



Microsoft **WORD**

Microsoft®
Word



 9359129517 / 9272110017
 www.shobhacomputerinstitute.in

ASSIGNMENT 01 (FONT GROUP)

Video Provides A Powerful Way To Help You Prove Your **Point**. When **You** Click Online Video, You Can **Paste** In The Embed Code For The Video You Want To Add. You Can Also Type A Keyword To Search Online For The Video That **Best** Fits Your Document.

To Make Your Document Look Professionally Produced, Word Provides **Header**, Footer, **Cover** Page, And Text Box Designs That Complement Each Other. For ~~Example~~, You Can Add A **Matching** Cover Page, **Header**, And Sidebar. Click **Insert And Then Choose The Elements You Want From The Different Galleries**.

Themes And Styles Also Help Keep Your Document Coordinated. When You Click Design And Choose A New Theme, The Pictures, Charts, And Smartart Graphics Change To Match Your New Theme. **When You Apply Styles, Your Headings Change To Match The New Theme.**

CO₂ H₂O NH₃ CH₄ NaCl₄

1ST 2ND 3RD 4TH 5TH 6TH 7TH 8TH 9TH 10TH

Save Time In Word With New Buttons That Show Up Where You Need Them. To Change The Way A Picture Fits In Your Document, Click It And A Button For **Layout Options** Appears Next To It. When You Work On A Table, Click Where You Want To Add A Row Or A **Column, And Then Click The Plus Sign.**

Reading Is Easier, Too, In The New Reading View. You Can Collapse Parts Of The **Document And Focus** On The Text You Want. If You Need To Stop Reading Before You Reach The End, Word Remembers Where You Left Off - Even On Another Device.

Assignment 02 (CHANGE CASE)

1. TYPE THE FOLLOWING OPENING A MS WORD FILE.

Global Mercury Assessment

Mercury Is Mined As Mercuric Sulfide (Cinnabar) Ore. Through History, Deposits Of Mercuric Sulfide Have Been The Source Ores For Commercial Mining Of Metallic Mercury. The Metallic Form Is Refined From Mercuric Sulfide Ore By Heating The Ore To Temperatures Above 540°C.

INORGANIC MERCURIC COMPOUNDS INCLUDE MERCURIC SULFIDE (HGS), MERCURIC OXIDE (HO) AND MERCURIC CHLORIDE (HGCH₂).

these mercury compounds are also called mercury salts.

now rectify the spelling mistakes and apply different formatting options so that it looks like below.

mERCURY iS mINED aS mERCURIC sULPHIDE (cINNABAR) oRE.
tHROUGH hISTORY, dEPoSITS oF mERCURIC sULPHIDE hAVE bEEN
tHE sOURCE oRES fOR cOMMERCIAL mINING oF mETALLIC mERCURY.
tHE mETAL mETALLIC fORM iS rEFINED fROM mERCURIC sULPHIDE
oRE bY hEATING tHE oRE tO tEMPERATURE aBOVE 540°C.

INORGANIC MERCURIC COMPOUNDS INCLUDE MERCURIC SULPHIDE
(HGS), MERCURIC OXIDE (HO) AND MERCURY MERCURIC CHLORIDE
(HGCI). THESE MERCURY COMPOUNDS ARE ALSO CALLED MERCURY
SALTS.

- ★ Save The File With The Name Word Day 1 In Your Student Folder.
- ★ Save The Document By Using Quick Access Toolbar.

ASSIGNMENT 03 (ALIGNMENT)

"The Path of Practice"

A single step, unsure and slow,
Begins the road we all must know.
With trembling hands and weary start,
We shape our craft, we train our heart.

The mountain tall may seem too steep,
With dreams that dance beyond our sleep.
But stroke by stroke, and day by day,
The roughest stone is chipped away.

Mistakes may come like wind and rain,
Yet each one builds a stronger brain.
For every fall and every try
Is just a step that lifts us high.

The master's hand was once unsure,
His voice was weak, his lines impure.
But hours passed, and effort stayed—
And slowly, greatness was repaid.

So forge ahead, though slow it feels,
With patient hands and turning wheels.
Perfection's not a gift, but earned—
A fire that's fed, a lesson learned.

Assignment 04 (BULLETS)

- | | |
|----------------------------|----------------------------|
| ✓ BASIC | ➤ BASIC |
| ✓ DCA | ➤ DCA |
| ✓ DCAA | ➤ DCAA |
| ✓ DCP | ➤ DCP |
| ✓ MS Office | ➤ MS Office |
| ✓ Adv. Excel | ➤ Adv. Excel |
| ✓ Tally | ➤ Tally |
| ✓ GST | ➤ GST |
| ✓ Photoshop | ➤ Photoshop |
| ✓ Corel Draw | ➤ Corel Draw |
| ✓ Page Maker | ➤ Page Maker |
| ✓ Typing (Hindi & English) | ➤ Typing (Hindi & English) |
| ✓ Computer Hardware | ➤ Computer Hardware |
| ✓ Computer Repairing | ➤ Computer Repairing |
| ✓ Laptop Repairing | ➤ Laptop Repairing |
| ✓ Website Designing | ➤ Website Designing |
| ✓ Programming | ➤ Programming |
| ✓ Robotics | ➤ Robotics |
| ✓ Electronics | ➤ Electronics |

Assignment 05 (BULLETS & NUMBER)

Create The Following Lists:

1. Keyboard

2. Mouse

3. Scanner

4. Monitor

5. Speaker

6. Printer

7. SMPS

8. Hard Disk

9. RAM

10. ROM

11. CD

12. DVD

13. Motherboard

14. UPS

15. LAPTOP

16. Touchpad

17. Touch Screen

18. LCD

19. LED

I. Keyboard

II. Mouse

III. Scanner

IV. Monitor

V. Speaker

VI. Printer

VII. SMPS

VIII. Hard Disk

IX. RAM

X. ROM

XI. CD

XII. DVD

XIII. Motherboard

XIV. UPS

XV. LAPTOP

XVI. Touchpad

XVII. Touch Screen

XVIII. LCD

XIX. LED

Assignment 06 (MULTILEVEL LIST)

Create The Following Lists:

i) Computer

(a) Hardware

(i) Internal Hardware

1. Motherboard
2. Hard Disk
3. RAM
4. ROM
5. CD/DVD Writer
6. SMPS

(ii) External Hardware

1. Keyboard
2. Mouse
3. Scanner
4. Speaker
5. Monitor
6. Printer

(b) Software

(i) System Software (Operating System)

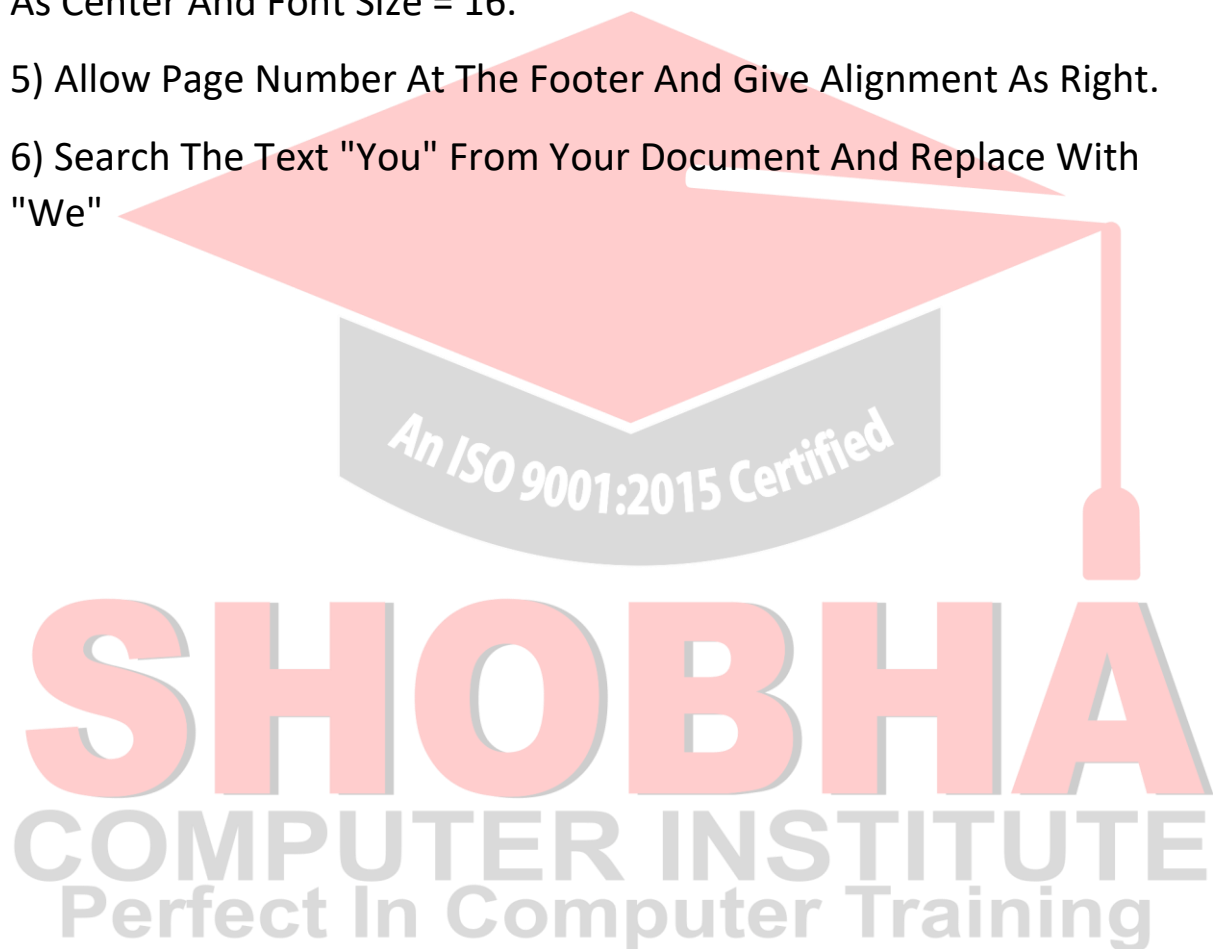
1. Windows XP
2. Windows 7,8,10
3. Linux
4. Mac

