














Menu/toolbar/keyboard commands

Command	Toolbar	Key shortcut
File•New		⌘ + N
File•Open		⌘ + O
File•Close		⌘ + W
File•Save		⌘ + S
File•Print		⌘ + P
Edit•Undo		⌘ + Z
Edit•Redo		⌘ + Y
Edit•Copy		⌘ + C
Edit•Paste		⌘ + V
Edit•Cut		⌘ + X
Edit•Select All		⌘ + A
Edit•Find		⌘ + F
Edit•Replace		⌘ + H
Edit•Go to		⌘ + G
File•Exit		⌘ + Q
Center align		⌘ + E
Left align		⌘ + L
Right align		⌘ + R
Justify align		⌘ + J
Single spacing		⌘ + 1
Double spacing		⌘ + 2
1½ spacing		⌘ + 5
Add line above		⌘ + 0 (zero)

Microsoft®



Word 98

for Macintosh

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Mouse and
Keyboard Shortcuts
QUICK REFERENCE GUIDE

Moving the insertion point

You can move the insertion point using time-saving keyboard combinations.

SHIFT+F5	Go Back returns the insertion point to each of the three previous editing locations.
UP ARROW DOWN ARROW	Moves the insertion point to the line above or the line below.
LEFT ARROW RIGHT ARROW	Moves the insertion point one character to the left or to the right
⌘+LEFT ARROW ⌘+RIGHT ARROW	Moves the insertion point to the beginning of the next word to the left or to the right.
HOME END	Moves the insertion point to the beginning or the end of the line.
⌘+UP ARROW ⌘+DOWN ARROW	Moves the insertion point up or down to the beginning of the previous or next paragraph.
⌘+HOME ⌘+END	Moves the insertion point to the beginning of the document or to the end of the document.
F5 Go to... command	Edit•Go to... or F5 displays a dialog box that takes you to a specified location. If you type a page number, Word scrolls to the top of that page and moves the insertion point to the beginning of the first paragraph on that page.
⌘+F6	Switches to the next document window if two or more documents are open at once.

Selecting text using the mouse

Any text	Drag across the text you want to select.
Block of text	Click at the beginning of the text you want to select, hold the SHIFT key and click at the end of the text.
A word	Double-click the word.
A line	Click in the selection bar to the left of the line.
Multiple lines	Drag in the selection bar to the left of the lines.
A sentence	Hold down the ⌘ key and click anywhere in the sentence.
A paragraph	Double-click in the selection bar next to the paragraph.
Multiple paragraphs	Double-click and drag in the selection bar.
Entire document	⌘ - click in the selection bar or choose Edit•Select all .
A column of text	Option-drag left mouse button.
To deselect	Click anywhere in the text.

Formatting characters

⌘+B	Makes selected text bold .
⌘+I	Makes selected text <i>italic</i> .
⌘+U	Underlines <u>selected text</u> .
⌘TRL+SHIFT+W	Underlines <u>selected words</u> .
⌘+SHIFT+D	<u>Double underlines</u> text.
⌘+SHIFT+K	Changes selected lowercase text to SMALL CAPS.
⌘+SHIFT+A	Makes selected text ALL CAPS.
⌘+F3	Changes case of selected text.
CTRL+SPACEBAR	Removes all <i>locally-applied</i> character formatting.

Selecting text using keys

One character right	SHIFT+RIGHT ARROW
One character left	SHIFT+LEFT ARROW
To end of word	⌘+SHIFT+RIGHT ARROW
To start of word	⌘+SHIFT+LEFT ARROW
To end of line	SHIFT+END
To start of line	SHIFT+HOME
To end of paragraph	⌘+SHIFT+DOWN ARROW
To start of paragraph	⌘+SHIFT+UP ARROW
To end of document	⌘+SHIFT+END
To start of document	⌘+SHIFT+HOME
Entire document	⌘+A

Inserting special characters

(also use **Insert•Symbol** command)

Page break	SHIFT+ENTER
Line Break	SHIFT+RETURN
Column Break	⌘+SHIFT+ENTER
Nonbreaking space	CTRL+SHIFT+SPACEBAR
™	OPTION+2
©	OPTION+G
®	OPTION+R
...	OPTION+; (semicolon)
•	OPTION+8
-	⌘+MINUS (- on keypad)
—	⌘+OPTION+MINUS (- on keypad)
°	OPTION+SHIFT+8
é	OPTION+e then type e
ñ	OPTION+n then type n

For other characters, use the **Key Caps** program found in the Apple menu.