

**Ministry of Higher Education  
and Scientific Research  
University of Anbar  
College of Pharmacy**



# ***Computer Sciences***

## ***Microsoft Office Word 2010***



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# *Chapter six*

## *Advanced Operations*

## 1. Quick Styles in Word 2010

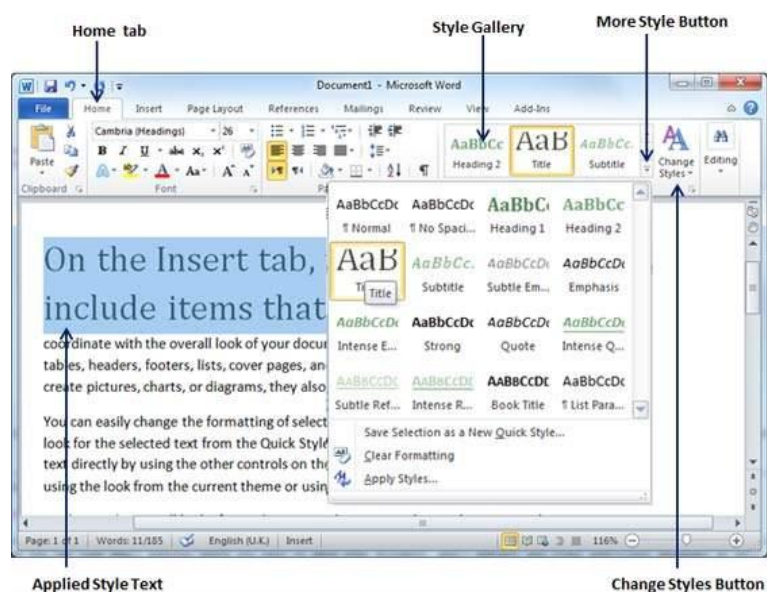
In this chapter, we will discuss how to apply quick styles in Word 2010. Microsoft Word provides a gallery of Quick Styles that you can apply to headings, titles, text, and lists. Quick styles come with canned formatting choices, such as font, boldface, and color which we will understand in this chapter.

- Apply Quick Styles

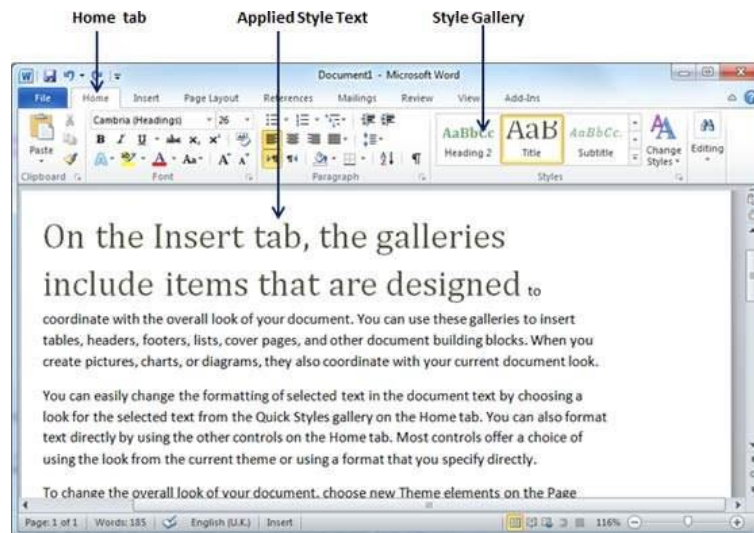
The following steps will help you understand how to apply quick styles to a selected portion of text.

**Step 1** – Select a portion of text to which you want to apply some style. Using style, you can change the selected portion of text as a heading or subheading or title of the document. You can try using different styles on your text based on your requirement.

**Step 2** – Click the **Home** tab and then move your mouse pointer over the available styles in the **Style Gallery**. You will see that the selected portion of text will change its style based on the selected style. You can display more available styles by clicking the **More Style** button.



**Step 3** – Finally, to apply a selected style, click over the style and you will find that it is has been applied on the selected portion of text.

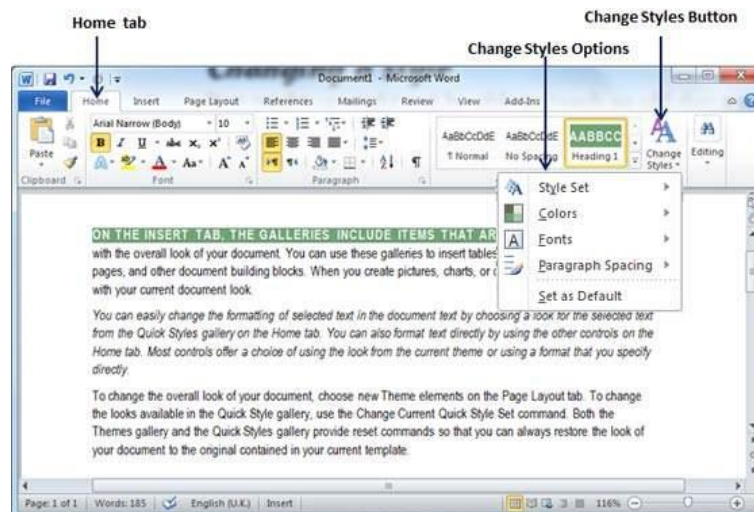


You can bring a text to its normal appearance by selecting the **Normal** style available in the **Style Gallery**.

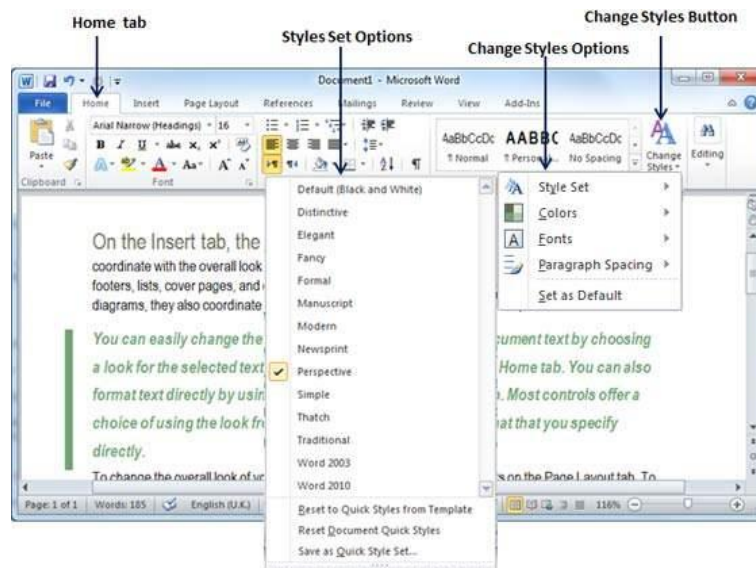
- Change Styles

The **Change Style** function allows you to change the default font, color, paragraph spacing and style set for a document. The following steps will help you change the default style.

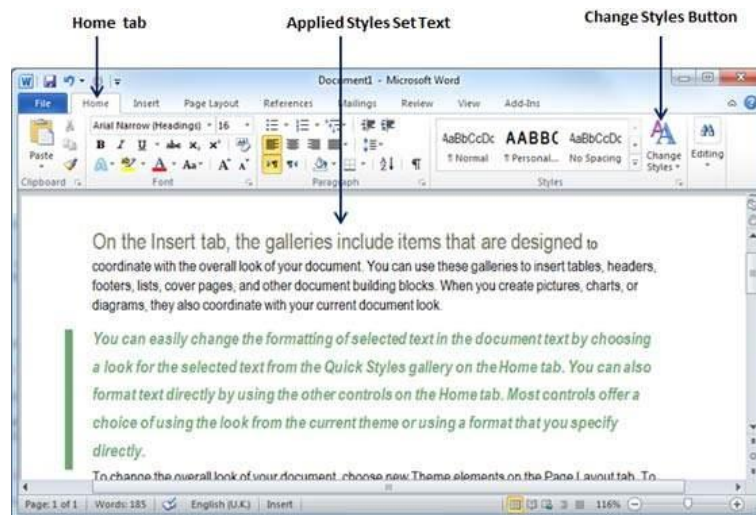
**Step 1** – Open the document the style of which needs to be changed. Click the **Home** tab and then click the **Change Styles** button; this will show you all the options that can be changed. You can change the Style, the Font, the Color and the Spacing of the paragraph.



**Step 2** – If the style set needs to be changed, click the **Style Set** option; this will display a submenu to select any of the available style set. When you move your mouse over the different style sets, you will get real time text preview to give an idea about the final result.



**Step 3** – To apply a selected style set, click over the style set and you will find that it is has been applied on your document.



Similarly, you can try applying **Font**, **Color** and **Paragraph Spacing**. You can try these options yourself.

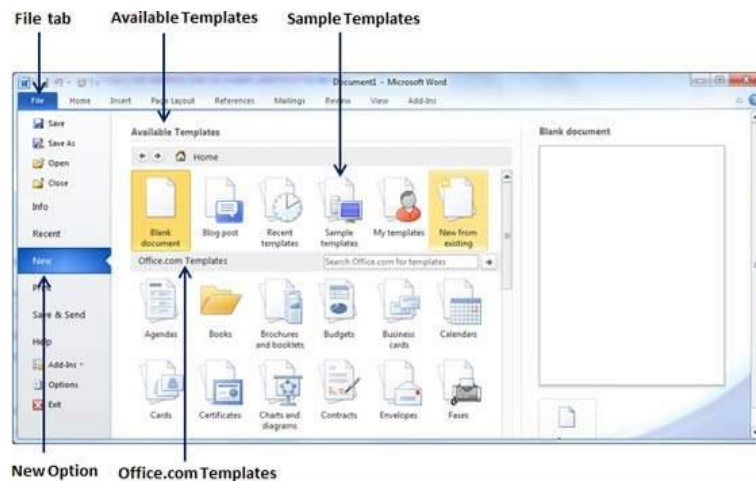
## 2. Use Templates in Word 2010

In this chapter, we will discuss how to use templates in Word 2010. Microsoft Word template is a collection of styles which defines paragraph styles for regular text paragraphs, a title, and different levels of headings. You can use any of the already existing templates for your Word document or you can design a template which can be used for all your company documents.

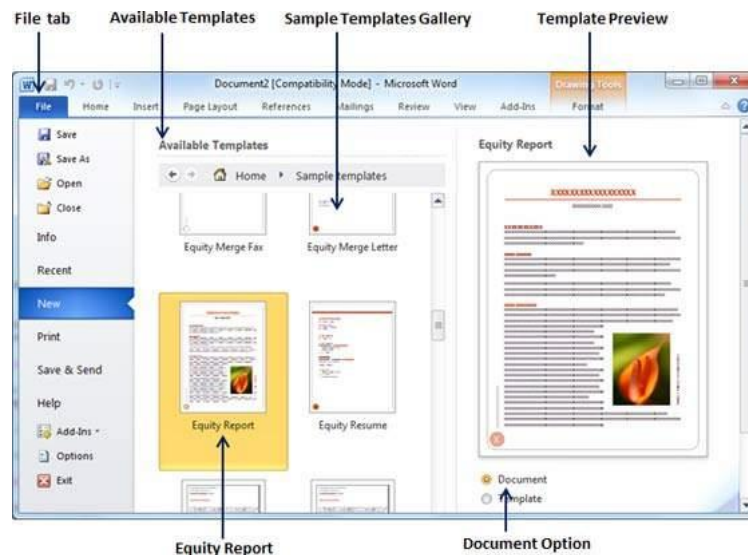
- Using Existing Template

We will now understand how to use an already existing template for your newly created word document. A template is selected at the time when you create a new blank document.