(ii) Application Software

1. Ms Office
 - a. Ms Word
 - b. Ms Excel
 - c. Ms Power Point
 - d. Ms Access
 - e. Ms Outlook
2. Typing
3. Tally

Assignment 07

- 1) Open A New Word Document.
- 2) Type "**=RAND()**" And Press Enter Button To Insert Random Text As Shown Below.
- 3) Keep Each Paragraph In Separate Page.
- 4) Place A Header All For All Pages As "**Insert Tab**" & Give Alignment As Center And Font Size = 16.
- 5) Allow Page Number At The Footer And Give Alignment As Right.
- 6) Search The Text "You" From Your Document And Replace With "We"



Assignment 08

Do The Following Tabular Form Using Suitable Tab Setting.

SR. NO	BILL NO	PARTY NAME	AMOUNT
01	SAF/001	K.R. Biswanath	270,000.00
02	SAF/002	Manoj Singh	520,000.00
03	SAF/003	Suman Day	150,000.00
04	SAF/004	Surai Singh	270,000.00
05	SAF/005	K. K. Tiwari	170,000.00
06	SAF/006	K.R. Yadav	270,000.00
07	SAF/007	Manoj Ravat	520,000.00
08	SAF/008	Suman Kumar	150,000.00
09	SAF/009	Suraj Yadav	270,000.00
10	SAF/010	A.P. Yadav	170,000.00
11	SAF/011	Vikash Kumar	270,000.00
12	SAF/012	Manoj Singh	520,000.00
13	SAF/013	Vikram Modi	150,000.00
14	SAF/014	Arjun Mourya	270,000.00
15	SAF/015	P.K. Singh	170,000.00

ASSIGNMENT 09 (Border)

"The Path of Practice"

A single step, unsure and slow,
Begins the road we all must know.
With trembling hands and weary start,
We shape our craft, we train our heart.

The mountain tall may seem too steep,
With dreams that dance beyond our sleep.
But stroke by stroke, and day by day,
The roughest stone is chipped away.

Mistakes may come like wind and rain,
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Is just a step that lifts us high.

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His voice was weak, his lines impure.
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And slowly, greatness was repaid.

So forge ahead, though slow it feels,
With patient hands and turning wheels.
Perfection's not a gift, but earned—
A fire that's fed, a lesson learned.

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Create The Following Cover Page.

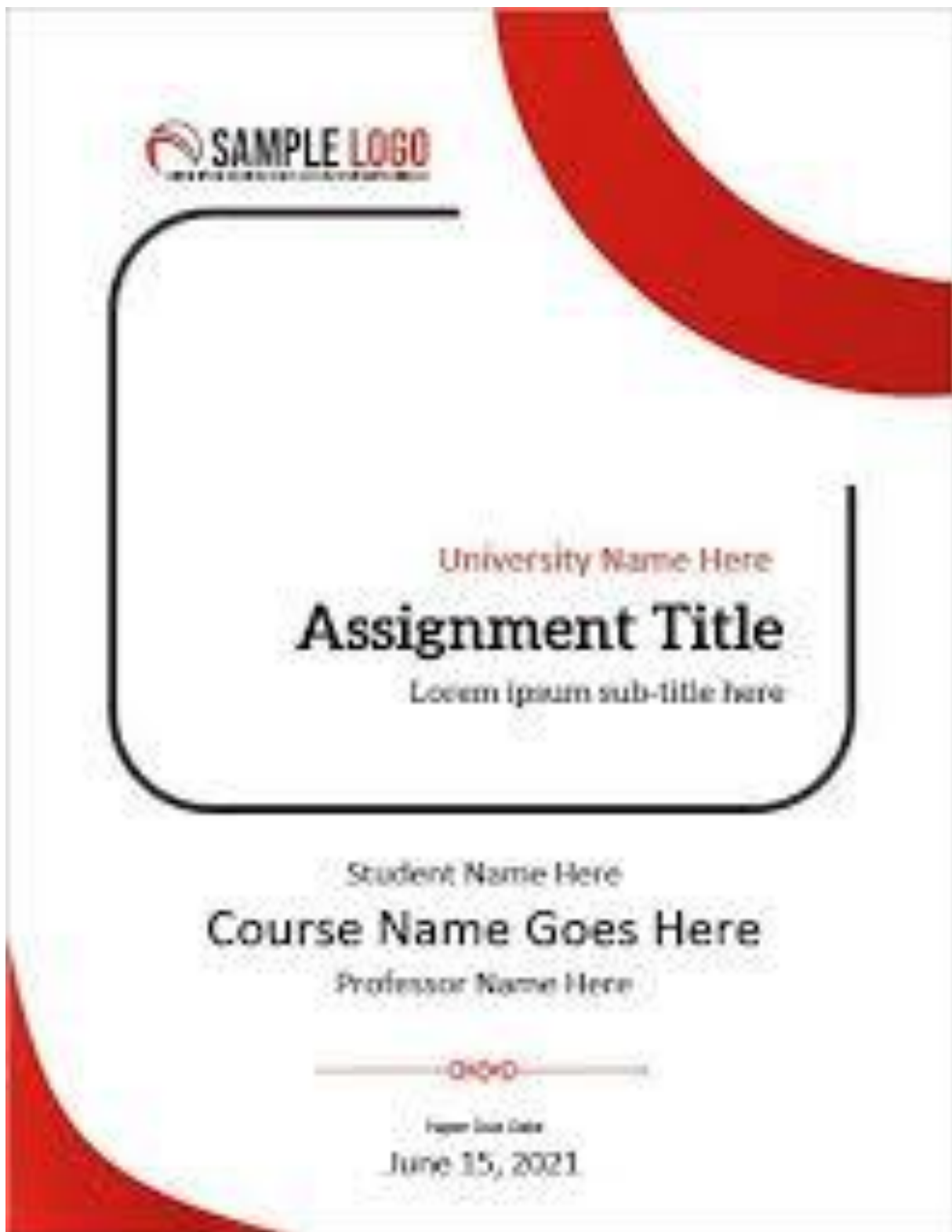
Make Your Career Good With
Shobha Computer Institute.

