select an object, click the **Format** tab, and click the **Bring Forward** button to move the object forward one layer, or click the **Send Backward** button to send the object backward one layer.

Group Objects: Select multiple objects, click the **Format** tab, click the **Group Objects** button, and select **Group**.

Ungroup Objects: Select a group, click the **Format** tab, click the **Group Objects** button, and select **Ungroup**.

Align Objects: Select multiple objects, click the **Format** tab, click the **Align** button, and select an alignment option.

Distribute Objects: Select multiple objects, click the **Format** tab, click the **Align** button, and select **Distribute Horizontally** or **Distribute Vertically**.

Styles, Themes, and Templates

Apply a Style: Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

Display the Styles Pane: Click the dialog box launcher in the **Styles** group on the Home tab.

Create a Style: Select some text that's formatted the way you want the style to appear, then click the Styles gallery's **More** button and select **Create a Style** (or, click the **New Style** button in the Styles pane). Give the new style a name and click **OK**.

Modify a Style: Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select **Update ___ to Match Selection**.

Apply a Theme: Click the **Design** tab, click the **Themes** button, and select a theme.

Use a Document Template: Click the **File** tab, click **New**, search for a template in the search field or select a recommended template, select a template, and click **Create**.

Create a Document Template: Click the **File** tab, click **Save As**, select a location, give the file a name, click the **Save As Type** list arrow, select **Word Template**, and click **Save**.

Long Documents

Use Outline View: Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

Demote Items: While in Outline view, click the item you want to demote and click the **Demote** button (or the **Demote to Body Text** button).

Promote Items: While in Outline view, click the item you want to promote and click the **Promote** button (or the **Promote to Heading 1** button).

Navigate Long Documents: Click the **View** tab, check the **Navigation Pane** check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.

Add a Bookmark: Select the text you want to bookmark, click the **Insert** tab, click the **Bookmark** button in the Links group, give the bookmark a name, and click **Add**.

Insert a Section Break: Place the cursor where you want the section to start, click the **Layout** tab, click the **Breaks** button, and select a type of section break.

Insert a Link: Select the text you want to use as a link, click the **Insert** tab, click the **Link** button, choose what type of link to create, choose where to link to, and click **OK**.

Create Footnotes and Endnotes: Click the text that you want the footnote / endnote to refer to, click the **References** tab, click the **Insert Footnote** (or **Insert Endnote**) button, and type your footnote / endnote.

Insert a Table of Contents: Place the text cursor where you want to insert a table of contents, click the **References** tab, click the **Table of Contents** button, and select a table of contents style.

Insert an Index Entry: Select the text you want the index entry to refer to, click the **References** tab, and click the **Mark Entry** button. Set any index entry options you want, then click **Mark** (or, click **Mark All** to mark all instances of the text). Click **Close**.

Insert an Index: Place the text cursor where you want to insert an index, click the **References** tab, click the **Insert Index** button. Set up the index's options, then click **OK**.

Create a Citation: Click the **References** tab, click the **Insert Citation** button, and select **Add New Source**. Enter the source's information, then click **OK**.

Insert a Citation: Click the **References** tab, click the **Insert Citation** button, and select a citation from the menu.

Insert a Bibliography: Click the **References** tab, click the **Bibliography** button, then select a bibliography style.

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Word 2019 Advanced

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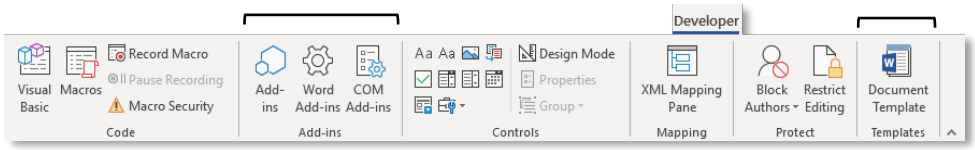
The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML

The **Templates** group lets you switch document templates and other add-ins.



The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the Invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it and click the **Reply** button in the comment. Type your response, then click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the Tracking group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Forms

Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Yes, Start Enforcing Protections** button, enter a password (optional), and click **OK**.

Types of Form Controls

Form Controls: You can add different types of form controls that allow a user to enter different types of data into a form.

- **Rich Text** allows users to enter text that can be formatted with different fonts and font styles.
- **Plain Text** allows users to enter text, but not to format that text.
- **Picture** allows the user to add a picture from their computer or an online location to the form.
- **Check Box** places a form with a check box that the user can check or uncheck.
- **Combo Box** adds a list with a text box, where users can choose an option or enter their own.
- **Drop-Down List** adds a list with several options that a user can choose from.
- **Date Picker** lets the user choose a date from a calendar.
- **Repeating Section** contains other types of content controls and repeats as many times as you need it.
- **Legacy Types** of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

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Collaborate in Word

Customize Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select **Line Numbering Options**. Click the **Line Numbers** button. Customize where the line numbers start, how far they appear from the text, and how often they appear. Click **OK**, then click **OK** again.

Protect a Document: Click the **File** tab, click the **Protect Document** button, and select **Mark as Final**. Click **OK** in both the confirmation dialog boxes.