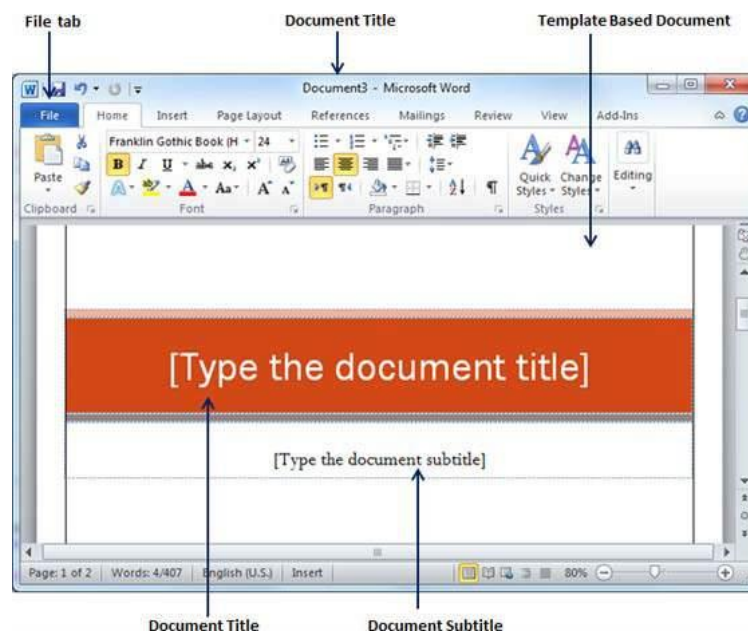
**Step 1** – To start a new document, click the **File** tab and then click the **New** option; this will display the **Available Templates**.



**Step 2** – Microsoft Word provides a list of templates arranged under **Sample Templates** or you can download hundreds of templates from **office.com** which are arranged in different categories. We will use **Sample Templates** for our document. For this, we need to click over **Sample Templates**; this will display a gallery of templates. You can try using the **office.com** option to select a template based on your requirement.



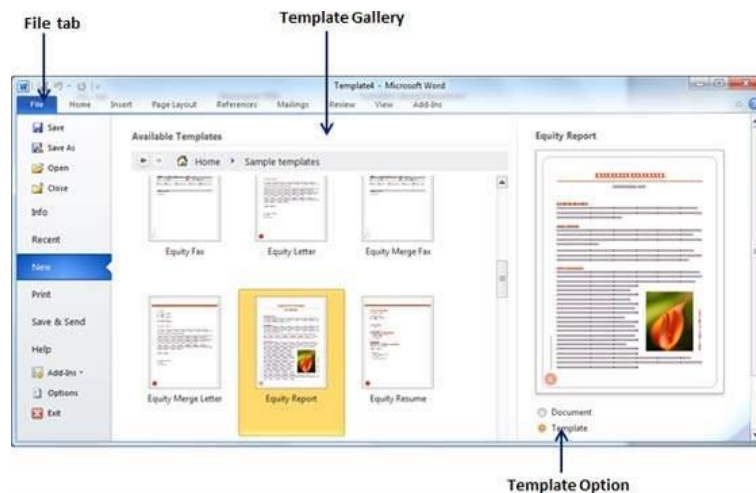
**Step 3** – You can browse a list of available templates and finally select one of them for your document by double-clicking over the template. We will select **Equity Report** template for our report requirement. While selecting a template for your document, you should select the **Document Option** available in the third column. This opens your document with predefined setting with which you can modify document title, author name, heading, etc. based on your document requirement.



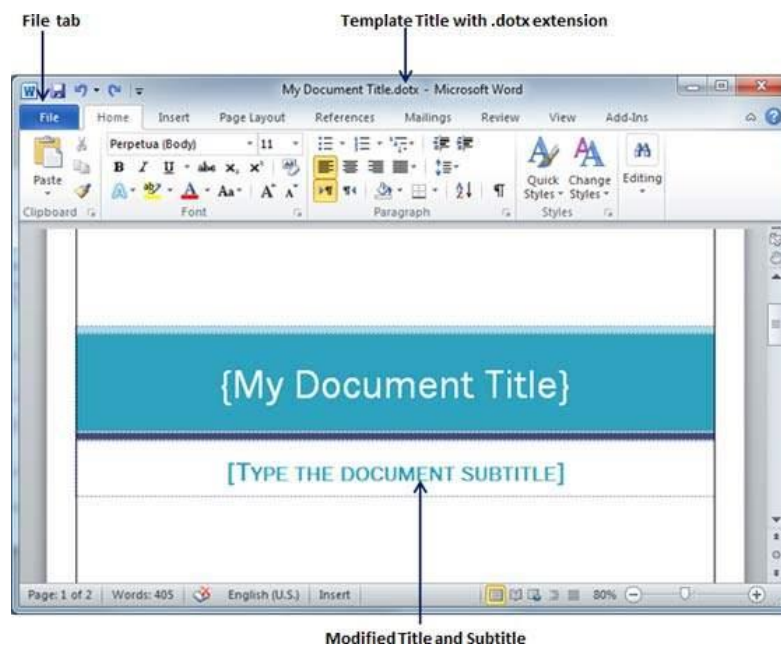
- Create New Template

You can create a fresh new template based on your requirement or you can modify an existing template and save it for later use as a template. A Microsoft Word template file has an extension of **.dotx**. The following steps will help you create a new template.

**Step 1** – To create a new template using an existing template, click the **File** tab and then click the **New** option; this will display the **Available Templates** to be selected. Select any of the available template and open it with the **Template Option** turned on.



**Step 2** – You can now modify an open template as per your requirements and once you are done, you can save this template with a **.dotx** extension which is a standard extension for Microsoft Word Templates.



You can create a template from a new document as well. Click the **File** button, and click **New** option to open a new document. Under **Available Templates**, double click **Blank Document** to create a new document template. Save the template with a unique name and **.dotx** extension.

You can save the created template anywhere you click and whenever you like to use this template, just double-click over the template file and it will open a new template based document for you.

### 3. Use Graphics in Word 2010

In this chapter, we will discuss how to use graphics in Word 2010. You can add beauty to your Microsoft Word documents by inserting a variety of graphics. This chapter will teach you two ways of adding graphics.

- Adding Picture in Document

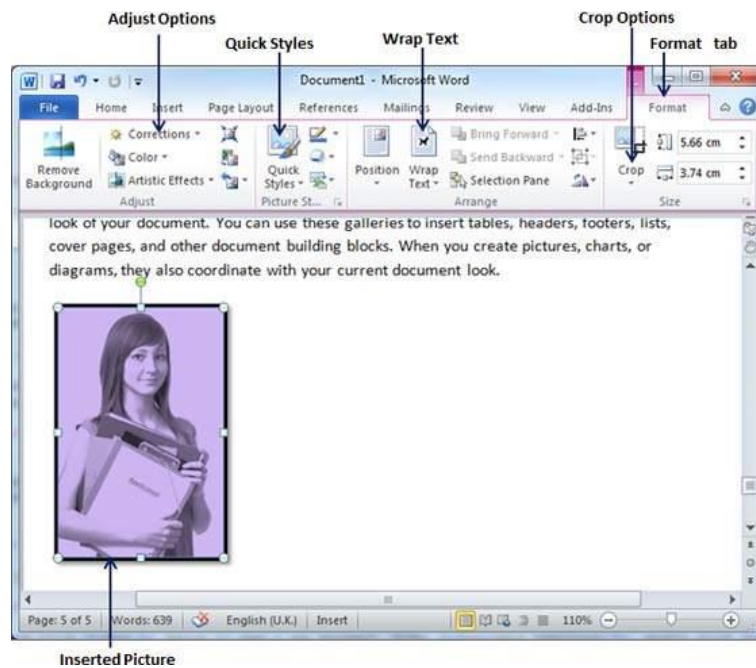
The following steps will help you add an existing picture in your word document. It is assumed that you already have a picture available on your machine before you add this picture in your Word document.

**Step 1** – Click on your document where you want to add a picture.

**Step 2** – Click the **Insert** tab and then click the **Picture** option available in illustrations group, which will display the **Insert Picture** dialog box.



**Step 3** – You can select a required picture using the **Insert Picture** dialog box. When you will click the **Insert** button, selected picture will be inserted in your document. You can play with your inserted picture in different ways, like you can apply quick styles to your picture, you can resize it, or you can change its color too. To try it, just click your inserted image and Word will give you numerous options available under the **Format** tab to format your inserted graphics.



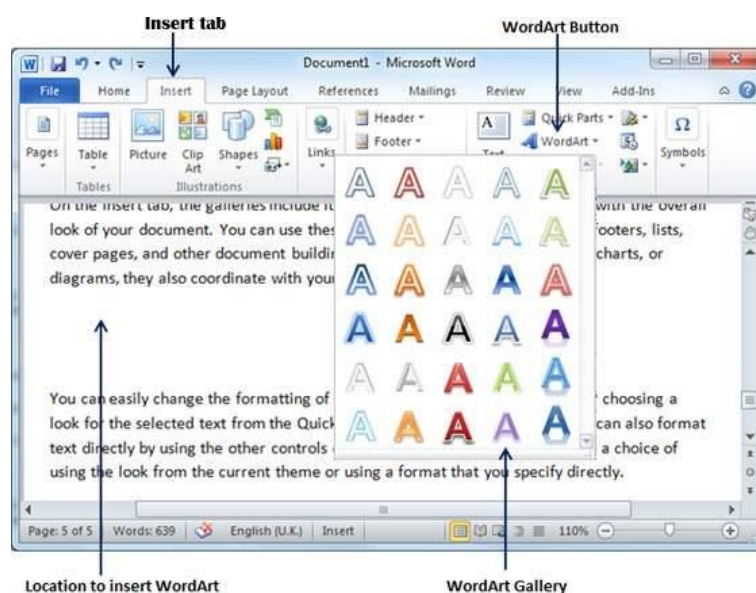
You can try yourself to insert other available graphics like Clipart, Different Shapes, Charts and SmartArt or Screenshots.

- Adding WordArt in Document

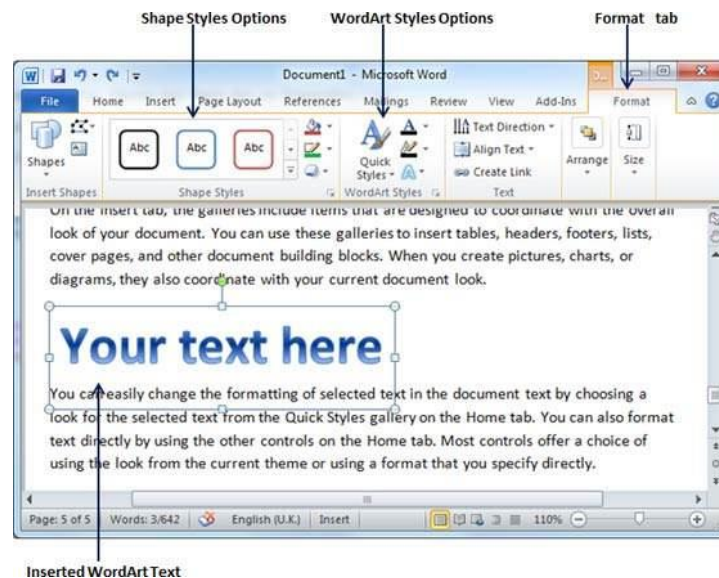
WordArt provides a way to add fancy words in your Word document. You can document your text in a variety of ways. The following steps will help you add WordArt in your document.

**Step 1** – Click in your document where you want to add WordArt.

**Step 2** – Click the **Insert** tab and then click the **WordArt** option available in the Text group; this will display a gallery of WordArt.



**Step 3** – You can select any of the WordArt style from the displayed gallery by clicking on it. Now you can modify the inserted text as per your requirement and you can make it further beautiful by using different options available. To try it, just double-click your inserted WordArt and Word will give you numerous options available from the **Format** tab to format your image. Most frequently used options are **Shape Styles** and **WordArt Styles**.



You can try yourself to apply different options on the inserted WordArt by changing its shape styles, colors, WordArt Styles, etc.