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COMPUTER
INSTITUTE

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ASSIGNMENT 11

Create The Following Cover Page



ASSIGNMENT 12

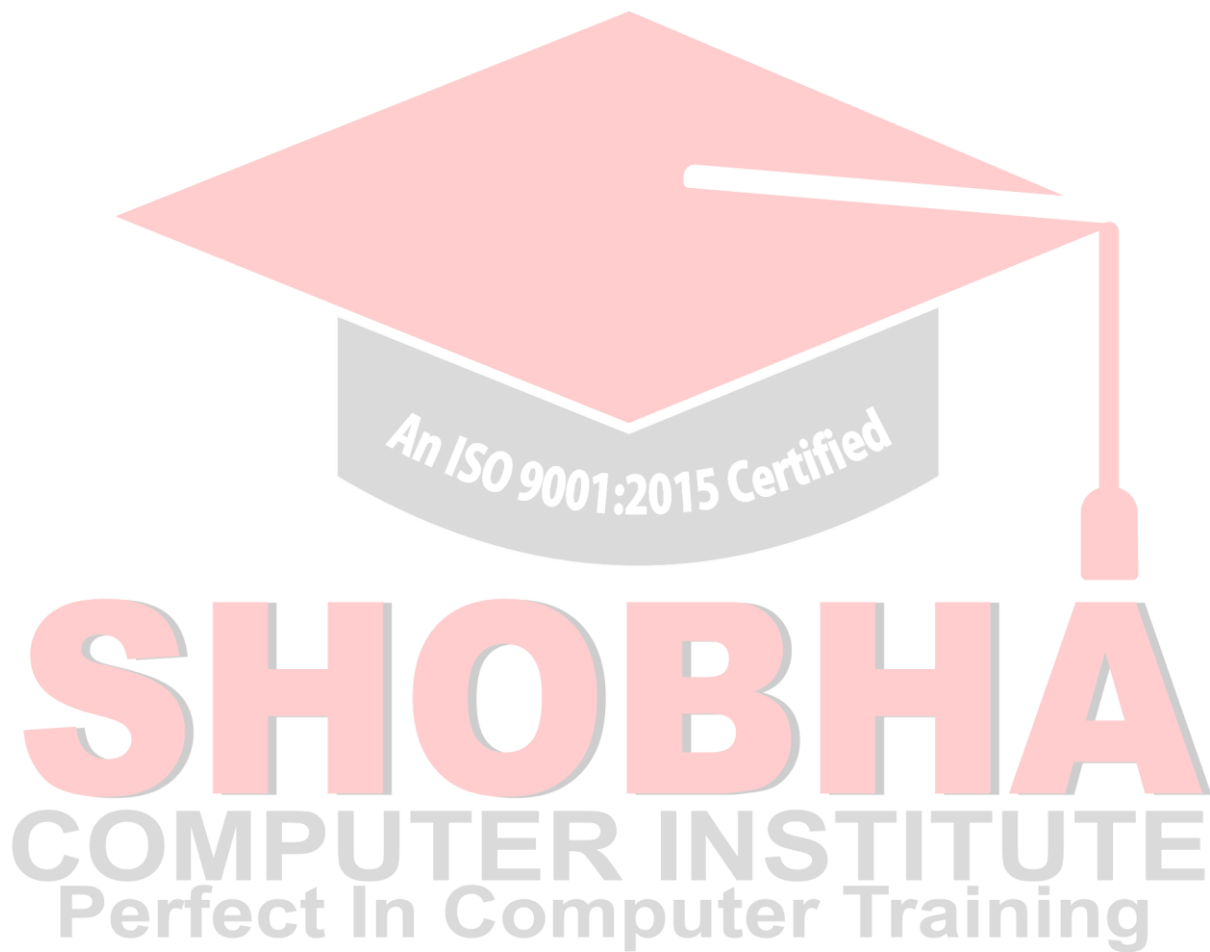
Create The Following Cover Page



Assignment 13

Create The Following Table:

Sales Of T-Shirts			
	Price	Qty	Value
Small	85	10	Rs.850
Medium	110	19	Rs.2090
Large	120	25	Rs.3000



Assignment 14

Create The Following Tables Maintaining The Proper Formatting :

EDUCATIONAL QUALIFICATION

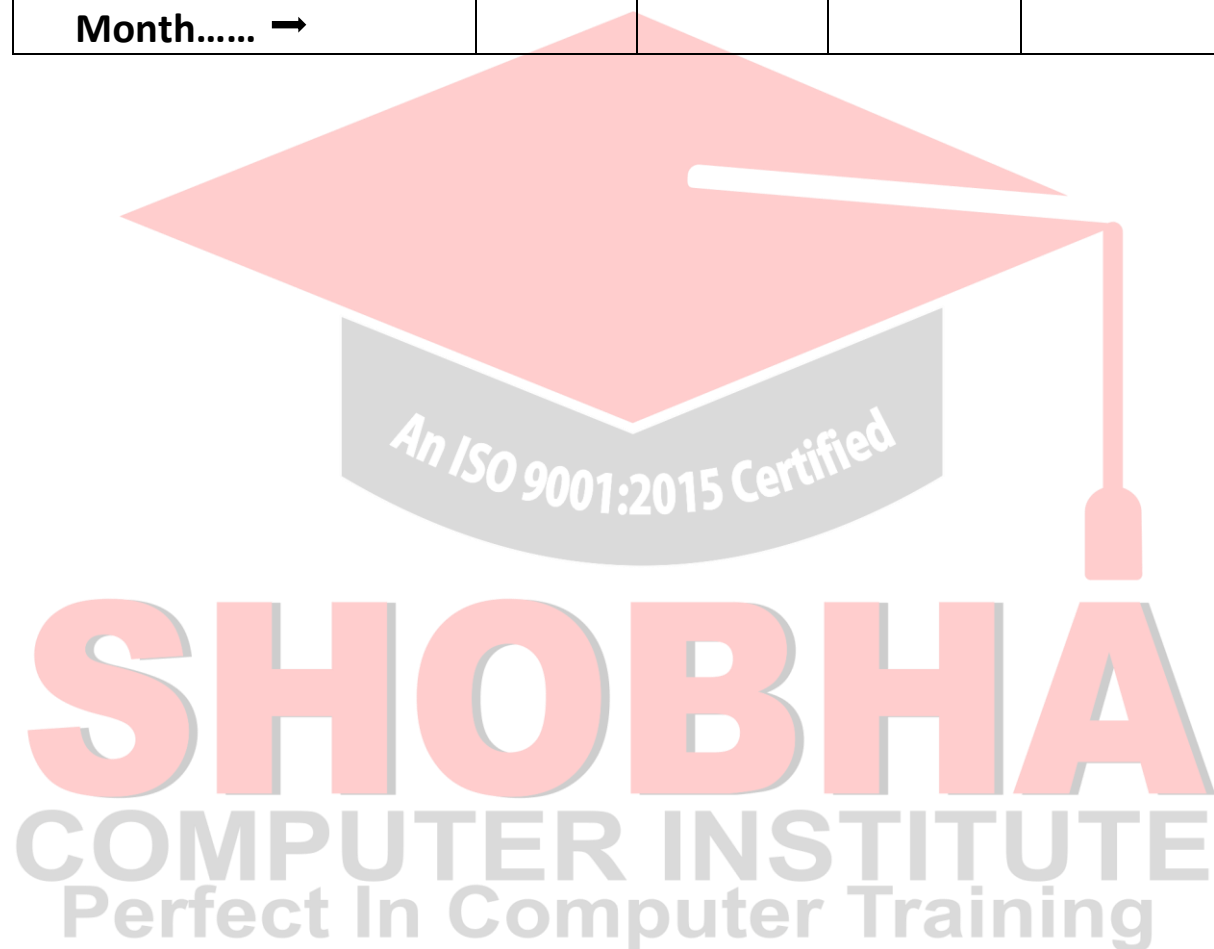
SR. NO	EXAM PASSED	BOARD \ UNIVERCITY	YEAR	DIVISION	MARKS OBTAINED	
					TOTAL	PERCENTAGE (N)
1.	10 th	HBSE	2010	1 st	450	
	12 th	HBSE	2012	1 st	365	
	B.COM (HONS.)	MIDU	2015	2 nd	275	
	M.COM	MIDU	2018	2 nd	265	

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Assignment 15

SR. NO.	PARTICULARS	JAN	FEB	MAR	TOTAL
1.	DVD- Production	75000	89000	100000	
2.	Packing	15000	18000	20000	
3.	Handling	5000	7000	8500	
4.	Shipping	12000	16000	18000	
Total Expenses / Month..... →					



Assignment 16**INVOICE/CHALLAN**

K.R. BISWANATH
45, Karl Max Sarani, 1st Floor,
Room No. - 105
Kolkata-700023

Bill Number : SAF/201/09-10
Date:21/05/2010
Delivery No: CHL/301
Date: 18/05/2010

SL. NO.	PARTICULAR	QUANTITY	RATE	AMOUNT
1	Battery BL-6C	10	1800	
2	Nokia N-73M	12	11500	
		GROSS AMOUNT		
		VAT@12.5%		
		NET AMOUNT		

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Assignment 17**Do The Following:**

Input Any Order Which Is Given By User Are Known As Input.	Output Answers Of Input Are Known As Output	Memory Memory Is A Device Which Stores Our Electronic Data. Like: Audio, Video, Image, Document Etc.
<ul style="list-style-type: none"> ➤ KEYBOARD ➤ MOUSE ➤ SCANNER ➤ TOUCHPAD ➤ TOUCHSCREEN ➤ WEBCAME ➤ JOYSTICK ➤ OMR ➤ MICE 	<ol style="list-style-type: none"> 1. MONITOR 2. LED 3. LCD 4. CRT 5. SPEAKER 6. PRINTER 7. PLOTTER 8. HEADPHONE 9. PROJECTOR 	<ul style="list-style-type: none"> ❖ Primary Memory: ❖ RAM ❖ ROM ❖ Secondary Memory: ❖ Memory Card ❖ Pen Drive ❖ CD/DVD ❖ External Hard Disk



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Assignment 18

Create The Following:

