

Study Guide for Quiz on Microsoft Word Techniques

Keyboard shortcuts	
Ctrl + Z	Undo
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + A	Select All (everything in document)
Ctrl + P	Print
Ctrl + S	Save
Ctrl + O	Opens a file
Ctrl + W	Closes your file
Alt + F4	Exits the program.
Alt + Print Screen	Takes a picture of the active window.
Alt + Shift + D	Inserts the date.
Win + D	Minimizes all your windows.
F5	Opens the Go To box, so you can go to a page.

To add a header or footer to your document, do this:

1. Click the View menu.
2. Click Header and Footer command.
3. Use the Header and Footer toolbar to add pieces of information to your header or footer.
4. Close the toolbar by clicking on the Close button or by double-clicking anywhere in the document.



To turn a toolbar on or off, do this:

1. Right-click anywhere on the toolbars at the top of your screen.
2. From the list that appears, click the name of the toolbar you want.