

*No waffle, no idle chit-chat just great, practical tips – guaranteed!*

*Each month Scribes will send you a brief and valuable tip through this e-newsletter that is designed to save you time or enhance your office communication.*

## Are you lost on the Keyboard?

Are all your colleagues flitting between pages and working within documents in an expert fashion, using their keyboards whilst you are slowly pulling down menus looking for the options that you want?

Have you ever wondered why there is an Alt or Ctrl key on your keyboard?

Then this month's newsletter is for you— a quick reference (cut out and put next to your computer guide) to help you achieve results faster on your laptop or PC.

With all the available short cuts, this newsletter could have been 10 pages long however we have just listed the ones that you would generally use in Microsoft Word. If you find this useful please send us an [email](#) to let us know which programs you use and we will issue more short cut guides in the future.



Check out our new look website [click here](#)

Until the next time!

*Dikki*

If you wish to remove your name from our mailing list, please [click here](#).

## Word keyboard shortcuts from Scribes

Formatting		Functions		Moving Around Document	
All Caps	CTRL SHIFT A	New Document	CTRL N	Para Up	CTRL UP
Bold	CTRL B	Open Document	CTRL O	Para Down	CTRL DOWN
Italic	CTRL I	Close Document	CTRL W	Word Left	CTRL LEFT
Underline	CTRL U	Close Multiple Documents Open	CTRL F4	Word Right	CTRL RIGHT
Double Underline	CTRL SHIFT D	Help	F1	Start of Document	CTRL HOME
Subscript	CTRL =	Save	CTRL S	End of Document	CTRL END
Superscript	CTRL SHIFT =	Save As	F12	Start of Line	HOME
Copy	CTRL C	Print	CTRL P	End of Line	END
Cut	CTRL X	Print Preview	CTRL F2	Find	CTRL F
Paste	CTRL V	Cancel last command	ESC	Go To	CTRL G
Undo	CTRL Z	Close Word completely	ALT F4		
Select All	CTRL A	Document Maximize	CTRL F10		
Change font type	CTRL D	Document Restore	CTRL F5		
Change case	SHIFT F3	Spell Check	F7		
Delete word	CTRL DELETE	Dictionary	ALT SHIFT F7		
Centre Paragraph	CTRL E	Thesaurus	SHIFT F7		
Justify Paragraph	CTRL J				
Left Paragraph	CTRL L				
Right Paragraph	CTRL R				
Page Break	CTRL ENTER				