REGISTRATION FORM

Center Name _____

Applicant Name _____

Address _____

Phone _____ Date Of Birth _____

Father' Sname _____

Mother's Name _____

Family Annual Income _____

Category BPL/APL

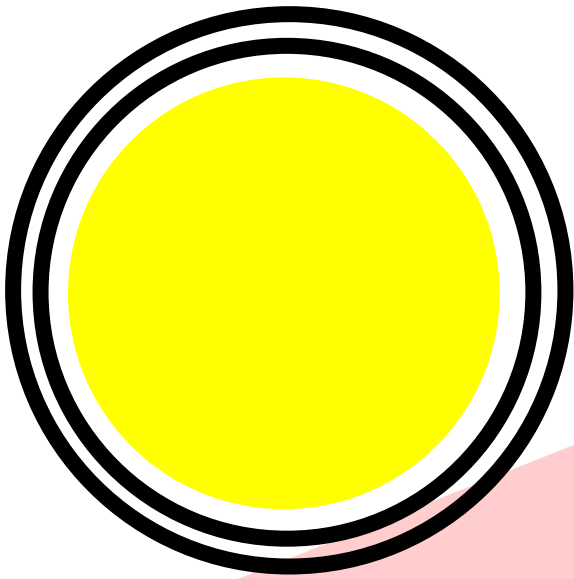
If BPL (Attached Proof Of Category)

☐ B P L RASHAN CARD ☐ Income Certificate Signed By 1st
Class Magistrate

Educational Qualification:

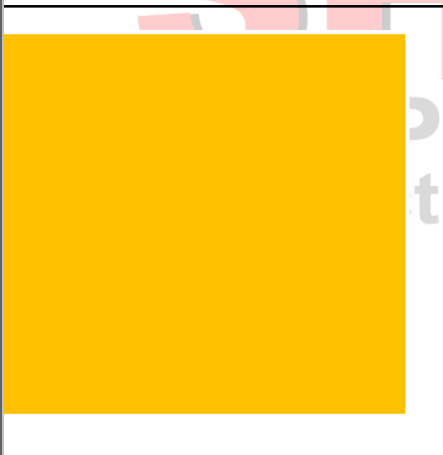
Sandard	Board/Univ.	Year	Marks/Total	%Age
Seondary				
S. Seondary				
Graduation				
P-Graduation				
Others (Specify)				

Assignment 19 (Shepes)



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SCI
DESIGN

Assignment 22 (Shepes)



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DCAA

Diploma Course In

Advance Accounting

1

Basic Computer

2

Ms-Office

3

Adv.Excel

4

Tally Erp 9

5

Tally Prime

6

GST

7

Advance Accounting

9

Taxation

10

Banking

11

Auditing

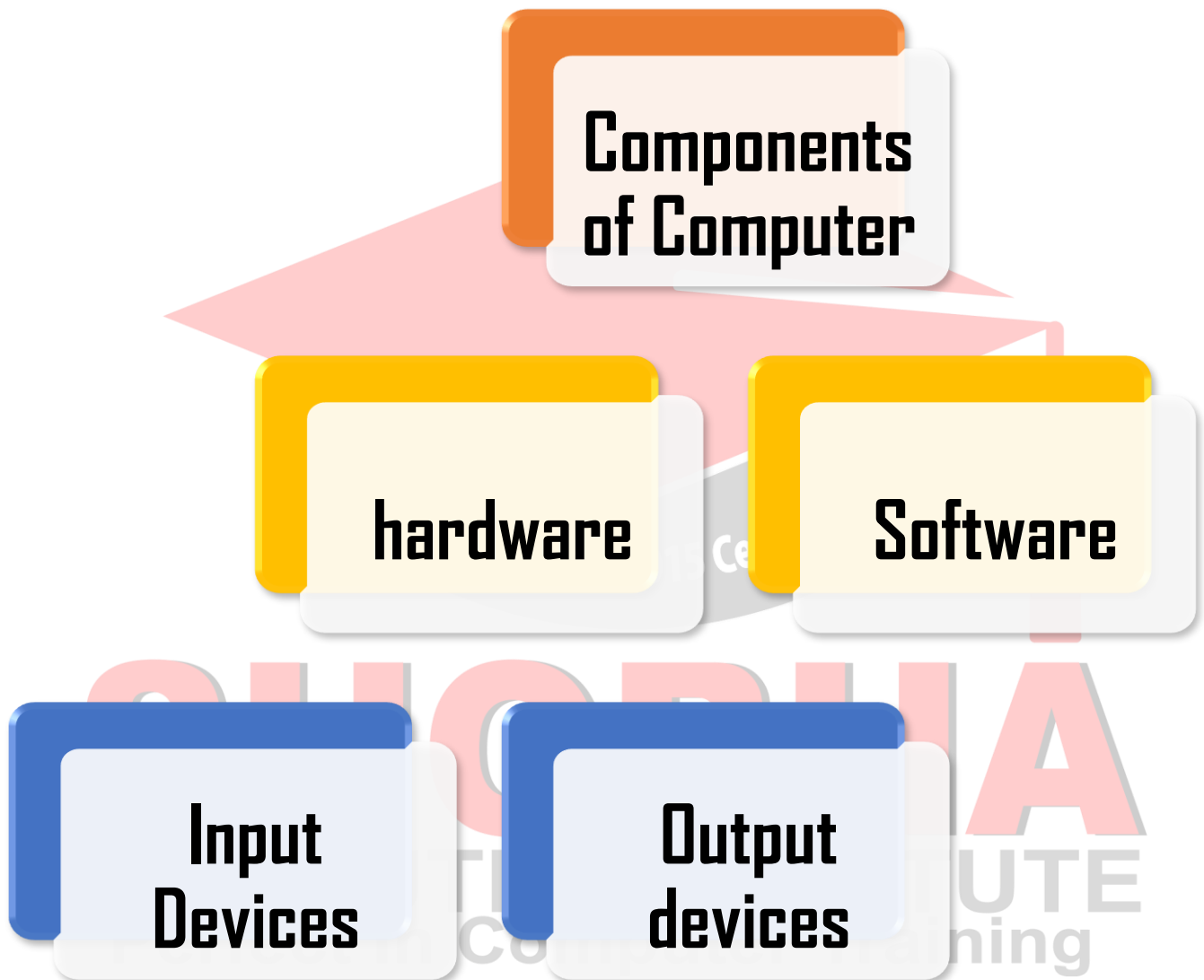
An ISO 9001:2015 Certified

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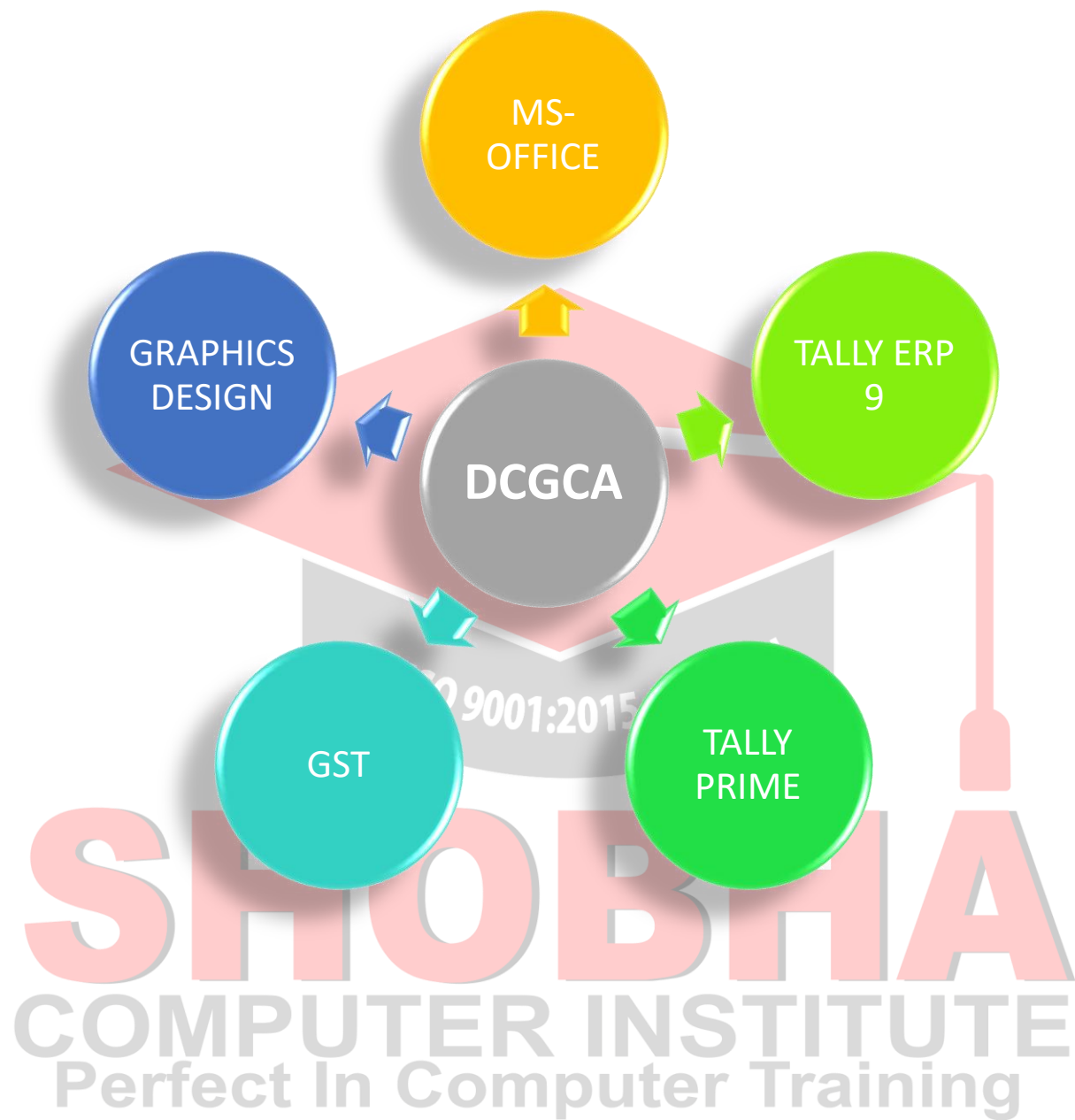
Assignment 24 (Certificate)