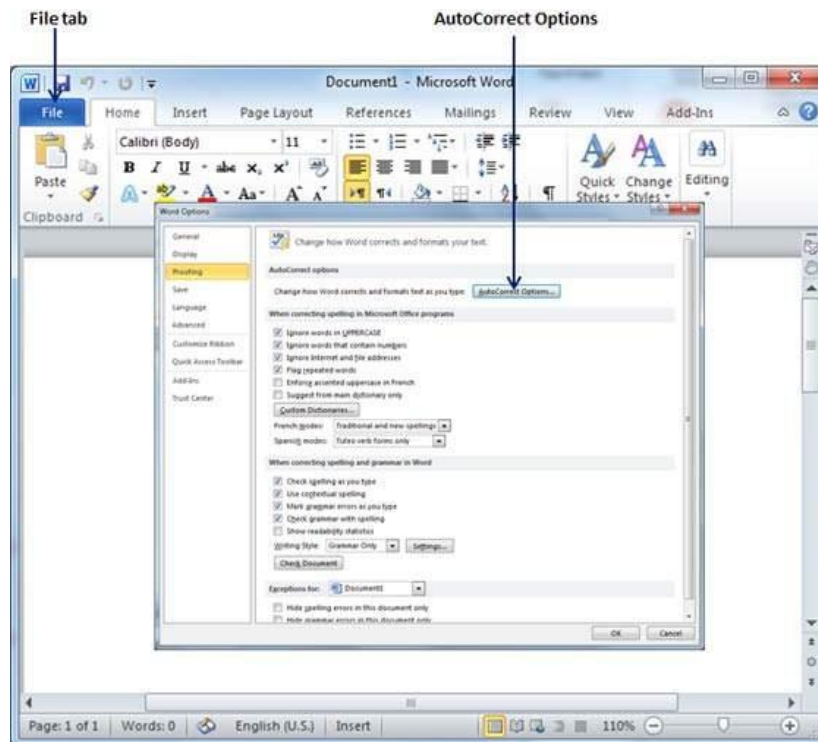
#### 4. Auto Correction in Word 2010

In this chapter, we will discuss auto correction in Word 2010. The AutoCorrect feature automatically corrects common typographical errors when you make them. Let us learn how to use the auto correction option available in Microsoft Word 2010 to correct the spelling automatically as you type the words in your documents.

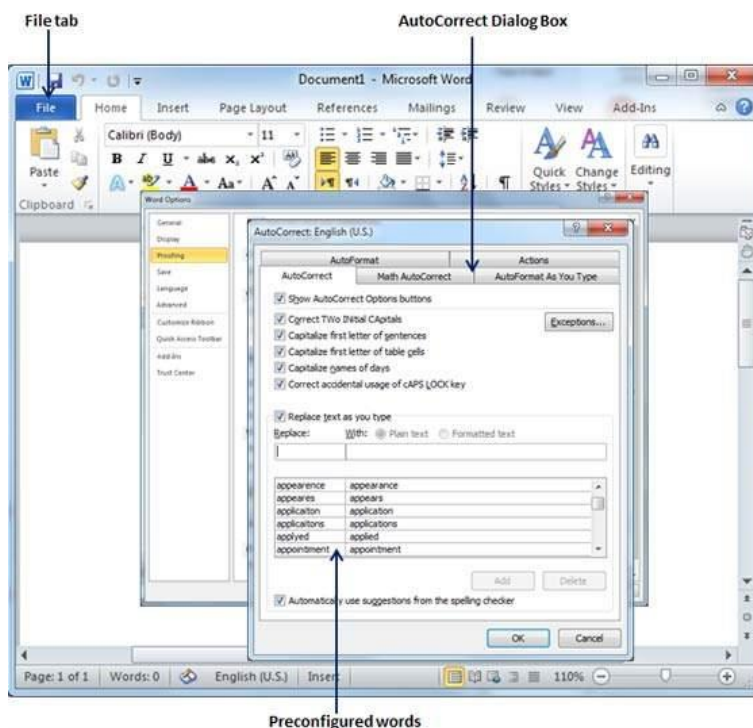
- Setting AutoCorrect

The following steps will help to enable the AutoCorrect feature in Microsoft Word.

**Step 1** – Click the **File** tab, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.



**Step 2** – Click the **AutoCorrect Options** button which will display the **AutoCorrect** dialog box and then click the **AutoCorrect** tab. Now you have to make sure all the options are enabled, especially the **Replace Text as you type** option. It is also recommended to be careful when you turn off an option.



**Step 3** – Select from among the following options, depending on your preferences.

S.No	Option and Description
1	<b>Show AutoCorrect Options Buttons</b> This option will be used to display a small blue button or bar beneath text that was automatically corrected. Click this button to see a menu, where you can undo the correction or set AutoCorrect options.
2	<b>Correct TWo INitial Capitals</b> This option changes the second letter in a pair of capital letters to lowercase.
3	<b>Capitalize first letter of sentences</b> This option capitalizes the first letter following the end of a sentence.
4	<b>Capitalize first letter of table cells</b> This option will be used to capitalize the first letter of a word in a table cell.
5	<b>Capitalize names of days</b> This option will be used to capitalize the names of the days of the week.
6	<b>Correct accidental usage of cAPS LOCK key</b> This option will be used to correct capitalization errors that occur when you type with the CAPS LOCK key depressed and turns off this key.
7	<b>Replace text as you type</b> This option replaces typographical errors with the correct words as shown in the list beneath it.
8	<b>Automatically use suggestions from the spelling checker</b> This option tells Word to replace spelling errors with words from the dictionary as you type.

Although Word comes preconfigured with hundreds of AutoCorrect entries, you can also manually add entries using the following dialog box and use the **Replace** and **With** text boxes to add more entries. I added an entry for **Markiting** which should be replaced with **Marketing**. You can use the **Add** button to add multiple entries.

**Step 4** – Click **OK** to close the **AutoCorrect** Options dialog box and again click **OK** to close the **Word Options** dialog box. Now try to type **Markiting** and as soon as you type this word, Microsoft Word autocorrects it with the correct word **Marketing** word.

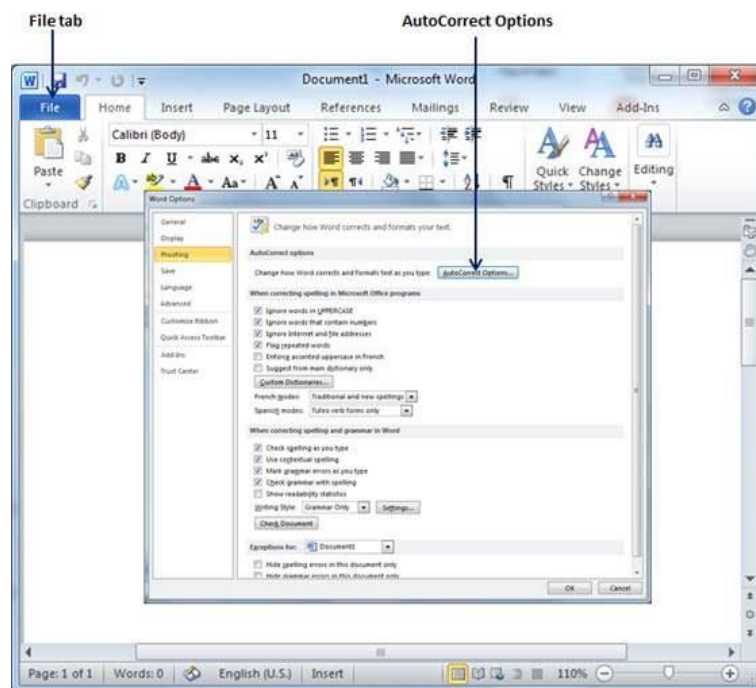
## 5. Formatting in Word 2010

In this chapter, we will discuss auto formatting in Word 2010. The AutoFormat feature automatically formats a document as you type it by applying the associated styles to text. Let us learn how to use the auto format option available in Microsoft Word 2010 to format the typed content. For example, if you type three dashes --- and press enter, Word will automatically create a line for you. Similarly, Word will automatically format two dashes - into an em dash (—).

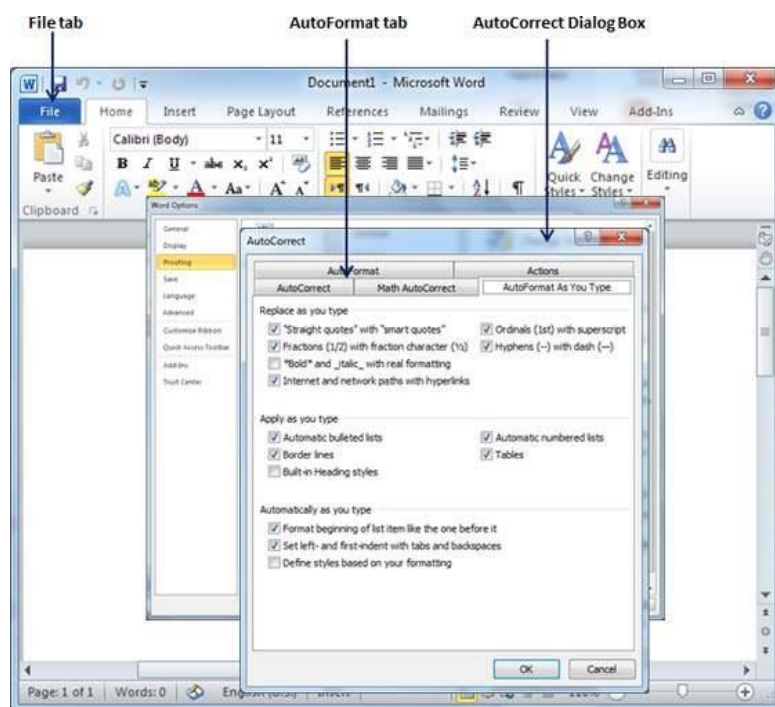
- Setting AutoFormat

The following steps will help you set the AutoFormat feature in your Microsoft Word.

**Step 1** – Click the **File** tab, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.



**Step 2** – Click the **AutoCorrect Options** button; this will display the **AutoCorrect** dialog box and then click the **AutoFormat As You Type** tab to determine what items Word will automatically format for you as you type.



**Step 3** – Select from among the following options, depending on your preferences.

S.No	Option and Description
1	<p><b>"Straight quotes" with "smart quotes"</b></p> <p>This option will be used to replace the plain quotation characters with curly quotation characters.</p>
2	<p><b>Fractions (1/2) with fraction character (1/2)</b></p> <p>This option will be used to replace the fractions typed with numbers and slashes with fraction characters.</p>
3	<p><b>*Bold* and _italic_ with real formatting</b></p> <p>This option will be used to format text enclosed within asterisks (*) as bold and text enclosed within underscores ( _ ) as italic.</p>
4	<p><b>Internet and network paths with hyperlinks</b></p> <p>This option will be used to format e-mail addresses and URLs as clickable hyperlink fields.</p>
5	<p><b>Ordinals (1st) with superscript</b></p> <p>This option will be used to format ordinal numbers with a superscript like 1st becomes 1<sup>st</sup>.</p>

6	<b>Hyphens (--) with dash (—)</b> This option will be used to replace a single hyphen with an en dash (.) and two hyphens with an em dash (—).
7	<b>Automatic bulleted lists</b> This option will be used to apply bulleted list formatting to paragraphs beginning with *, o, or - followed by a space or tab character.
8	<b>Automatic numbered lists</b> This option will be used to apply numbered list formatting to paragraphs beginning with a number or letter followed by a space or a tab character.
9	<b>Border lines</b> This option will be used to apply paragraph border styles when you type three or more hyphens, underscores, or equal signs (=).
10	<b>Tables</b> This option will be used to create a table when you type a series of hyphens with plus signs to indicate the column edges. Try with +-----+-----+ ) and then press Enter.
11	<b>Built-in heading styles</b> This option will be used to apply heading styles to heading text.
12	<b>Format beginning of list item like the one before it</b> This option will be used to replace plain quotation characters with curly quotation characters.
13	<b>Set left- and first-indent with tabs and backspaces</b> This option sets left indentation on the tab ruler based on the tabs and backspaces you type.
14	<b>Define styles based on your formatting</b> This option automatically creates or modifies styles based on manual formatting that you apply to your document.

