

## Text Selection

To Select	Do This
<b>A block of text</b>	Click at the beginning of the text, SHIFT key and click at the end
<b>A word</b>	Double click on the word
<b>A sentence</b>	Holding down the [CTRL] key, click the left mouse button anywhere in the sentence.
<b>A line</b>	Click once with the left mouse button in the "Selection Bar".
<b>A paragraph</b>	Double-click with the left mouse button in the "Selection Bar".
<b>The entire document</b>	[Ctrl]+[A]

## Moving around a document

Start of document	[CTRL]+[HOME]
End of document	[CTRL]+[END]
Start of line	[HOME]
End of line	[END]
Right one word	[CTRL]+→
Left one word	[CTRL]+←

## Character Formatting

All Caps	[CTRL] + [SHIFT] + A
Bold	[CTRL] + B
Change Case	[SHIFT] + [F3]
Decrease Font Size	[CTRL] + [ ]
Increase Font Size	[CTRL] + [ ]
Double Underline	[CTRL] + [SHIFT] + D
Italic	[CTRL] + I

## Formatting Text

If you want to format just one word you can simply click in the word and apply the format without selecting the whole word.

### Paragraph Formatting

Align to the left	[CTRL]+L
Align to the right	[CTRL]+R
Centre align	[CTRL]+E
Justified	[CTRL]+J
Left indent	[CTRL]+M
Remove left indent	[CTRL]+[SHIFT]+M
Single line spacing	[CTRL]+1
Double line spacing	[CTRL]+2
1 <sup>1</sup> / <sub>2</sub> line spacing	[CTRL]+5
Add/remove space above	[CTRL]+0 (zero)
Remove paragraph formatting	[CTRL]+Q

### Text Editing


Cut selected text	[CTRL]+X
Copy selected text	[CTRL]+C
Paste text	[CTRL]+V
Undo	[CTRL]+Z
Repeat last action	[F4]
Find	[CTRL]+F
Replace	[CTRL]+H

### Further Shortcut Keys

Check spelling	[F7]
Thesaurus	[SHIFT]+[F7]
Help	[F1]
Split window	[ALT]+[CTRL]+S

## The Format Painter

Use the Format Painter to copy formats from selected text and then apply it elsewhere within the document.

- Select the text that contains the formatting you want to copy
- Click the **Format Painter**  on the **Standard** toolbar and then select the text where you want to apply the formatting

### ✓ Note:

To copy the selected formatting to several locations, double-click the Format Painter. Click the button again when you are finished.

## Hotspots

Hotspots are sensitive areas on the Word screen allowing you to access certain dialog boxes quickly by double clicking on them:

### Double clicking:

Status Bar  
Indent Markers

Outside corner of page  
Header or footer

### Displays:

GoTo dialog box  
Format paragraph dialog box

Page setup dialog box  
Activates header/footer

## AutoText and AutoCorrect

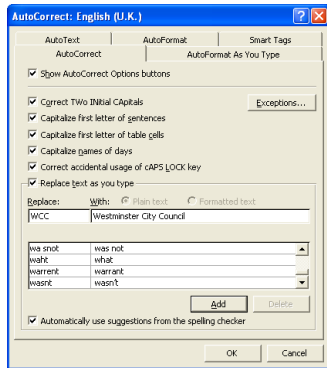
Word's AutoCorrect feature is a tool which finds and automatically corrects errors as you type.

You can create as well as replay a piece of AutoText using the AutoText command in the Insert menu.

You don't need to type the whole name of a piece of AutoText when you replay it – just enough to uniquely identify it.

## To customise the AutoCorrect dictionary:

- From the **Tools** menu select the **AutoCorrect** command



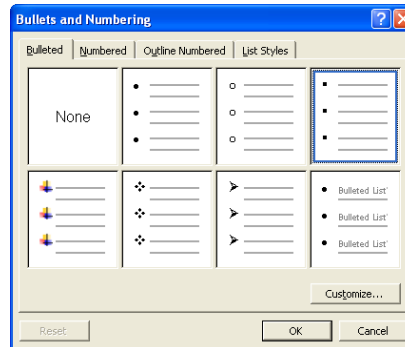
- In the **Replace** box of the AutoCorrect dialogue box, type the appropriate word or abbreviation
- In the **With** box of the dialogue box, type the word or words that is/are to replace the above word or abbreviation
- Click on the **Add** button
- Click on the **OK** button to close the dialogue box

## Creating a Numbered/Bulleted List

Word's Bullets and Numbering feature allows you to automatically insert a variety of bullet characters and/or a sequentially-incremented series of numbers into a document to create a list.

### To create a numbered/bulleted list:

- Select the paragraphs to which you want to add bullets or numbers
- From the **Format** menu, select the **Bullets and Numbering** command, or select the Bullets and Numbering option on the shortcut menu



- In the **Bullets and Numbering** dialog box, select the required bullet or number style
- Click on the **OK** button
- Alternatively**, you can use the **Numbering** or **Bullets** button on the **Formatting** toolbar to insert the default number or bullet (the last number or bullet selected), respectively

## Multi-Level Numbering

### Using automatic numbering:

- It is the requirement of the Appeals Committee that all payments should be authorised.
  - 1.1. Payments authorised by the secretary
  - 1.2. Payments authorised by the Finance Officer

- Select the **Outline Numbered** tab within the Bullets & Numbering dialog box, then select the style for the numbering
- Type your text for number 1 and press **[enter]**
- To bring the numbering down to the next level (ie: 1.1) press the **[Tab]** key
- To take the numbering back up to the previous level, press **[Shift]+[Tab]**
- To create another paragraph within the same numbered point, press **[Shift]+[Enter]**
- To finish numbering, press **[Enter]** twice



City of Westminster

## Basic Word Formatting

Text Selection Techniques  
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Numbered/Bulleted Lists