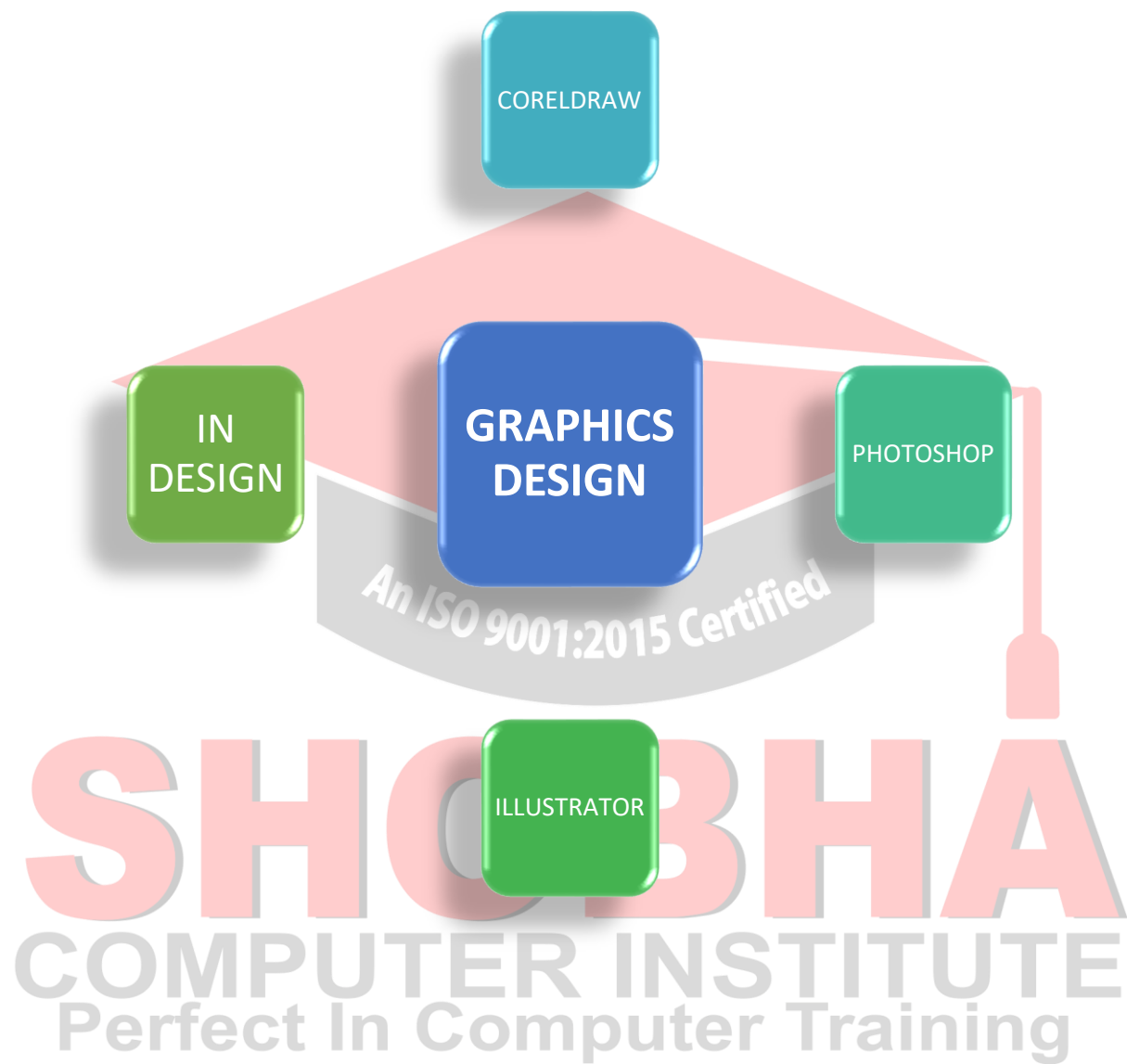
Assignment 25 (Smart Art)



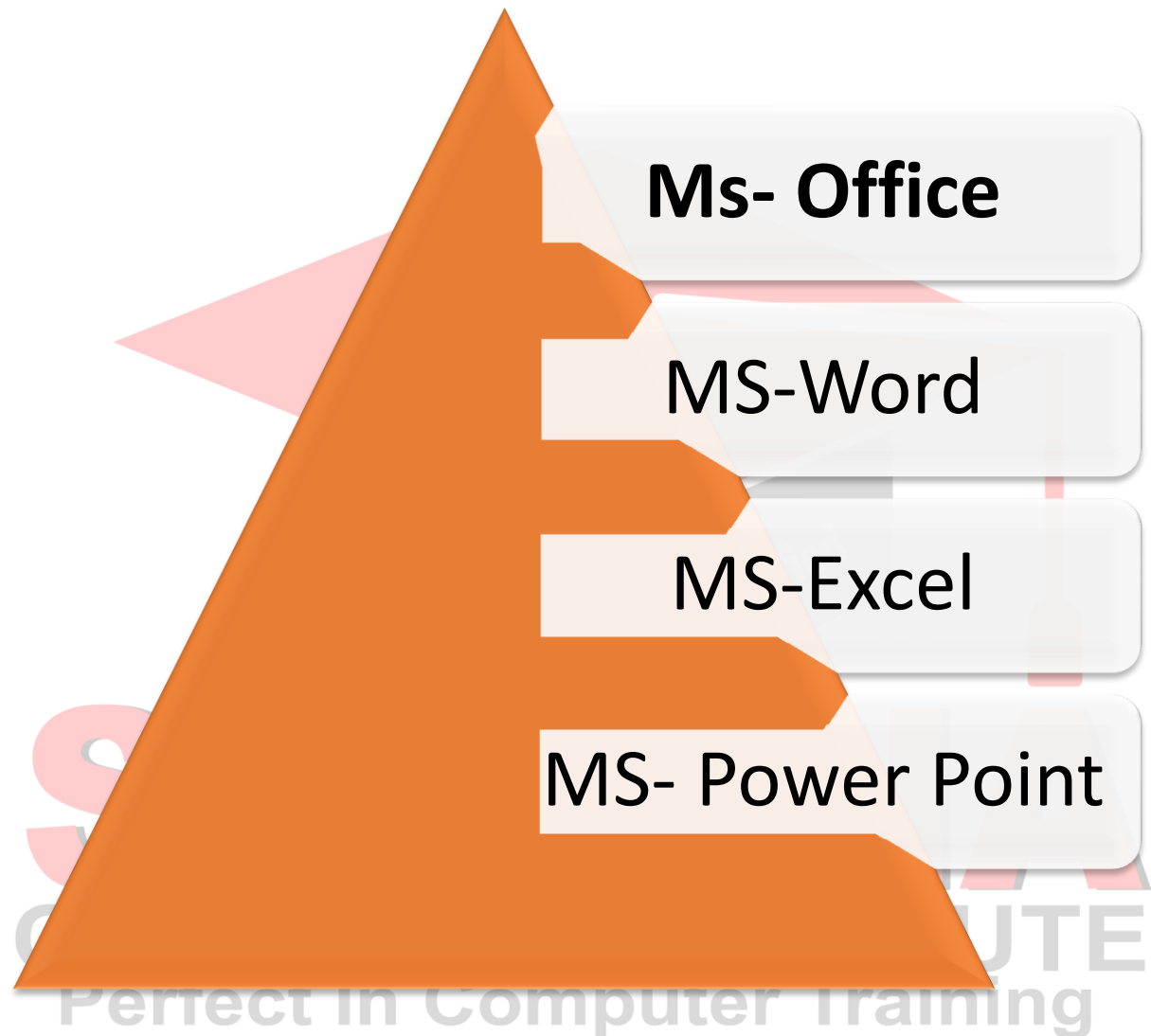
Assignment 26 (Smart Art)