**Step 4** – Finally click **OK** to close the **AutoCorrect Options** dialog box and again click **OK** to close the **Word Options** dialog box.

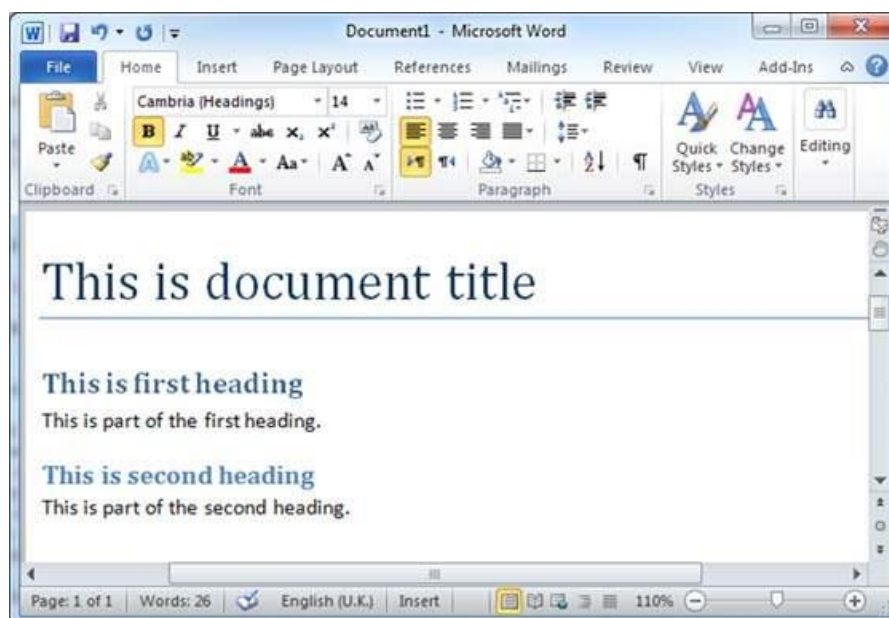
## 6. Table of Contents in Word 2010

In this chapter, we will discuss how to create table of contents in Word 2010. A table of contents (or TOC) is a list of headings in the order in which they appear in the document. You can set a list of headings which should be a part of the table of contents. Let us learn how to create a Table of Contents. A table of content helps in navigating through a Word document by providing associated page numbers and direct links to various headings available on those pages.

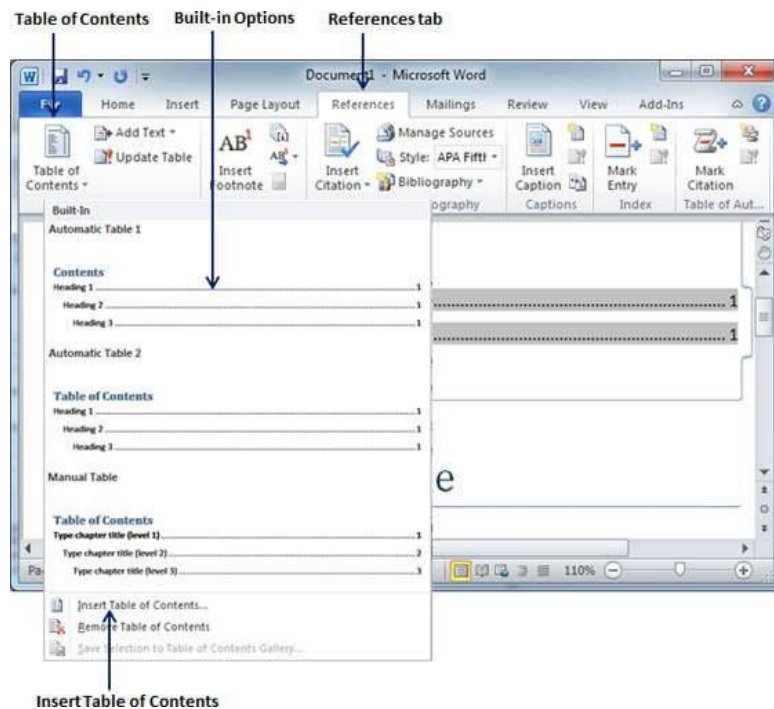
- Create Table of Contents

The following will help you to create Table of Contents in your Microsoft Word using various levels of headings.

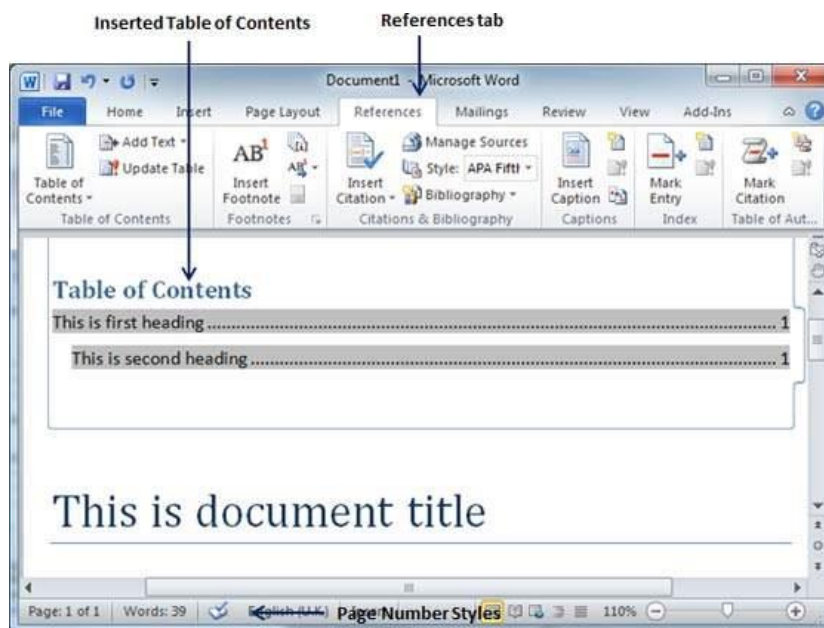
**Step 1** – Consider a document having different levels of headings.



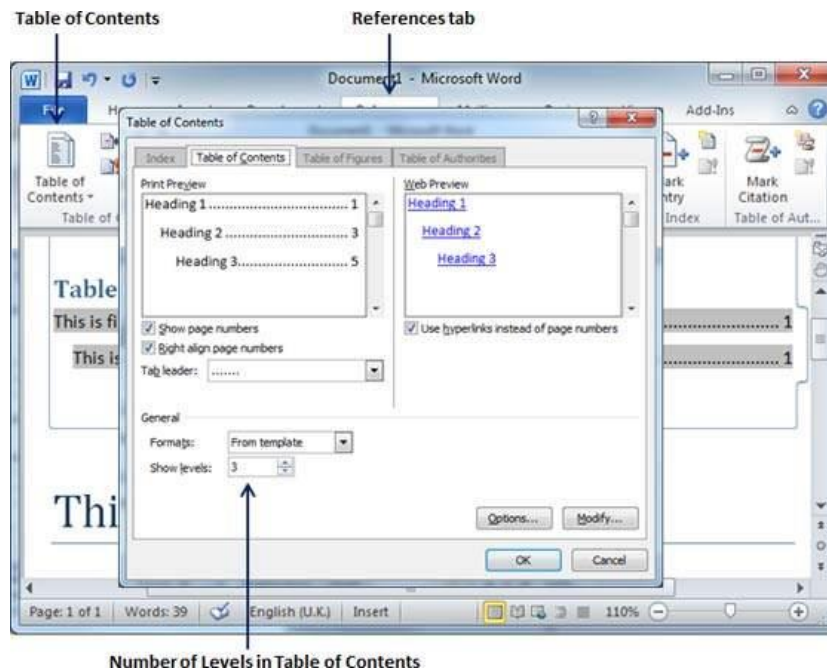
**Step 2** – You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document. So bring your insertion point at the beginning of the document and then click the **References** tab followed by the **Table of Content** button; this will display a list of Table of Contents options.



**Step 3** – Select any of the displayed options by simply clicking on it. A table of content will be inserted at the selected location.



**Step 4** – You can select number of levels of headings in your table of content. If you click on the **Insert Table of Content** option available in the option menu, then it will show you a dialog box where you can select the number of levels you want to have in your table of content. You can turn ON or turn OFF the **Show Page Numbers** option. Once done, click the **OK** button to apply the options.



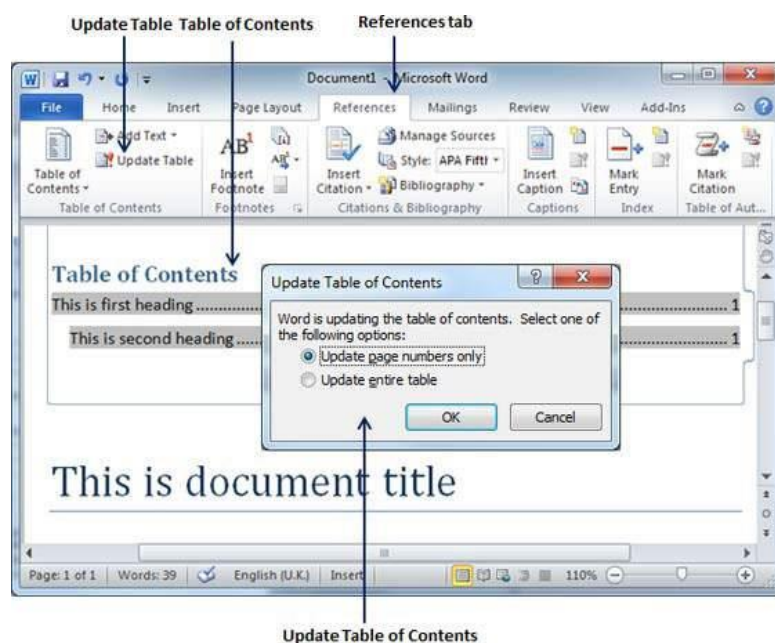
Number of Levels in Table of Contents

Now if you press the **Ctrl** key and then click over the any link available in the table of content, it will take you directly to the associated page.

- Update Table of Contents

When you work on a Word document, then number of pages and their content keep varying and accordingly you need to update your Table of Contents. Following are the simple steps to update an existing Table of Contents in your Microsoft Word.

**Step 1** – Consider you already have a table of content as shown above. Click the **References** tab followed by the **Update Table** button; this will display the **Update Table of Contents** dialog box with two options.



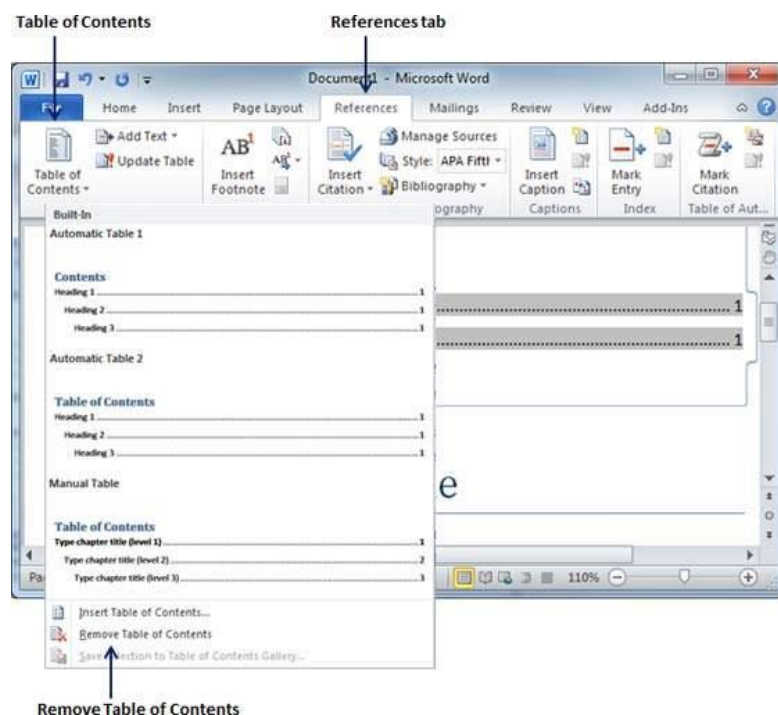
Update Table of Contents

**Step 2** – If you want to update just the page numbers then select the first option **Update page numbers only** available in the dialog box but if you want to update page numbers as well, then select the second option **Update entire table** and you will find your table of content updated with all the latest changes.

