

Any questions call Abbey at the Lockport Public Library (716) 433-5935.

### Microsoft Word – Common Shortcuts

	<b>press these keys together</b>	<b>completed</b>
open saved document	Ctrl + O	
open new document	Ctrl + N	
save	Ctrl + S	
print	Ctrl + P	
undo	Ctrl + Z	
redo	Ctrl + Y	
<b>FONT</b>		
bold	Ctrl + B	
italic	Ctrl + I	
underline	Ctrl + U	
subscript	Ctrl + =	
superscript	Ctrl + Shift + +	
increase font size	Ctrl + Shift + >	
decrease font size	Ctrl + Shift + <	
<b>Clipboard</b>		
copy	Ctrl + C	
cut	Ctrl + X	
paste	Ctrl + V	
<b>Proofing</b>		
spelling and grammar check	F7	
thesaurus	Shift + F7	

The Lockport Public Library's Public Computing Center (PCC) activities are funded by the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), which has been awarded a \$9.5 million grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).

Updated 11/2010 A.

Any questions call Abbey at the Lockport Public Library (716) 433-5935.

### Microsoft Word – Common Shortcuts

	<b>press these keys together</b>	<b>completed</b>
open saved document	Ctrl + O	
open new document	Ctrl + N	
save	Ctrl + S	
print	Ctrl + P	
undo	Ctrl + Z	
redo	Ctrl + Y	
<b>FONT</b>		
bold	Ctrl + B	
italic	Ctrl + I	
underline	Ctrl + U	
subscript	Ctrl + =	
superscript	Ctrl + Shift + +	
increase font size	Ctrl + Shift + >	
decrease font size	Ctrl + Shift + <	
<b>Clipboard</b>		
copy	Ctrl + C	
cut	Ctrl + X	
paste	Ctrl + V	
<b>Proofing</b>		
spelling and grammar check	F7	
thesaurus	Shift + F7	

The Lockport Public Library's Public Computing Center (PCC) activities are funded by the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), which has been awarded a \$9.5 million grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).

Updated 11/2010 A.