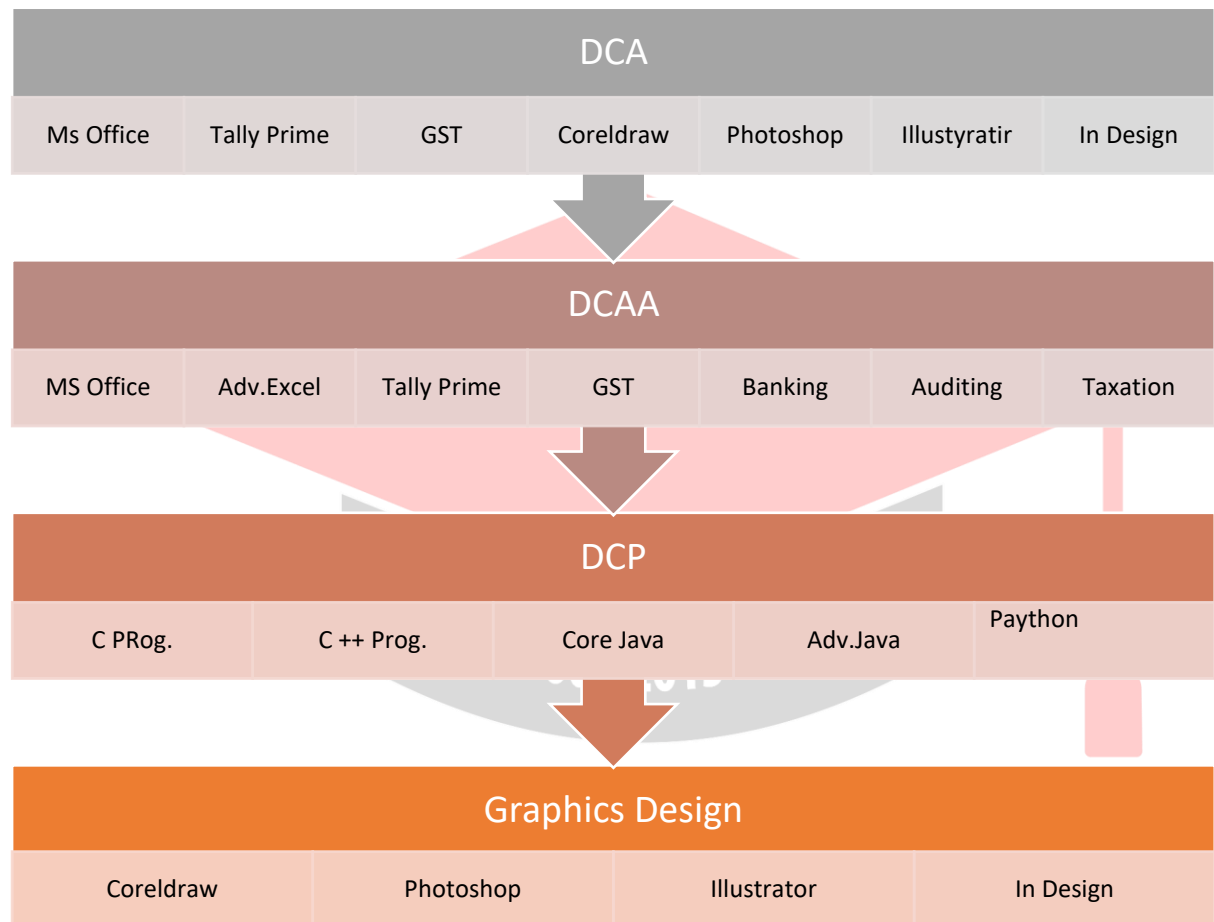
Assignment 27 (Smart Art)



Assignment 28 (Smart Art)

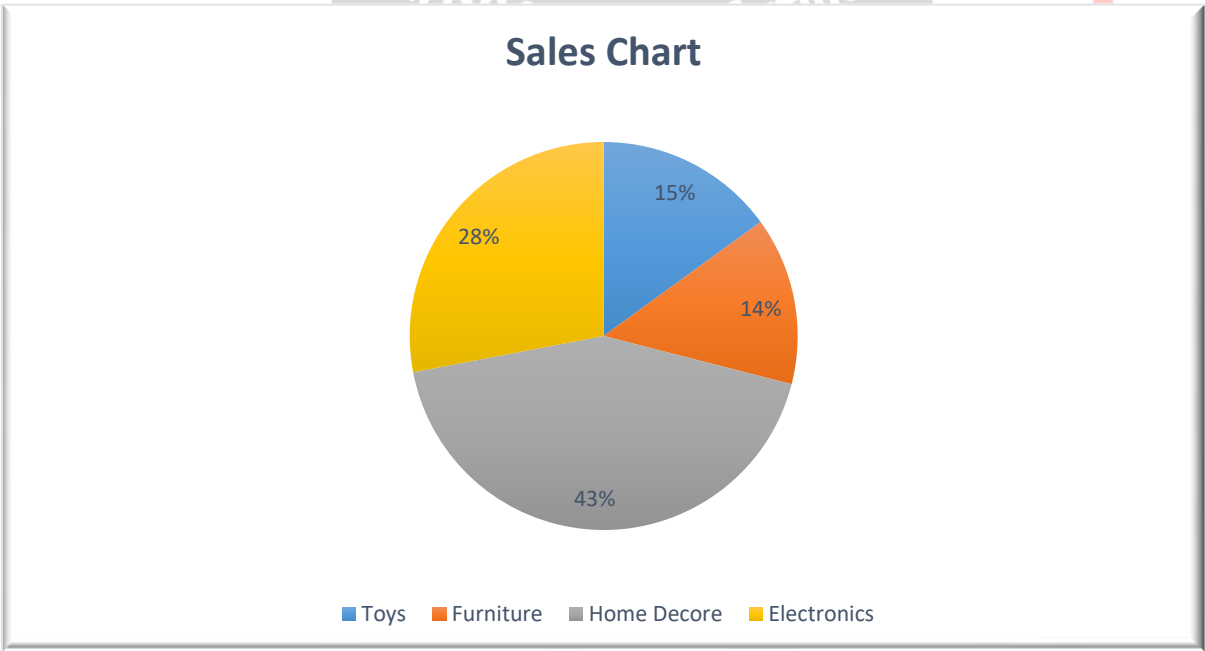
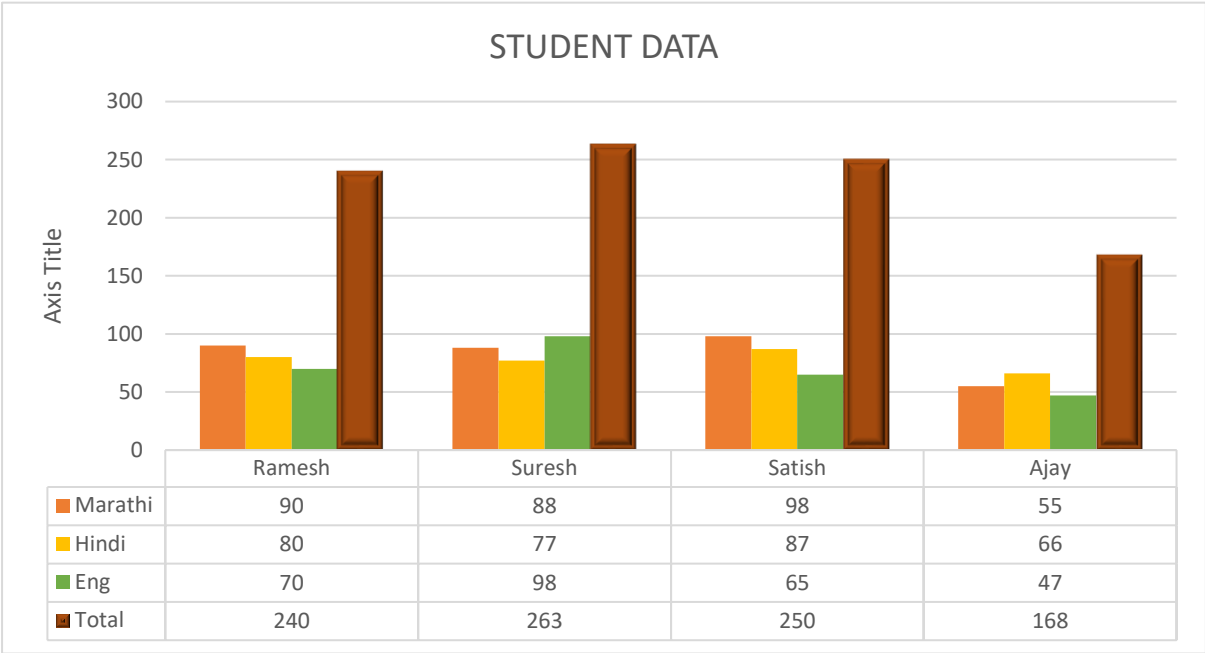


Assignment 29 (Smart Art)