- Delete Table of Contents

The following steps will help you delete an existing Table of Contents from Microsoft Word.

**Step 1** – Consider you already have a table of content as shown above. Click the **References** tab and next **Table of Contents** button which will display a list of Table of Contents options along with **Remove Table of Contents** option available at the bottom.



**Step 2** – Click over the **Remove Table of Contents** option to delete the existing table of contents.

## 7. Preview Documents in Word 2010

In this chapter, we will discuss the preview of documents in Word 2010. When you are ready for printing your Word document, it is always recommended to preview the document before you send the document for final printing. During preview of the document you might discover that the set margin is not appropriate or many items may not look good after printing so better to fix them after having a preview of the document. You can also have the option to specify which pages to print, select a printer, specify the paper size on which you want to print, and set the other printing options.

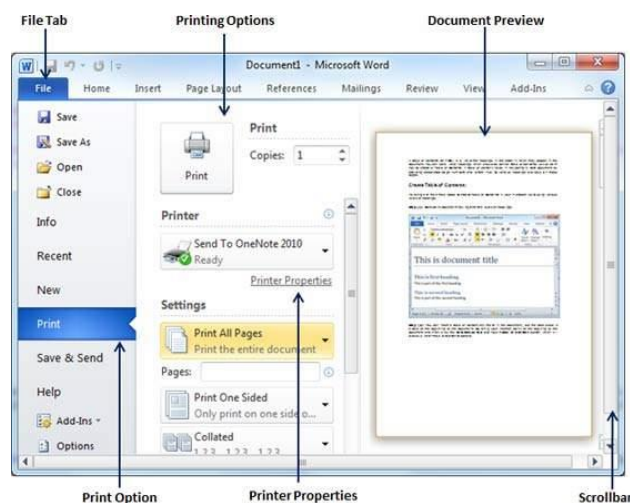
- Preview Documents

The following steps will help you preview your Microsoft Word Document.

**Step 1** – Open the document the preview of which you want to see.



**Step 2** – Click the **File** tab followed by the **Print** option; this will display a preview of the document in the right column. You can scroll up or scroll down your document to walk through the document using the given **Scrollbar**. In the next chapter, we will learn how to print the previewed document and how to set different printing options.



**Step 3** – Once you are done with your preview, you can click the **Home** tab to go to the actual content of the document.

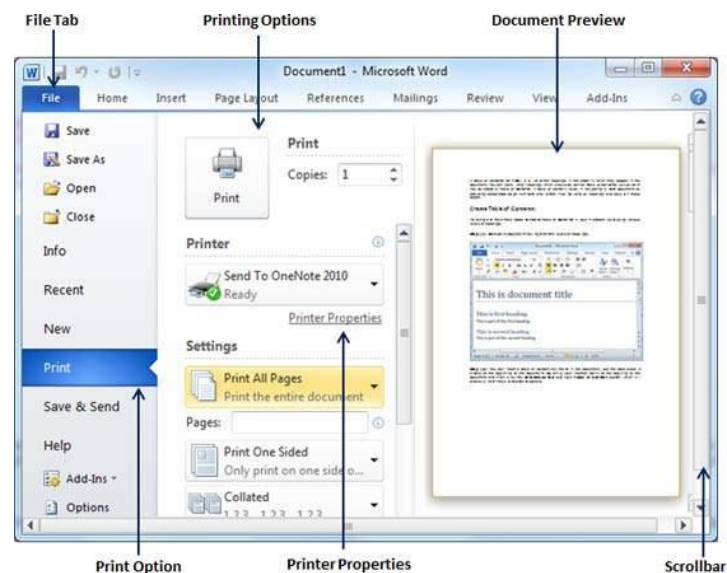
## 8. Printing Documents in Word 2010

In this chapter, we will discuss how to print documents in Word 2010. Consider you are done with previewing and proofing your document and ready for the final printing. This chapter will teach you how to print a part or a complete Microsoft Word document.

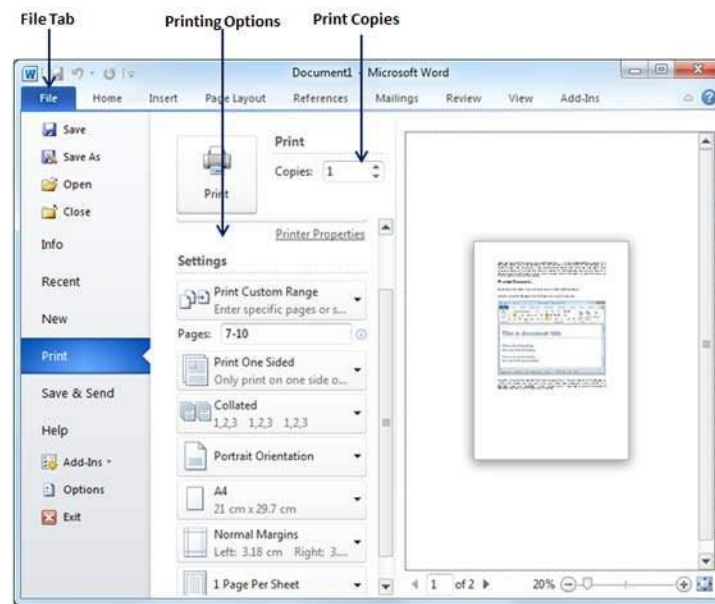
- Printing Documents

The following steps will help you print your Microsoft Word document.

**Step 1** – Open the document for which you want to see the preview. Next click the **File** tab followed by the **Print** option which will display a preview of the document in the right column. You can scroll up or scroll down your document to walk through the document using given **Scrollbar**. The middle column gives various options to be set before you send your document to the printer.



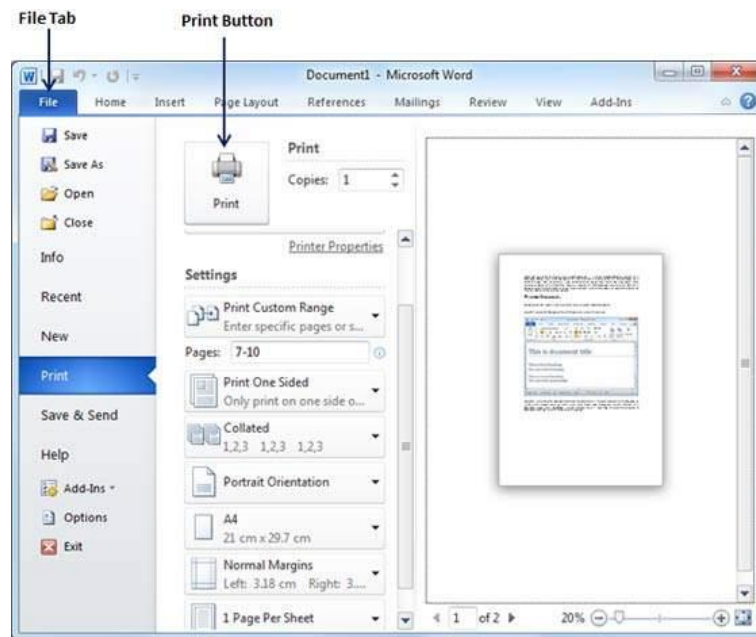
**Step 2** – You can set various other printing options available. Select from among the following options, depending on your preferences.



S.No	Option and Description
1	<b>Copies</b> Set the number of copies to be printed; by default, you will have one copy of the document.
2	<b>Print Custom Range</b> This option will be used to print a particular page of the document. Type the number in <b>Pages</b> option, if you want to print all the pages from 7 till 10 then you would have to specify this option as <b>7-10</b> and Word will print only 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> pages.
3	<b>Print One Sided</b> By default, you print one side of the page. There is one more option where you will turn up your page manually in case you want to print your page on both sides of the page.
4	<b>Collated</b> By default, multiple copies will print <b>Collated</b> ; if you are printing multiple copies and you want the copies uncollated, select the <b>Uncollated</b> option.
5	<b>Orientation</b> By default, page orientation is set to <b>Portrait</b> ; if you are printing your document in landscape mode then select the <b>Landscape</b> mode.
6	<b>A4</b> By default, the page size is A4, but you can select other page sizes available in the dropdown list.
7	<b>Custom Margin</b> Click the <b>Custom Margins</b> dropdown list to choose the document

	margins you want to use. For instance, if you want to print fewer pages, you can create narrower margins; to print with more white space, create wider margins.
8	<p><b>1 Page Per Sheet</b></p> <p>By default, the number of pages per sheet is 1 but you can print multiple pages on a single sheet. Select any option you like from the given dropdown list by clicking over the <b>1 Page Per Sheet</b> option.</p>

**Step 3** – Once you are done with your setting, click on the **Print** button which will send your document to the printer for final printing.



## 9. Document Security in Word 2010

Microsoft Word provides a high level of security for your word generated documents. You can set a password for a document to stop unauthorized reading and editing of the document or if you want someone just to read the document then you can set editing restriction on your word document. This chapter will teach you how to make your document password protected and restricted from editing and formatting.

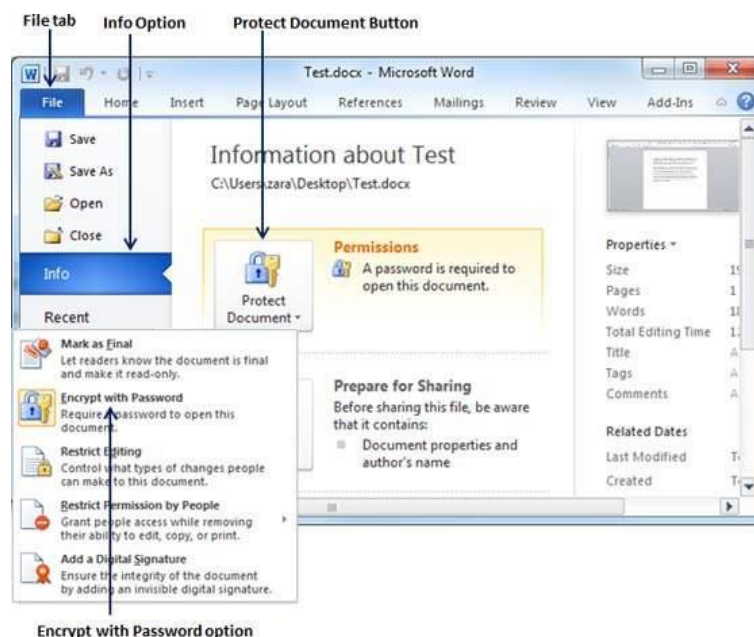
- Set Document Password

Once you set a password for a document then you will be able to open the document only if you know the password. If you forget your password, then there is no way to recover it and to open the document. So you need to be careful while setting a password for your important document.