Password Protect a Document: Click the **File** tab, click the **Protect Document** button, and select **Encrypt with Password**. Enter a password, click **OK**, then enter that password again to confirm it, and click **OK** again.

Remove a Password: Click the **File** tab, click the **Protect Document** button, select **Encrypt with Password**, remove the password from the text field and click **OK**.

Inspect a Document: Click the **File** tab, click the **Check for Issues** button, and select **Inspect Document**. Select the types of content you want to check for, then click **Inspect**. After inspection, click **Remove All** for any content that you want to remove, then click **Close**.

Macros

Enable the Developer Tab: Before adding macros, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Record a Macro: Click the **Developer** tab, click the **Record Macro** button, and give the macro a name. Click either **Button** or **Keyboard** to assign a button or keyboard shortcut to the new macro (optional). Click **OK**. Perform the tasks you want to record, then click the **Stop Recording** button.

Run a Macro: Place the text cursor where you want the macro to run. Click the **Developer** tab, click the **Macros** button, select a macro, and click **Run**.

Edit a Macro: Click the **Developer** tab, click the **Macros** button, select a macro, and click **Edit**. Modify the macro using the Visual Basic editor, then close Visual Basic.

Advanced Documents

Customize Word's Options: Click the **File** tab and click **Options**. Select a category on the left, and then customize options on the right. Click **OK** when you're finished.

Customize the Ribbon: Click the **File** tab, click **Options**, then click the **Customize Ribbon** tab. Select and expand a ribbon tab, then select and expand a group. Select a command from the left column, then click **Add** to add it, or select a command from the right column and click **Remove** to remove it from the ribbon.

Advanced Documents

Change Word's Default Font: Start in a new, blank document. Click the **Font** group's dialog box launcher. Choose the new default font or font style, then click the **Set as Default** button. Select **All documents based on the Normal template**, then click **OK**.

Create a Building Block: Select the text or objects you want to use as a building block. Then, click the **Insert** tab, click the **Explore Quick Parts** button, and select **Save Selection to Quick Part Gallery**.

Insert a Building Block: Place the text cursor where you want a building block placed. Click the **Insert** tab, click the **Explore Quick Parts** button, and either select a building block from the menu, or select **Building Blocks Organizer**. Select a building block, and then click **Insert**.

Find and Replace Using Wildcards: Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. Check the **Use Wildcards** check box, then while entering a search phrase in the **Find What** field, click the **Special** button and select a wildcard.

Wildcard Examples

?	any single character
*	any number of characters
[ ]	one of these characters
[-]	one of these characters in a range
[!]	none of the specified characters
<	beginning of a word
>	end of a word
@	one or more instances of a character
{n}	exactly *n* instances of a character
{n, }	at least *n* instances of a character
{n, m}	between *n* and *m* instances of a character

Find and Replace Special Characters: Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. While entering a search phrase in the **Find What** field, click the **Special** button and select a special character.

Edit a Document in Multiple Languages: Select the text in another language, click the **Review** tab, click the **Language** button, and select **Set Proofing Language**. Select a language and click **OK**.

Add Additional Editing Languages: Click the **Review** tab, click the **Language** button, and select **Language Preferences**. Click the **Add additional editing languages** list arrow and select a language. Click **Add**, then click **OK**.

Insert a Date and Time Field: Click the **Insert** tab, click the **Date and Time** button, select a date format, check the **Update Automatically** check box, and click **OK**.

Advanced Documents

Insert a Field: Click the **Insert** tab, click the **Explore Quick Parts** button, and select **Field**. Select a field category, then a field. Click **OK**.

View Field Codes: Right-click a field and select **Toggle Field Codes**.

Mail Merge

1 – Start the Mail Merge Wizard: Click the **Mailings** tab, click the **Start Mail Merge** button, and select **Step-by-Step Mail Merge Wizard**.

2 – Choose a Document Type: In the Mail Merge pane, select a document type, then click **Next**.

3 – Select a Document: In the Mail Merge pane, select whether to use the current document, start a new document from a template, or use another existing file, then click **Next**.

4 – Select Recipients: In the Mail Merge pane, select whether to use an existing list, select contacts from Outlook, or type a new list.

If using an existing list, click the **Browse** button, select a file with a list of recipients, and click **Open**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If selecting contacts from Outlook, click the **Choose Contacts Folder** button, select a contacts folder to import, and click **OK**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If typing a new list, click the **Create** button, then fill out the fields for each address. Click **OK** when finished.

Click **Next**.

5 – Write Your Letter: Place the text cursor where you want an element, then click the button for the element you want to add (such as an **Address Block** or a **Greeting Line**), choose an element's options, then click **OK**. Or, click the **More Items** button, select a specific field to insert, click **Insert**, and then click **Close**. When you've added all the fields you need, click **Next**.

6 – Preview Your Letter: In the Mail Merge pane, click the **<<** and **>>** buttons to preview the placeholders filled in with a recipient's data. When you're finished previewing, click **Next**.

7 – Complete the Merge: In the Mail Merge pane, click **Print** to print the finished mail merged documents, or click **Edit individual letters** to create a new document for all or some of the records.

Close the Mail Merge pane when you're finished with the merge.

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