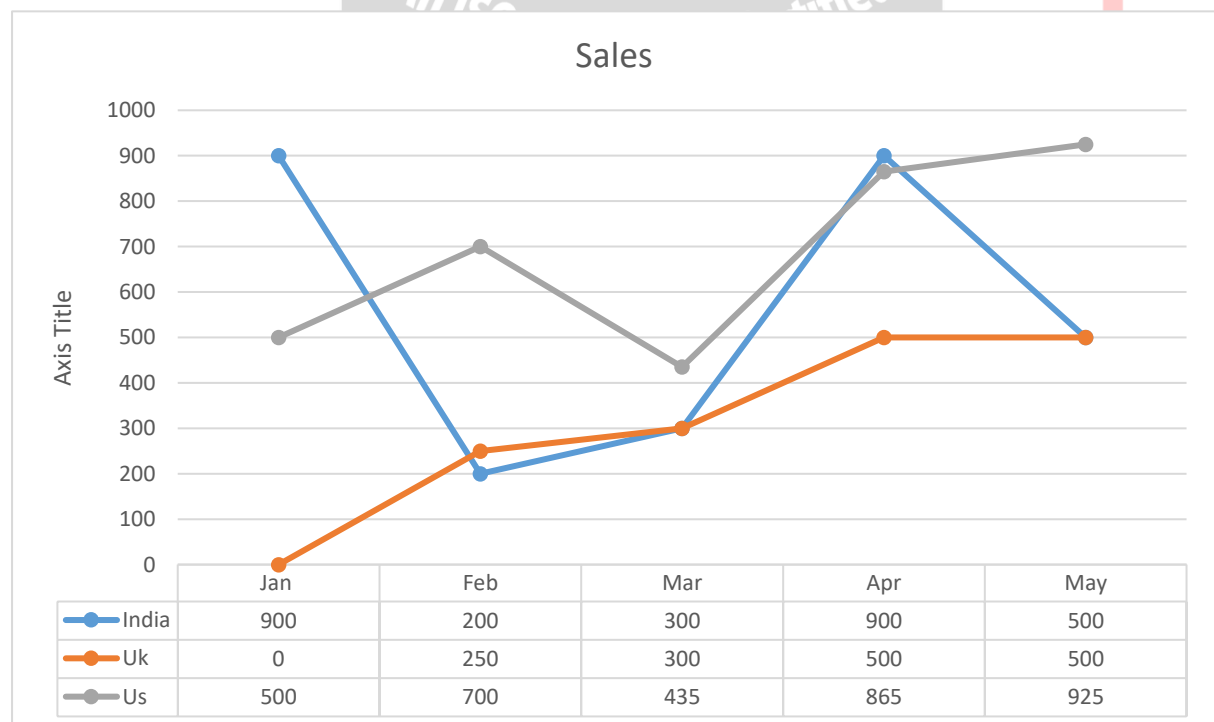
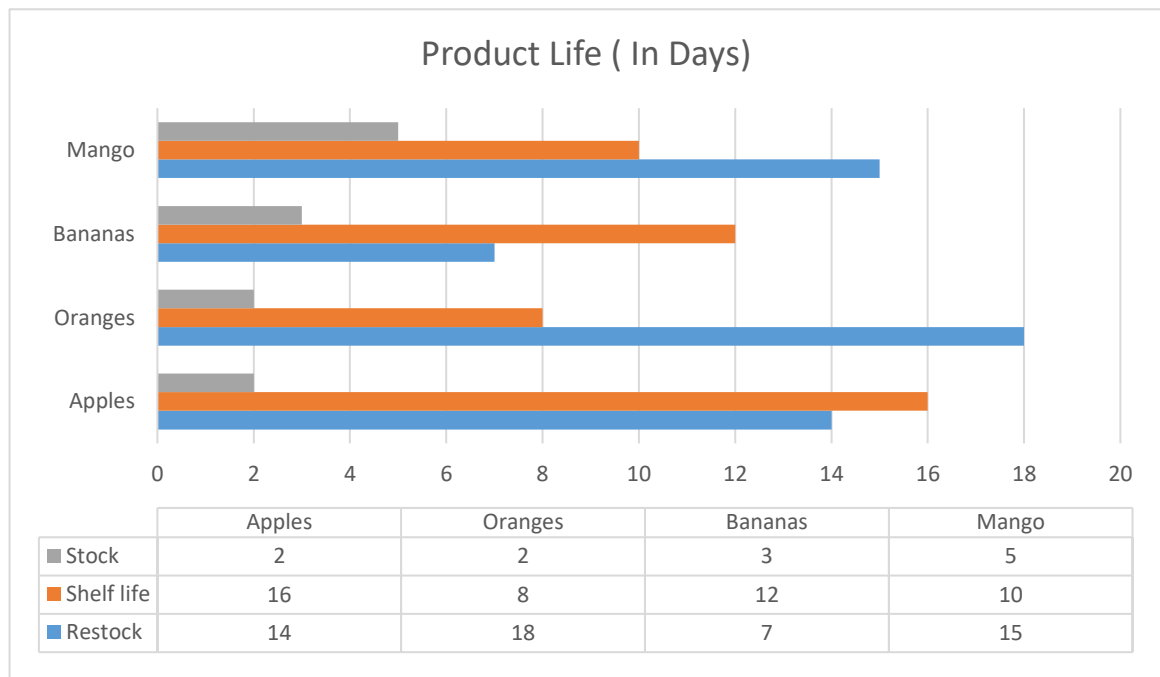


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Assignment 30 (Chart)



Assignment 31 (Chart)



"The Path of Practice"

A single step, unsure and slow,
Begins the road we all must know.
With trembling hands and weary start,
We shape our craft, we train our heart.
The mountain tall may seem too steep,
With dreams that dance beyond our sleep.
But stroke by stroke, and day by day,
The roughest stone is chipped away.
Mistakes may come like wind and rain,
Yet each one builds a stronger brain.
For every fall and every try
Is just a step that lifts us high.
The master's hand was once unsure,
His voice was weak, his lines impure.
But hours passed, and effort stayed—
And slowly, greatness was repaid.
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Do The Following Pagelayout Assignment.



"The Path of Practice"

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Assignment 35 Layout

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CHAPTER 4	13
CHAPTER 5	16
CHAPTER 6	20
CHAPTER 7	24
CHAPTER 8	27
CHAPTER 9	31
CHAPTER 10	33

|

Assignment 38

Create the Following Envelope.

From,
Sagar Sharma,
XYZ Enterprise,
1525, gin.in.
Satara-402303

To,
Sunil Sharma,
ABC Enterprise,
1751, Gin.in.
Pune-411014

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Assignment 39**Create The Following Label.**

Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____
Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____
Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____
Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____
Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____
Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____	Name: _____ Address: _____ Division: _____ Roll No.: _____ Subject: _____

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Type Following Mail By Using Mail Merge.

To,

Sunil Sharma

Shobha Computer Institute

Handewadipune

Maharashtra412308

From,

Shobha Computer Institute

Handewadi , Pune

Maharashtra-412308

Subject: Invitation

Dear Sir Or Madam,

Video Provides A Powerful Way To Help You Prove Your Point. When You Click Online Video, You Can Paste In The Embed Code For The Video You Want To Add. You Can Also Type A Keyword To Search Online For The Video That Best Fits Your Document.

To Make Your Document Look Professionally Produced, Word Provides Header, Footer, Cover Page, And Text Box Designs That Complement Each Other. For Example, You Can Add A Matching Cover Page, Header, And Sidebar. Click Insert And Then Choose The Elements You Want From The Different Galleries.

Themes And Styles Also Help Keep Your Document Coordinated. When You Click Design And Choose A New Theme, The Pictures, Charts, And Smartart Graphics Change To Match Your New Theme. When You Apply Styles, Your Headings Change To Match The New Theme.

Thank You!

Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A
App Restore	Alt+	F5
Auto Format	Alt+Ctrl+	K
Bold	Ctrl+	B
Bold	Ctrl+Shift+	B
Bookmark	Ctrl+Shift+	F5
Browse Next	Ctrl+	Page Down
Browse Prev	Ctrl+	Page Up
Browse Sel	Alt+Ctrl+	Home
Cancel		Esc
Change Case	Shift+	F3
Char Left		Left
Char Left Extend	Shift+	Left
Char Right		Right
Char Right Extend	Shift+	Right
Clear		Del
Close Pane	Alt+Shift+	C
Collapse Heading	Alt+Shift+	-
Collapse Heading	Alt+Shift+	Num -
Column Break	Ctrl+Shift+	Return
Column Select	Ctrl+Shift+	F8
Copy	Ctrl+	C
Copy	Ctrl+	Insert
Copy Format	Ctrl+Shift+	C
CopyToFrom	Shift+	F2
Create Auto Text	Alt+	F3
Customize Keyboard Shortcut	Alt+Ctrl+	Num +
Cut	Ctrl+	X
Cut	Shift+	Del