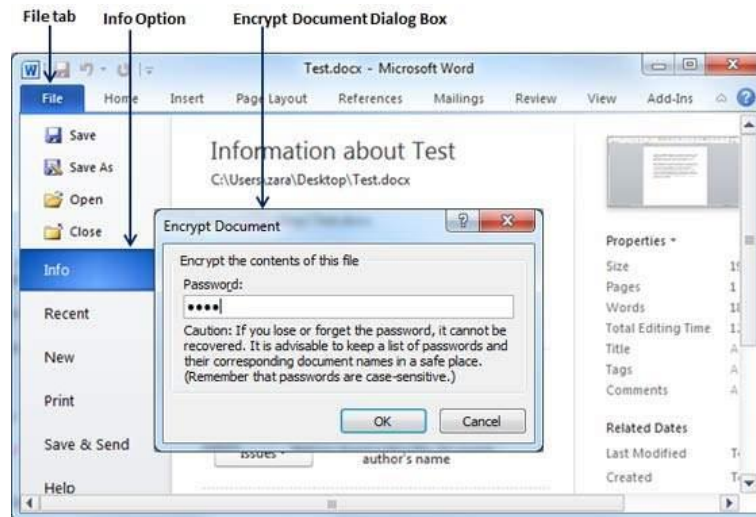
The following steps will help you set a password for a Word document.

**Step 1** – Open a Word document for which you want to set a password.

**Step 2** – Click the **File** tab and then click the **Info** option and finally the **Protect Document** button which will display a list of options to be selected.



**Step 3** – Select the **Encrypt with Password** option simply by clicking over it. This will display an **Encrypt Document** dialog box asking for a password to encrypt the document. The same dialog box will appear twice to enter the same password. After entering password each time, click the **OK** button.



**Step 4** – Save the changes, and finally you will have your document password protected. Next time when someone tries to open this document, it will ask for the password before displaying the document content, which confirms that now your document is password protected and you need password to open the document.

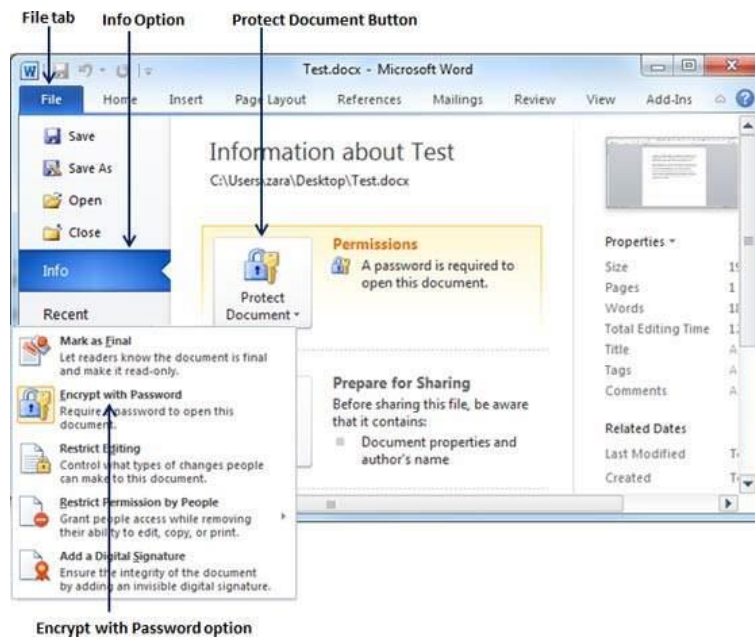


- **Remove Document Password**

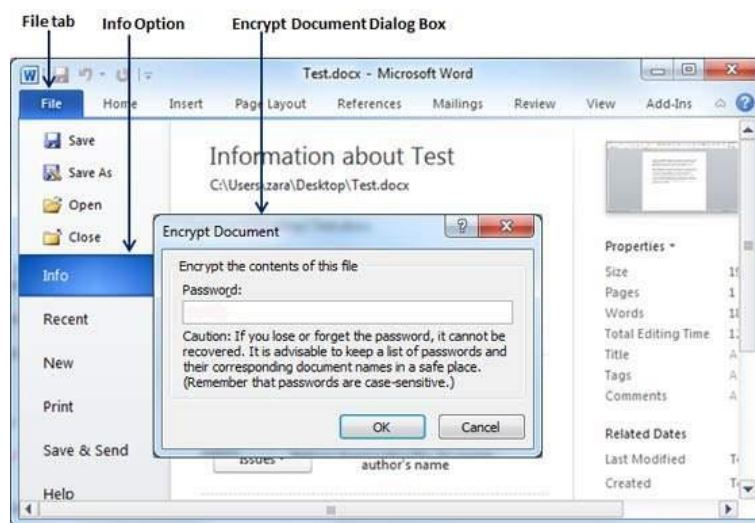
You can remove a document password only after opening it successfully. The following steps will help you remove password protection from your Word document.

**Step 1** – Open a Word document the password of which needs to be removed. You will need the correct password to open the document.

**Step 2** – Click the **File** tab followed by the **Info** option and finally the **Protect Document** button which will display a list of options to be selected.



**Step 3** – Select the **Encrypt with Password** option simply by clicking over it. This will display an **Encrypt Document** dialog box and password which will be in a dotted pattern. You need to remove this dotted pattern from the box and make it clear to remove the password from the document.



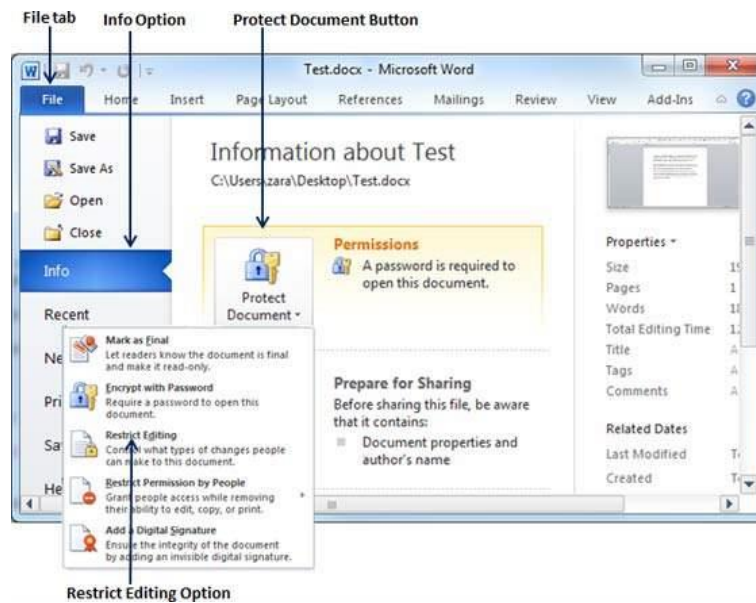
Now when you will open your document next time, Word will not ask you for any password because you have removed the password protection from the document.

- Set Editing & Formatting Restrictions

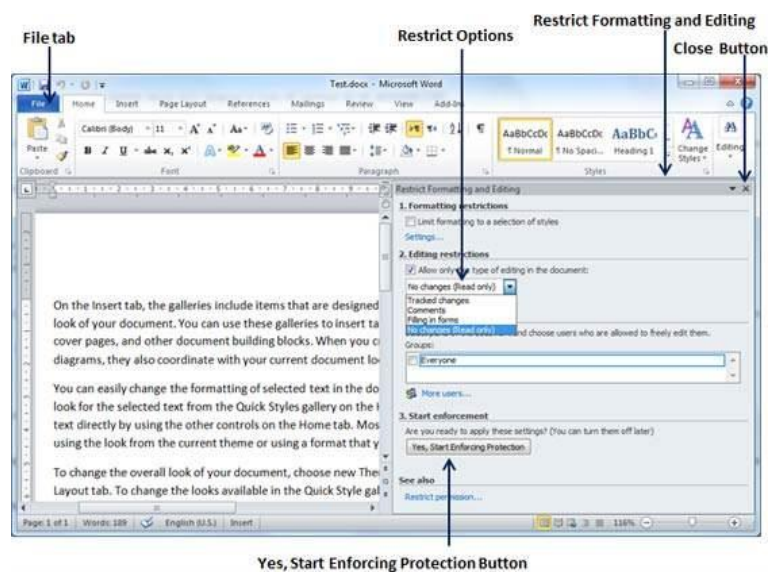
The following steps will help you set editing restrictions in a Word document.

**Step 1** – Open a Word document for which you want to set editing restrictions.

**Step 2** – Click the **File** tab and then click the **Info** option and finally the **Protect Document** button which will display a list of options to be selected.



**Step 3** – Select the **Restrict Editing** option simply by clicking over it. This will open the actual document and it will also give you the option to set editing restrictions in the **Restrict Formatting and Editing** area. Here you can set formatting as well as editing restrictions on the document.



**Step 4** – Once you are done with your settings, click the **Yes, Start Enforcing Protection** button which will display a **Start Enforcing Protection** dialog box asking for password so that no one else can change the settings. You can enter the password or you can leave it simply blank which means there is no password setting for this protection.



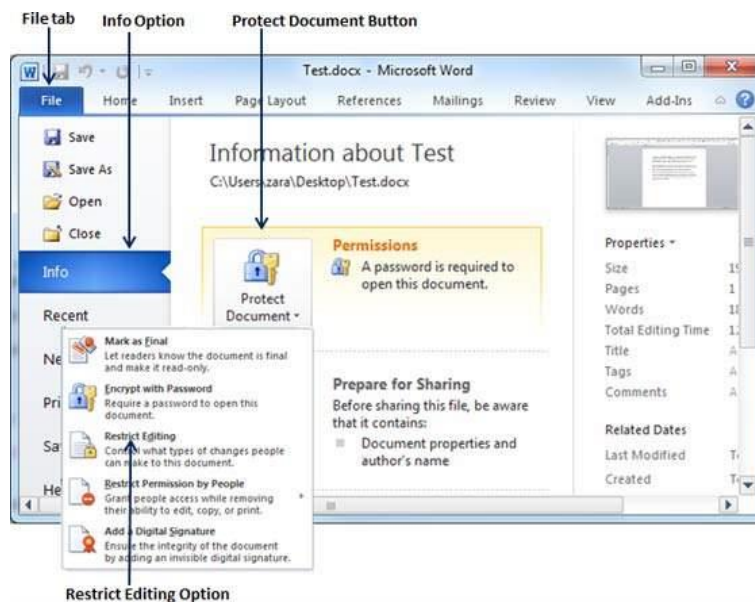
**Step 5** – Finally click the **OK** button and you will find that your document is editing (or formatting if you applied) protected.

- Remove Editing & Formatting Restrictions

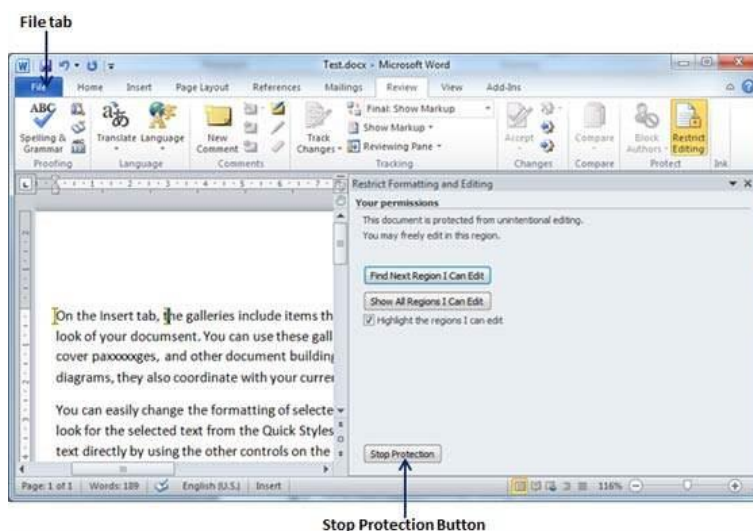
You can remove the editing restriction from your document using these simple steps.

