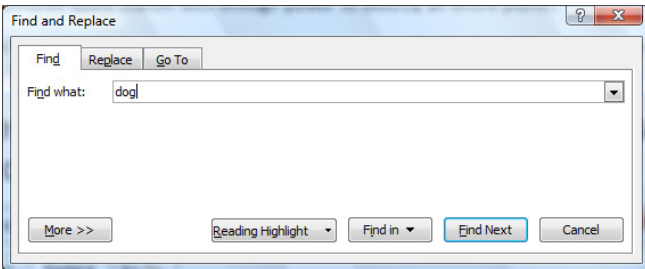
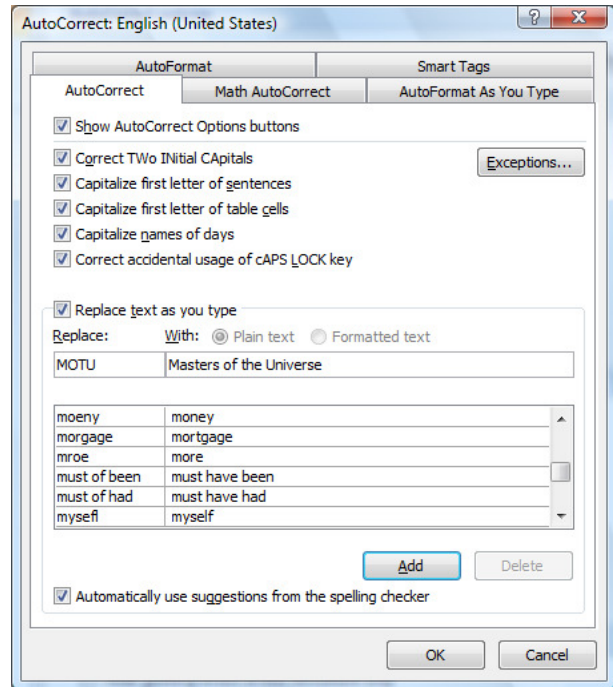


## Microsoft Word 3: More Word

**Autocorrect** – allows quick correction and replacement

1. Click the **Office button** and then choose **word options**
2. Click on the **Proofing tab** and then **Autocorrect options**
3. Put the letters you wanted replaced in the **replace box**
4. Put the words you wanted to replace into the **with box**
5. Click **OK**

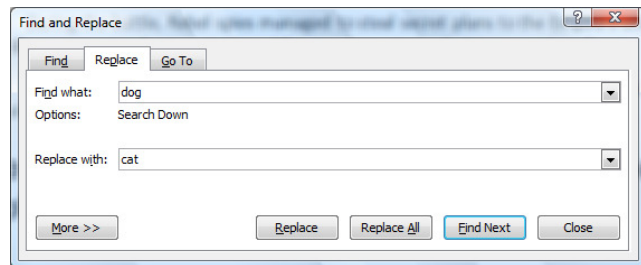


**Find** - an easy way to find information

1. Click the **home ribbon** and select **find**
2. Type a word in the find what box
3. Click the find Next button

**Replace** - an easy way to replace information

1. Click the **home ribbon** and select **replace**
2. Type a word in the **Find what** box
3. Type a word in the **Replace with** box
4. Click the **replace** or **replace all** button

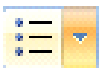


**Numbering** - puts text in list form with an order of importance



1. Click the **numbering** button on the **Home ribbon**
2. Then begin typing your list, hitting enter after each item *or*
3. Highlight items