Command Name	Modifiers	Key
Date Field	Alt+Shift+	D
Delete Back Word	Ctrl+	Backspace
Delete Word	Ctrl+	Del
Distribute Para	Ctrl+Shift+	J
Do Field Click	Alt+Shift+	F9
Doc Close	Ctrl+	W
Doc Close	Ctrl+	F4
Doc Maximize	Ctrl+	F10
Doc Restore	Ctrl+	F5
Doc Size	Ctrl+	F8
Doc Split	Alt+Ctrl+	S
Double Underline	Ctrl+Shift+	D
Edit	Alt+Shift+	R
End of Column	Alt+	Page Down
End of Column	Alt+Shift+	Page Down
End of Doc Extend	Ctrl+Shift+	End
End of Document	Ctrl+	End
End of Line		End
End of Line Extend	Shift+	End
End of Row	Alt+	End
End of Row	Alt+Shift+	End
End of Window	Alt+Ctrl+	Page Down
End of Window Extend	Alt+Ctrl+Shift+	Page Down
Endnote	Alt+Ctrl+	D
Equation Toggle	Alt+	=
Expand Heading	Alt+Shift+	=
Expand Heading	Alt+Shift+	Num +
Extend Selection		F8
Field Codes	Alt+	F9

Command Name	Modifiers	Key
File Close or Exit	Alt+	F4
Font	Ctrl+Shift+	F
Font Formatting	Ctrl+	D
Font Size Select	Ctrl+Shift+	P
Footnote	Alt+Ctrl+	F
Formatting Pane	Alt+Ctrl+Shift+	S
Formatting Properties	Shift+	F1
Go Back	Shift+	F5
Go Back	Alt+Ctrl+	Z
Go To	Ctrl+	G
Go To		F5
Goto Object Layer	Alt+Ctrl+	5
Grow Font	Ctrl+Shift+	.
Grow Font One Point	Ctrl+]
Hanging Indent	Ctrl+	T
Help		F1
HHC	Alt+Ctrl+	F7
Hidden	Ctrl+Shift+	H
Highlight	Alt+Ctrl+	H
Hyperlink	Ctrl+	K
Indent	Ctrl+	M
Insert Building Block		F3
Insert Building Block	Alt+Ctrl+Shift+	V
Insert Comment	Alt+Ctrl+	M
Insert Field	Ctrl+	F9
Insert Spike	Ctrl+Shift+	F3
Invoke Copilot for selection	Alt+	I
Italic	Ctrl+	I
Italic	Ctrl+Shift+	I

Command Name	Modifiers	Key
JumpToCommentCard	Alt+	F12
Line Down		Down
Line Down Extend	Shift+	Down
Line Up		Up
Line Up Extend	Shift+	Up
List Num Field	Alt+Ctrl+	L
Lock Fields	Ctrl+	3
Lock Fields	Ctrl+	F11
Macro	Alt+	F8
Mail Merge Check	Alt+Shift+	K
Mail Merge Edit Data Source	Alt+Shift+	E
Mail Merge to Doc	Alt+Shift+	N
Mail Merge to Printer	Alt+Shift+	M
Mark Citation	Alt+Shift+	I
Mark Index Entry	Alt+Shift+	X
Mark Table of Contents Entry	Alt+Shift+	O
Merge Field	Alt+Shift+	F
Microsoft System Info	Alt+Ctrl+	F1
Move		F2
New Default	Ctrl+	N
Next Field		F11
Next Field	Alt+	F1
Next Misspelling	Alt+	F7
Next Object	Alt+	Down
Next Pane		F6
Next Window	Ctrl+	F6
Next Window	Alt+	F6
Normal	Alt+Ctrl+	N
Normal Style	Ctrl+Shift+	N

Command Name	Modifiers	Key
Normal Style	Alt+Shift+	Clear (Num 5)
Open	Ctrl+	F12
Open	Alt+Ctrl+	F2
Open or Close Up Para	Ctrl+	O
Open Using Backstage	Ctrl+	O
Outline	Alt+Ctrl+	O
Outline Demote	Alt+Shift+	Right
Outline Move Down	Alt+Shift+	Down
Outline Move Up	Alt+Shift+	Up
Outline Promote	Alt+Shift+	Left
Outline Show First Line	Alt+Shift+	L
Page	Alt+Ctrl+	P
Page Break	Ctrl+	Return
Page Down		Page Down
Page Down Extend	Shift+	Page Down
Page Field	Alt+Shift+	P
Page Up		Page Up
Page Up Extend	Shift+	Page Up
Para Down	Ctrl+	Down
Para Down Extend	Ctrl+Shift+	Down
Para Up	Ctrl+	Up
Para Up Extend	Ctrl+Shift+	Up
Paragraph Alignment	Ctrl+	E
Paragraph Alignment	Ctrl+	J
Paragraph Alignment	Ctrl+	R
Paragraph Alignment	Ctrl+	L
Paragraph Formatting	Ctrl+	Q
Paragraph Spacing	Ctrl+	5

Command Name	Modifiers	Key
Paragraph Spacing	Ctrl+	2
Paragraph Spacing	Ctrl+	1
Paste	Ctrl+	V
Paste	Shift+	Insert
Paste Format	Ctrl+Shift+	V
Paste Special	Alt+Ctrl+	V
Prev Field	Shift+	F11
Prev Field	Alt+Shift+	F1
Prev Object	Alt+	Up
Prev Pane	Shift+	F6
Prev Window	Ctrl+Shift+	F6
Prev Window	Alt+Shift+	F6
Print	Ctrl+	P
Print	Ctrl+	F2
Print	Ctrl+Shift+	F12
Print	Alt+Ctrl+	I
Proofing		F7
Read Aloud	Alt+Ctrl+	Space
Redo	Alt+Shift+	Backspace
Redo or Repeat	Ctrl+	Y
Redo or Repeat		F4
Redo or Repeat	Alt+	Return
Repeat Find	Shift+	F4
Repeat Find	Alt+Ctrl+	Y
Replace	Ctrl+	H
Research Lookup	Ctrl+Shift+	O
Reset Char	Ctrl+	Space
Reset Char	Ctrl+Shift+	Z
Revision Marks Toggle	Ctrl+Shift+	E

Command Name	Modifiers	Key
Save	Ctrl+	S
Save	Shift+	F12
Save	Alt+Shift+	F2
Save As		F12
Select All	Ctrl+	A
Select All	Ctrl+	Clear (Num 5)
Select All	Ctrl+	Num 5
Select and scroll to next E2o	Alt+Ctrl+	G
Select Table	Alt+	Clear (Num 5)
Show All	Ctrl+Shift+	8
Show All Headings	Alt+Shift+	A
Show All Headings	Alt+Shift+	A
Show Heading1	Alt+Shift+	1
Show Heading2	Alt+Shift+	2
Show Heading3	Alt+Shift+	3
Show Heading4	Alt+Shift+	4
Show Heading5	Alt+Shift+	5
Show Heading6	Alt+Shift+	6
Show Heading7	Alt+Shift+	7
Show Heading8	Alt+Shift+	8
Show Heading9	Alt+Shift+	9
Shrink Font	Ctrl+Shift+	,
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8
Small Caps	Ctrl+Shift+	K
Smart Find	Ctrl+	F
Spike	Ctrl+	F3
Start of Column	Alt+	Page Up

Command Name	Modifiers	Key
Start of Column	Alt+Shift+	Page Up
Start of Doc Extend	Ctrl+Shift+	Home
Start of Document	Ctrl+	Home
Start of Line		Home
Start of Line Extend	Shift+	Home
Start of Row	Alt+	Home
Start of Row	Alt+Shift+	Home
Start of Window	Alt+Ctrl+	Page Up
Start of Window Extend	Alt+Ctrl+Shift+	Page Up
Start Office Dictation	Alt+	,
Style	Alt+Ctrl+	3
Style	Ctrl+Shift+	L
Style	Alt+Ctrl+	1
Style	Alt+Ctrl+	2
Style Apply Pane	Ctrl+Shift+	S
Style Separator	Alt+Ctrl+	Return
Subscript	Ctrl+	=
Superscript	Ctrl+Shift+	=
Symbol Font	Ctrl+Shift+	Q
Thesaurus RR	Shift+	F7
Time Field	Alt+Shift+	T
Toggle Character Code	Alt+	X
Toggle Field Display	Shift+	F9
Toggle Master Subdocs	Ctrl+	\
Toggle Ribbon	Ctrl+	F1
Toggle XMLTag View	Ctrl+Shift+	X
Un Hang	Ctrl+Shift+	T
Un Indent	Ctrl+Shift+	M
Underline	Ctrl+	U

Command Name	Modifiers	Key
Underline	Ctrl+Shift+	U
Undo	Ctrl+	Z
Undo	Alt+	Backspace
Unlink Fields	Ctrl+	6
Unlink Fields	Ctrl+Shift+	F9
Unlock Fields	Ctrl+	4
Unlock Fields	Ctrl+Shift+	F11
Update Auto Format	Alt+Ctrl+	U
Update Fields		F9
Update Fields	Alt+Shift+	U
Update Source	Ctrl+Shift+	F7
VBCode	Alt+	F11
Web Go Back	Alt+	Left
Web Go Forward	Alt+	Right
Word Count List	Ctrl+Shift+	G
Word Count Recount	Ctrl+Shift+	R
Word Left	Ctrl+	Left
Word Left Extend	Ctrl+Shift+	Left
Word Right	Ctrl+	Right
Word Right Extend	Ctrl+Shift+	Right
Word Underline	Ctrl+Shift+	W