**Step 1** – Open a Word document for which you want to remove the editing restriction.

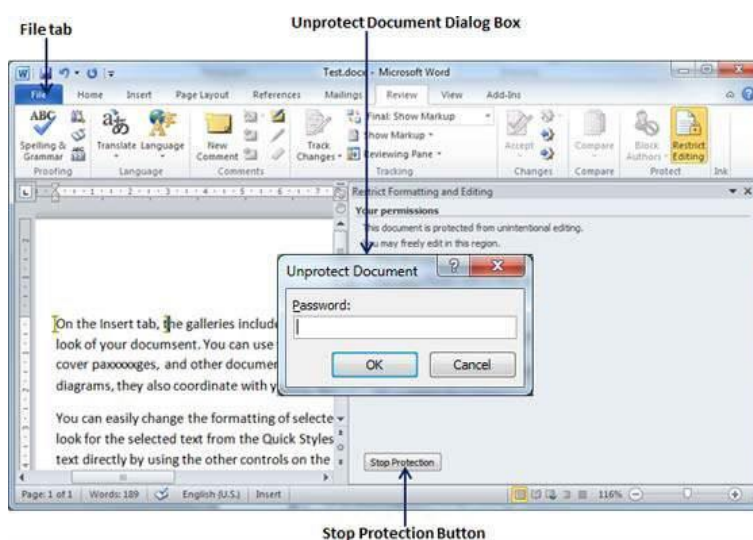
**Step 2** – Click the **File** tab and then click the **Info** option and finally the **Protect Document** button; this will display a list of options to be selected.



**Step 3** – Select the **Restrict Editing** option simply by clicking over it. This will display the **Restrict Formatting and Editing** area as follows.



**Step 4** – Now click the **Stop Protection** button. If you had set up a password at the time of setting the editing or formatting restrictions, then you will need the same password to remove the editing or formatting restrictions. Word will now ask for the same using the **Unprotect Document Dialog** box , otherwise it will simply remove the restrictions.



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## 10. Set Watermark in Word 2010

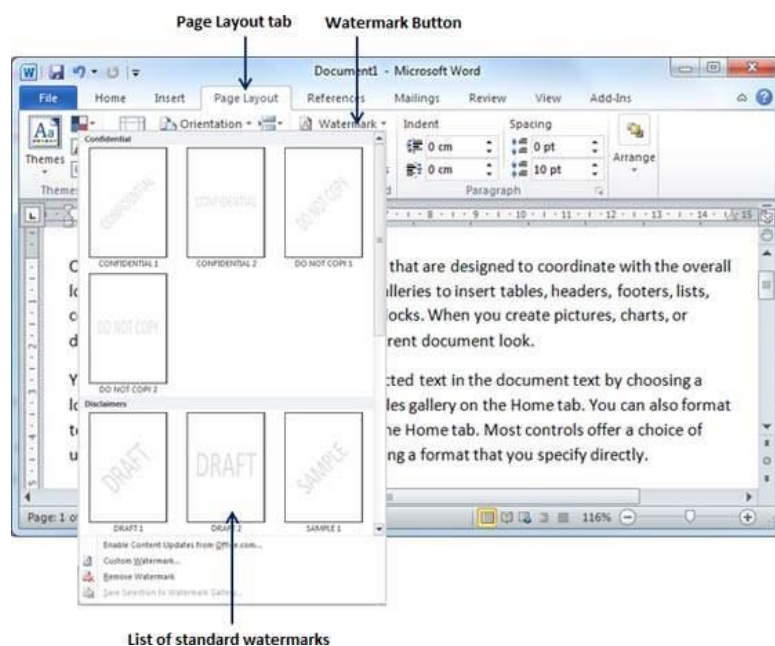
In this chapter, we will discuss how to set watermark in a Word document. A watermark is a picture that shows up faintly behind the text on a Word document page. When you draft a document, you can watermark the document with *Draft Copy* stamp, or you can watermark a duplicate document with the *Duplicate* stamp. Microsoft Word allows you to stamp with watermark using simple steps explained in this chapter.

- Set Standard Watermark

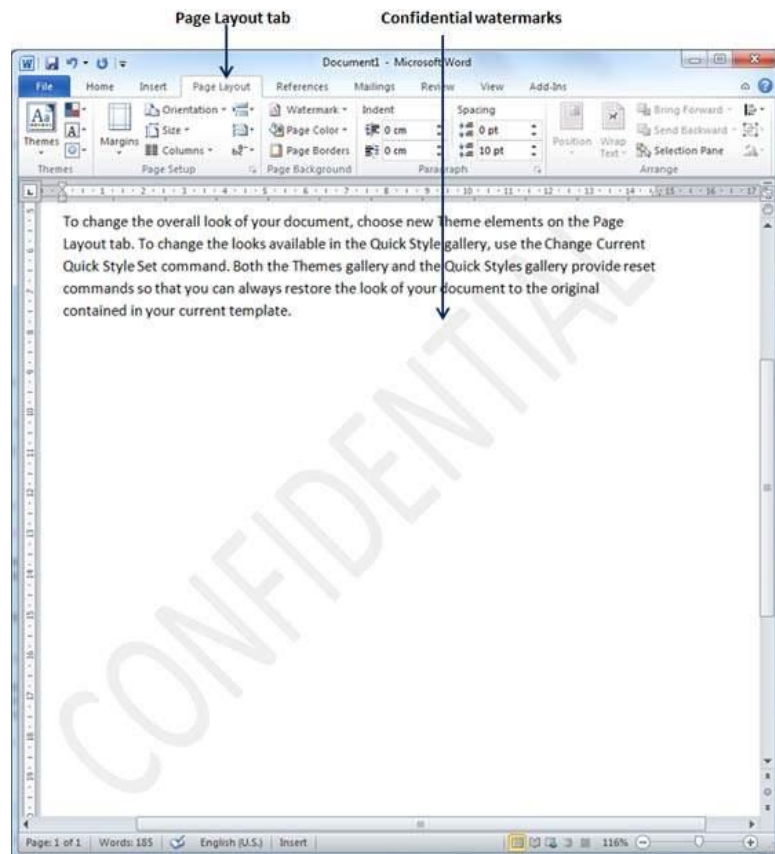
The following steps will help you set standard watermark in word document. A standard watermark is the one which is already defined by words and cannot modify their font or color etc.

**Step 1** – Open a word document in which you want to add a watermark.

**Step 2** – Click the **Page Layout** tab and then click the **Watermark** button to display a list of standard watermark options.



**Step 3** – You can select any of the available standard watermarks by simply clicking over it. This will be applied to all the pages of the word. Assume we select the **Confidential** watermark.

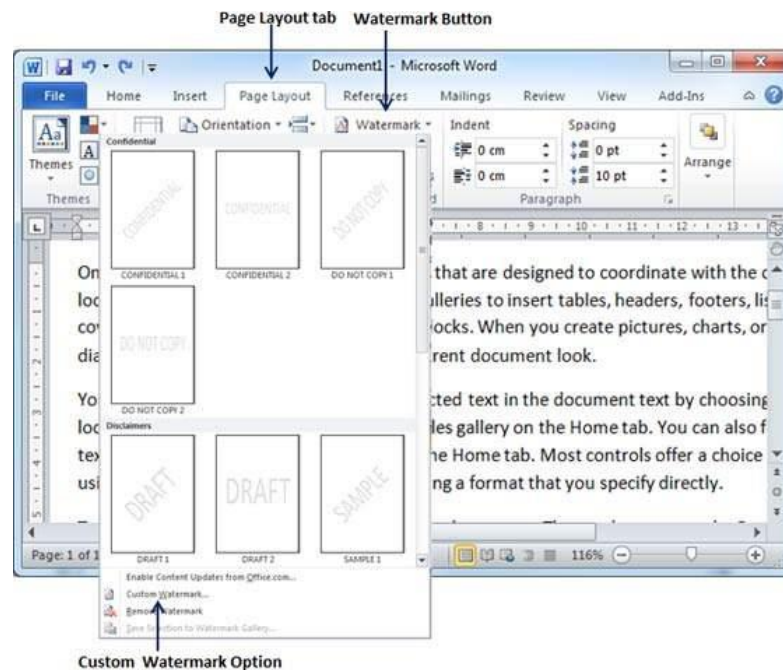


- Set Custom Watermark

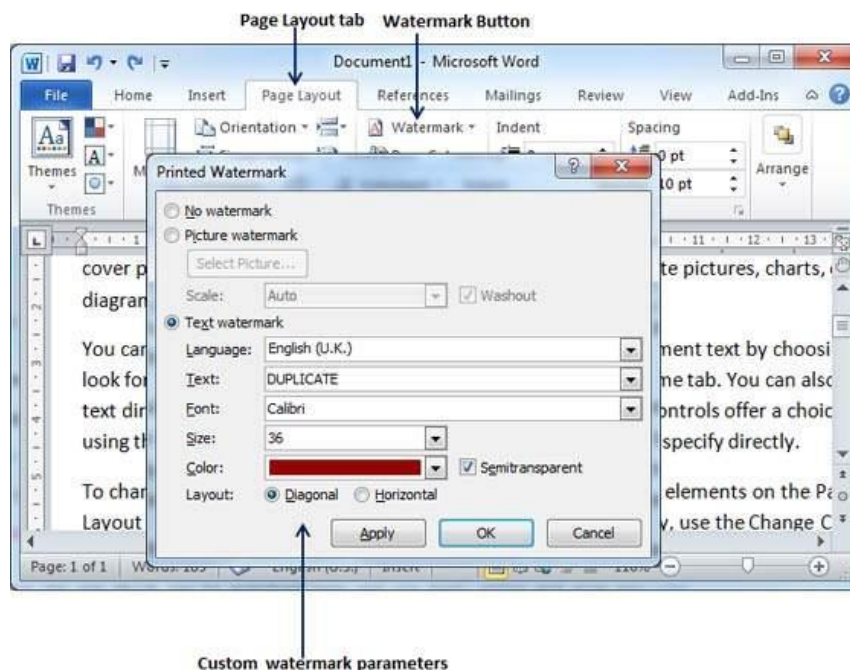
The following steps will help you set custom watermark in word document. A custom watermark is the one which can be modified text and its font, color and size etc.

**Step 1** – Open a Word document in which you want to add a watermark.

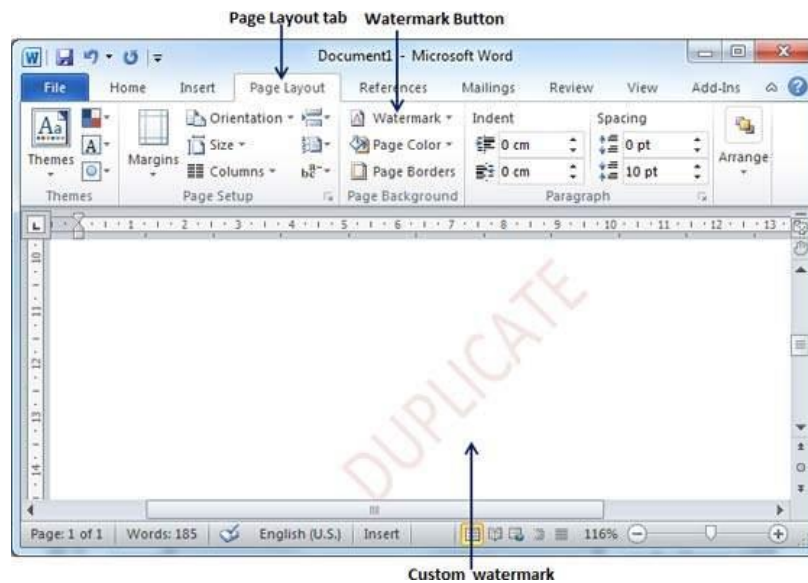
**Step 2** – Click the **Page Layout** tab and then click the **Watermark** button to display a list of standard watermark options. At the bottom, you will find the **Custom Watermark** option.



**Step 3** – Click over the **Custom Watermark** option; this will display the **Printed Watermark** dialog box.



**Step 4** – Now you can set a picture as watermark or you can set predefined text as watermark; you can also type your text in the **Text** box available at **Printed Watermark** dialog box. We will set text watermark as **DUPLICATE** and also set its font color and font size. Once all the parameters are set, click the **OK** button to set the parameters.

