FRONT

Shaded function key labels are available for customer's own customization use.

WORD 2000

Cut off along this line.

MISCELLANEOUS SHORTCUTS

FILE, NEW / OPEN / SAVE	Ctrl N/O/S	PROMOTE PARA.	Alt Shift ←	PRINT DOCUMENT	Ctrl P
FIND / REPLACE TEXT	Ctrl F/H	DEMOTE PARA.	Alt Shift →	COPYRIGHT SYMBOL	Ctrl Alt C
CYCLE OPTIONS / TASKS	TAB / Alt TAB	EXPAND TEXT	Alt Shift +	PASTE from SPIKE	Ctrl Shift F3
		COLLAPSE TEXT	Alt Shift -	SHOW CLIPBOARD	Ctrl C 2x!!

WORD 2000

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FORMATTING SHORTCUTS

ADD / REM. 1 LINE SPACE	Ctrl 0	HYPHEN, Non-Breaking	Ctrl -
ADD / REM. HANG. INDENT	Ctrl T / Shift T	SPACE, Non-Breaking	Shift Ctrl SPACE
CREATE HYPERLINK	Ctrl K	UNDERLINE, DOUBLE	Ctrl Shift D
		UNDERLINE, WORDS ONLY	Ctrl Shift W

EDITING SHORTCUTS

COPY SELECTED	Ctrl C
CUT SELECTED	Ctrl X
PASTE from CLIPBOARD	Ctrl V
UNDO	Ctrl Z
REDO	Ctrl Y
REPLACE TEXT	Ctrl H
SELECT ALL	Ctrl A
CAPTURE SCREEN	PrtSc
CAPTURE WINDOW	Alt PrtSc

WORD 2000 FORMATTING

ALIGN, LEFT/RIGHT/CENT./JUST	Ctrl L/R/E/J
BOLD / ITALIC / UNDERLINE	Ctrl B/I/U
FONT SIZE, DECREASE / INCR.	Ctrl Shift </>
FORMATTING, COPY / PASTE	Ctrl Shift C/V
FORMATTING, CHAR. - REMOVE	Ctrl SPACE
FORMATTING, PARA. - REMOVE	Ctrl Q
INDENT FROM LEFT / RIGHT	Ctrl M / Shift M
LINE SPACING - 1 / 1.5 / 2	Ctrl Shift 1/5/2
STYLE, HEADING X (x = 1- 3)	Ctrl Alt X
STYLE, NORMAL / LIST	Ctrl Shift N/L
SUPERSCRIPT / SUBSCRIPT	Ctrl = / Shift +

NEXT FIELD	F2	CREATE AUTOTEXT	QUIT WORD	Alt	RESTORE WINDOW	F6	FIND NEXT MISSPELLING	RUN MACRO	Alt	SWITCH FIELD CODES/RES.	MAX. PROG. WINDOW	DISP. VISUAL BASIC CODE	
F1	PRINT PREVIEW	CUT TO SPIKE	CLOSE WINDOW	Ctrl	RESTORE DOC. WINDOW	NEXT DOC. WINDOW	MOVE	SIZE	Ctrl	INSERT EMPTY FIELD	MAXIMIZE DOC. WINDOW	LOCK FIELD	
REVEAL FORMATTING	COPY TEXT	CHANGE CASE	FIND or GOTO	Shift	PREVIOUS REVISION	PREVIOUS PANE	THESAURUS	SHRINK SELECTION	Shift	SWITCH FIELD CODE	SHORTCUT MENU	PREVIOUS FIELD	
HELP	MOVE	INSERT AUTOTEXT	REPEAT	EKHO STRIP	FIND/REPLACE GO TO	NEXT PANE	SPELLING	EXTEND	EKHO STRIP	UPDATE	MENU BAR	NEXT FIELD	SAVE AS

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♦ Go to the beginning of the document Ctrl+HOME
♦ Go to the end of the document Ctrl+END
♦ Select to the beginning of the document Ctrl+Shift+HOME
♦ Select to the end of the document Ctrl+Shift+END

Use shaded areas on front for your own custom macros.

TIPS:

♦ By double-clicking the **Format Painter** button, you can apply the **same formatting repeatedly** throughout your document until you click the **Format Painter** button again to turn it off.

♦ **Creating a picture bulleted list.**
Select the items you want to add picture bullets to. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab. Click **Picture**, and then click the **Pictures** tab. Select and insert the picture bullet you want.

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Apply self-adhesive colored dots from office supply store to CTRL, ALT, Shift keys.

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