**Bullets**-puts items in list form without order of importance

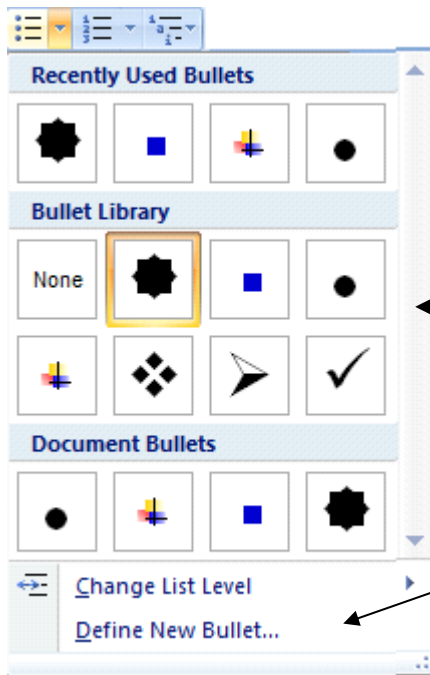


1. Click the **bullets** button on the on the **Home ribbon**
2. Then begin typing your list, hitting enter after each item *or*
3. Highlight items



**Increase or Decrease indent**

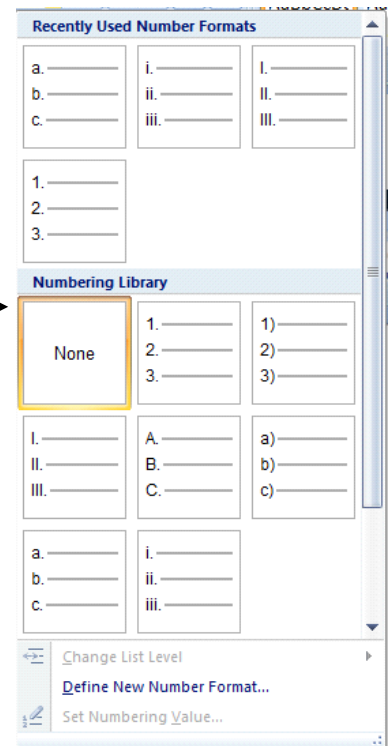
1. Click on an item in a list
2. Click increase or decrease buttons to change the indent



**To change the look of bullets or numbering styles**

1. Highlight the list
2. Click the arrow next to the bullets and numbering buttons
3. Click on desired look

For more possibilities click the customize button and try different looks



Pull down window in XP and earlier versions only

**Keyboard Shortcuts**

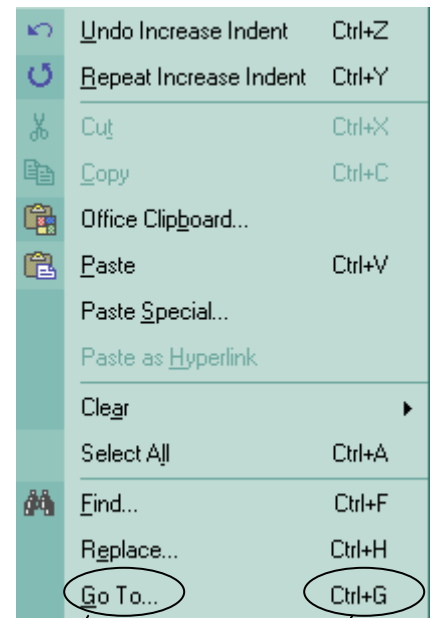
*The shortcuts below can be used only when text is highlighted*

- CTRL & B** to bold an item
- CTRL & I** to italicize an item
- CTRL & U** to underline an item
- CTRL & C** to Copy an item
- CTRL & X** to cut an item
- CTRL & V** to paste an item
- CTRL & 2** to double space the text
- CTRL & 5** to one and half space the text
- CTRL & 1** to single space the text
- CTRL & Shift & >** to increase font size by 2
- CTRL & Shift & <** to decrease font size by 2

*The shortcuts below can be used anytime*

- CTRL & A** to select all
- CTRL & N** to Create a New Document
- CTRL & Z** to Undo an action
- CTRL & Y** to Redo an action
- CTRL & F** to find an item
- CTRL & H** to replace an item
- CTRL & G** to access the GoTo menu
- CTRL & S** to Save the current document
- F7** to access spelling and grammar
- F1** to access Microsoft word help
- CTRL & P** to print a document

Pull Down Menu



Command

Shortcut