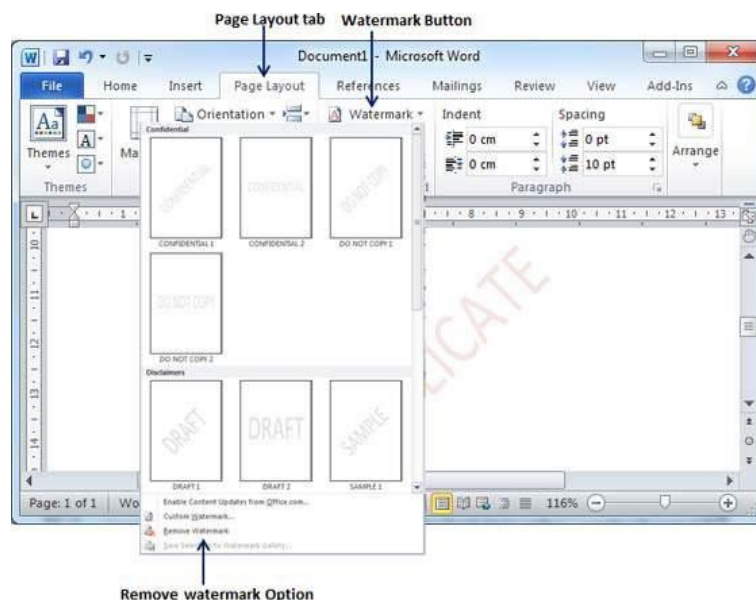


- Remove Watermark

The following steps will help you remove an existing watermark from a Word document.

**Step 1** – Open a Word document the watermark of which needs to be deleted.

**Step 2** – Click the **Page Layout** tab followed by the **Watermark** button to display a list of standard watermark options. At the bottom, you will find the **Remove Watermark** option.



**Step 3** – Click **Remove Watermark** option; this will delete the existing watermark from the document.

# *Microsoft Word Keyboard Shortcuts*

## All of the Best Microsoft Word Keyboard Shortcuts

There are many general program shortcuts in Microsoft Word that make it easier for you to do everything from save your document to undo a mistake.

### • General Program Shortcuts

- **Ctrl+N:** Create a new document
- **Ctrl+O:** Open an existing document
- **Ctrl+S:** Save a document
- **F12:** Open the Save As dialog box
- **Ctrl+W:** Close a document
- **Ctrl+Z:** Undo an action
- **Ctrl+Y:** Redo an action
- **Alt+Ctrl+S:** Split a window or remove the split view
- **Ctrl+Alt+V:** Print Layout View
- **Ctrl+Alt+O:** Outline View
- **Ctrl+Alt+N:** Draft View
- **Ctrl+F2:** Print Preview View
- **F1:** Open the Help pane
- **Alt+Q:** Go to the “Tell me what you want to do” box
- **F9:** Refresh the field codes in the current selection
- **Ctrl+F:** Search a document
- **F7:** Run a spelling and grammar check
- **Shift+F7:** Open the thesaurus. If you have a word selected, Shift+F7 looks up that word in the thesaurus.

## • Moving Around in a Document

You can use keyboard shortcuts to easily navigate throughout your document. This can save time if you have a long document and don't want to scroll through the entire thing, or simply want to easily move between words or sentences.

- **Left/Right Arrow:** Move the insertion point (cursor) one character to the left or right
- **Ctrl+Left/Right Arrow:** Move one word to the left or right
- **Up/Down Arrow:** Move up or down one line
- **Ctrl+Up/Down Arrow:** Move up or down one paragraph
- **End:** Move to the end of the current line
- **Ctrl+End:** Move to the end of the document
- **Home:** Move to the beginning of the current line
- **Ctrl+Home:** Move to the beginning of the document
- **Page Up/Page Down:** Move up or down one screen
- **Ctrl+Page Up/Page Down:** Move to the previous or next browse object (after performing a search)
- **Alt+Ctrl+Page Up/Page Down:** Move to the top or bottom of the current window
- **F5:** Open the Find dialog box with the "Go To" tab selected, so you can quickly move to a specific page, section, bookmark, and so on.
- **Shift+F5:** Cycle through the last three locations where the insertion point was placed. If you just opened a document, Shift+F5 moves you to the last point you were editing before closing the document.

## • **Selecting Text**

You may have noticed from the previous section that the arrow keys are used for moving your insertion point around, and the Ctrl key is used to modify that movement. Using the Shift key to modify a lot of those key combos lets you select text in different ways.

- **Shift+Left/Right Arrow:** Extend your current selection by one character to the left or right
- **Ctrl+Shift+Left/Right Arrow:** Extend your current selection by one word to the left or right
- **Shift+Up/Down Arrow:** Extend selection up or down one line
- **Ctrl+Shift+Up/Down Arrow:** Extend selection to the beginning or end of the paragraph
- **Shift+End:** Extend selection to the end of the line
- **Shift+Home:** Extend selection to the beginning of the line
- **Ctrl+Shift+Home/End:** Extend selection to the beginning or end of the document
- **Shift+Page Down/Page Up:** Extend selection down or up one screen
- **Ctrl+A:** Select the entire document
- **F8:** Enter selection mode. While in this mode, you can use the arrow keys to extend your selection. You can also press F8 up to five times to extend the selection outward. The first press enters selection mode, the second press selects the word next to the insertion point, the third selects the whole sentence, the fourth all the characters in the paragraph, and the fifth the whole document. Pressing Shift+F8 works that same cycle, but backwards. And you can press Esc any time to leave selection mode. It takes a little playing with to get the hang of it, but it's pretty fun!
- **Ctrl+Shift+F8:** Selects a column. Once the column is selected, you can use the left and right arrow keys to extend the selection to other columns.

## • Editing Text

Word also provides a number of keyboard shortcuts for editing text.

- **Backspace:** Delete one character to the left
- **Ctrl+Backspace:** Delete one word to the left
- **Delete:** Delete one character to the right
- **Ctrl+Delete:** Delete one word to the right
- **Ctrl+C:** Copy or graphics to the Clipboard text
- **Ctrl+X:** Cut selected text or graphics to the Clipboard
- **Ctrl+V:** Paste the Clipboard contents
- **Ctrl+F3:** Cut selected text to the Spike. The Spike is an interesting variant on the regular clipboard. You can keep cutting text to the Spike and Word remembers it all. When you paste the Spikes contents, Word pastes everything you cut, but places each item on its own line.
- **Ctrl+Shift+F3:** Paste the Spike contents
- **Alt+Shift+R:** Copy the header or footer used in the previous section of the document

## • Applying Character Formatting

Word also has loads of keyboard combos for applying character formatting (and paragraph formatting, but that's covered in the next section. You can use the shortcuts to apply formatting to selected text or to whatever you type next if no text is selected.

- **Ctrl+B:** Apply bold formatting
- **Ctrl+I:** Apply italic formatting
- **Ctrl+U:** Apply underline formatting
- **Ctrl+Shift+W:** Apply underline formatting to words, but not the spaces between words
- **Ctrl+Shift+D:** Apply double underline formatting
- **Ctrl+D:** Open the Font dialog box
- **Ctrl+Shift+< or >:** Decrease or increase font size one preset size at a time
- **Ctrl+[ or ]:** Decrease or increase font size one point at a time
- **Ctrl+=:** Apply subscript formatting
- **Ctrl+Shift+Plus key:** Apply superscript formatting
- **Shift+F3:** Cycle through case formats for your text. Available formats are sentence case (capital first letter, everything else lower case), lowercase, uppercase, title case (first letter in each word capitalized), and toggle case (which reverses whatever's there).
- **Ctrl+Shift+A:** Formats all letters as uppercase

- **Ctrl+Shift+K:** Formats all letters as lowercase
- **Ctrl+Shift+C:** Copies the character formatting of a selection
- **Ctrl+Shift+V:** Pastes formatting onto selected text
- **Ctrl+Space:** Removes all manual character formatting from a selection
- 

### • **Applying Paragraph Formatting**

And just like with character formatting, Word has a bunch of shortcuts particular to formatting paragraphs.

- **Ctrl+M:** Increases a paragraph's indent one level each time you press it
- **Ctrl+Shift+M:** Reduces a paragraph's indent one level each time you press it
- **Ctrl+T:** Increases a hanging indent each time you press it
- **Ctrl+Shift+T:** Reduces a hanging indent each time you press it
- **Ctrl+E:** Center a paragraph
- **Ctrl+L:** Left-align a paragraph
- **Ctrl+R:** Right-align a paragraph
- **Ctrl+J:** Justify a paragraph
- **Ctrl+1:** Set single-spacing
- **Ctrl+2:** Set double-spacing
- **Ctrl+5:** Set 1.5 line Spacing
- **Ctrl+0:** Remove one line spacing preceding a paragraph
- **Ctrl+Shift+S:** Open a popup window for applying styles
- **Ctrl+Shift+N:** Apply the normal paragraph style
- **Alt+Ctrl+1:** Apply the Heading 1 style
- **Alt+Ctrl+2:** Apply the Heading 2 style
- **Alt+Ctrl+3:** Apply the Heading 3 style
- **Ctrl+Shift+L:** Apply the List style
- **Ctrl+Q:** Remove all paragraph formatting

## • Inserting Things

Whether you're looking to insert a section break in your document, or you just don't feel like digging for a common symbol, Word's keyboard combos have you covered.

- **Shift+Enter:** Insert a line break
- **Ctrl+Enter:** Insert a page break
- **Ctrl+Shift+Enter:** Insert a column break
- **Ctrl+hyphen (-):** Insert an optional hyphen or en dash. An optional hyphen tells Word not to use a hyphen, unless the word breaks at the end of a line. If it does, Word will use a hyphen where you placed it.
- **Alt+Ctrl+hyphen (-):** Insert an em dash
- **Ctrl+Shift+hyphen (-):** Insert a non-breaking hyphen. This tells Word not to break a word at the end of a line, even if there's a hyphen there. This would be useful, for example, if you included something like a telephone number and wanted to make sure it all appeared on one line.
- **Ctrl+Shift+Spacebar:** Insert a non-breaking space
- **Alt+Ctrl+C:** Insert a copyright symbol
- **Alt+Ctrl+R:** Insert a registered trademark symbol
- **Alt+Ctrl+T:** Insert a trademark symbol

## • Working with Outlines

Hopefully, you outline before cracking into a long document. If you're among those organized, outlining souls, here are a few shortcuts to help you out.

- **Alt+Shift+Left/Right Arrow:** Promote (move to the left) or demote (move to the right) a line
- **Ctrl+Shift+N:** Demote an outline level to regular body text
- **Alt+Shift+Up/Down Arrow:** Move the line with the insertion point up or down in the outline
- **Alt+Shift+Plus or Minus keys:** Expand or collapse text under a heading
- **Alt+Shift+A:** Expand or collapse all text or headings in an outline
- **Alt+Shift+L:** Show the first line of body text or all body text
- **Alt+Shift+1:** Show all headings that have the Heading 1 style applied
- **Alt+Shift+any other number key:** Show all headings up to that level

## • Working with Tables

Moving around in tables doesn't work quite like moving around in regular text. Instead of clicking where you want to go, check out these combos:

- **Tab:** Move to the next cell in a row and select its contents, if there are any
- **Shift+Tab:** Move to the previous cell in a row and select its contents, if there are any
- **Alt+Home/End:** Move to the first or last cell in a row
- **Alt+Page Up/Page Down:** Move to the first or last cell in a column
- **Up/Down Arrow:** Move to the previous or next row
- **Shift+Up/Down Arrow:** Select the cell in the row above or below the insertion point or selection. Keep pressing this combo to keep selecting more cells. If you have multiple cells in a row selected, this combo selects those same cells in the row above or below.
- **Alt+5 on keypad (with NumLock off):** Select an entire table.

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