# Using Short Cut keys with Word 2003

## 1   Introduction

Switching between the mouse and the keyboard slows down the speed at which you can type. Although you can control formatting (bold, italic etc.) using buttons on the tool bar and insert symbols using the **Insert** menu it can be very slow and cumbersome. You will probably memorise the short cuts that you use most. If you need a new one you can look it up in the on line help provided by *Microsoft Word for Windows 2003*.

This document introduces some of the most common short cut keys and explains how to use *Word* Help as a reference resource to find out about new ones.

## 2   Basic short cut keys

You can alter the appearance of your text as you type by turning attributes bold, italic, underline on. Text will then appear bold etc. until you turn it off. You can also use short cut keys to justify text on the page or to force a new page in your document.

The **+** sign (e.g. **ALT + B**) indicates that you should press the keys at the same time. Press them quickly, as you would for normal typing. Do not hold them down.

In the next exercise we will create a title page for a story.

**Exercise 1 Formatting text using short cut keys.**

- If you have not already done so login and start *Microsoft Word for Windows 2003* (choose Start – Programs – Microsoft Office to find it)
- Open a new document.
- Press **Ctrl + B** to turn on bold and type the following text **The Mystery of the Missing Word Files**. Press **Ctrl + B** again to turn off bold.
- Press **Ctrl + E** to centre the title on the page.
- Press the **Enter** key twice to create two new lines
- Press **Ctrl + I** to turn on italics and type *Author* followed by your name. Press **Ctrl + I** again to turn off italics.
- Press the **Enter** key to move to a new line.
- Press **Ctrl + L** to left justify the text.
- Type the following text, using **Ctrl + U** to underline words as indicated:

```
Do not read this story if you are of a nervous
disposition!
```

- Press **Ctrl + Enter** to go to a new page.

# 3   Locate the short cut keys topic in Help

In the next example we will see how to insert foreign characters using short cut keys. This is not the only way of typing foreign characters. Please refer to CCS document 5.109 for more information on working with foreign characters.

### Exercise 2 Search for Short Cut Keys

- Click on **Help** on the menu bar and choose **Microsoft Office Word Help**. (Or press **F1** to start Help).
- In the box labelled **Search for:** type **shortcut keys** and press RETURN.
- Scroll down the list of topics and click on **Insert a symbol or special character** to select this topic.  The window that pops up should look like Figure 3-1
- Close the popup window by clicking the x in its top right corner
- In the original help window you will see a list of topics.  Scroll down to find the topic **Keyboard shortcuts for international characters**
- Click on the topic to view it
- If you wish to print out the list for reference then click on the print icon.

### Figure 3-1 Help Window
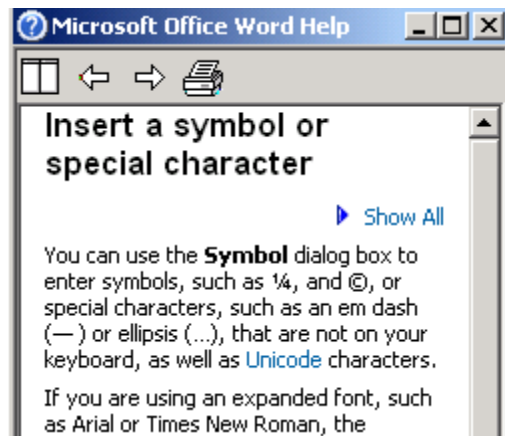
**Exercise 3 Arranging Windows**

- Make the **Help window** the *active window*.
- Click on the **Autotile button**.  Your help text will now occupy the right-hand side of the window, allowing you to work on your document whilst reading the text

Autotile ⟶

**Figure 3-2**

**Exercise 4 Inserting symbols**

- Type the following text:

    "Tell me Garçon", said Miss Marples thoughtfully, "was he a très élégante gentleman with a moustache? "Sure was, Lady" the waiter replied. "Then it was my old friend M. Hercule Poirot" she said.

- Save your work as **N:\My Documents\story.doc**

If you have finished using help click on the *minimise* button located in the top right hand corner of the Help window (see right)

You can then restore your own document to full page by clicking on the *maximise* button (see right).

When you want to use it again click the Microsoft Word Help icon on the task bar. To locate the button on the task bar hold the mouse over the buttons (do not click). The name of the button will drop down. This is called *hover help*.

# 4   Working with Menus & Dialogue boxes

## 4.1   Selecting items from Menus

You can also use the keyboard to drop down a menu and select items from it. You will see on the menu bar at the top of the *Microsoft Word for Windows 2003* window that one letter on each menu is under lined (Figure 4-1). Where possible *Word* uses the first letter in the menu name.  If this letter is already in use the second letter is used.

**Figure 4-1 Menu bar**
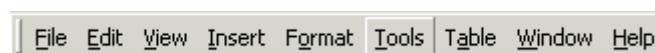
If you press the **Alt**  key and an underlined letter the menu will appear.  For example the **File** menu will appear if you press **Alt + F**, the **Format**  menu will appear if you press **Alt + O**.

When the menu appears you can select items from the menu simply by pressing the underlined letter in the item name on the menu. For example, you can press **x** on the **File** menu to **Exit** from *Word.*

### 4.2   Dialogue boxes

When you select a menu items you may see a window that will allow you to select other functions. This window is called a *dialogue box*. For example, when you select **Save As**  from the **File** menu a dialogue box appears. A dialogue box has three parts.

➢ The top line contains the title of the dialogue box, for example **Save As**
➢ In the middle part you can set options and parameters used by the function, for example, you can select the location and file type of the saved file
➢ The bottom part contains the action buttons.  In our example selecting **Save** will save the file. **Cancel** will close the dialogue box without making any changes.  Many dialogue boxes use an **OK** button to save all the changes
➢ You can view a list of short cut keys for working in windows and dialogue boxes using the **Answer Wizard** in **Help**

In the following exercise you will use a dialogue box to select a *template* to use to create a new document. Templates are special documents that you can use as the basis for creating other documents.

**Exercise 5 Open a dialogue box**

- Use short cut keys to drop down the **File** menu and choose a **New** document.

- In the task pane to the right, click on **On my computer**

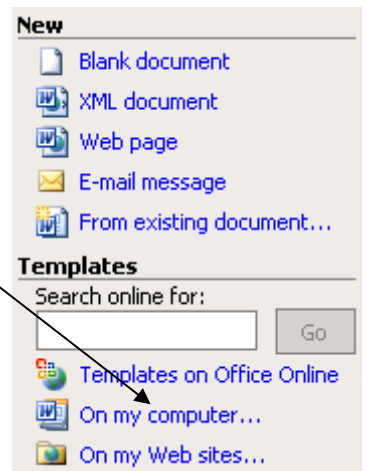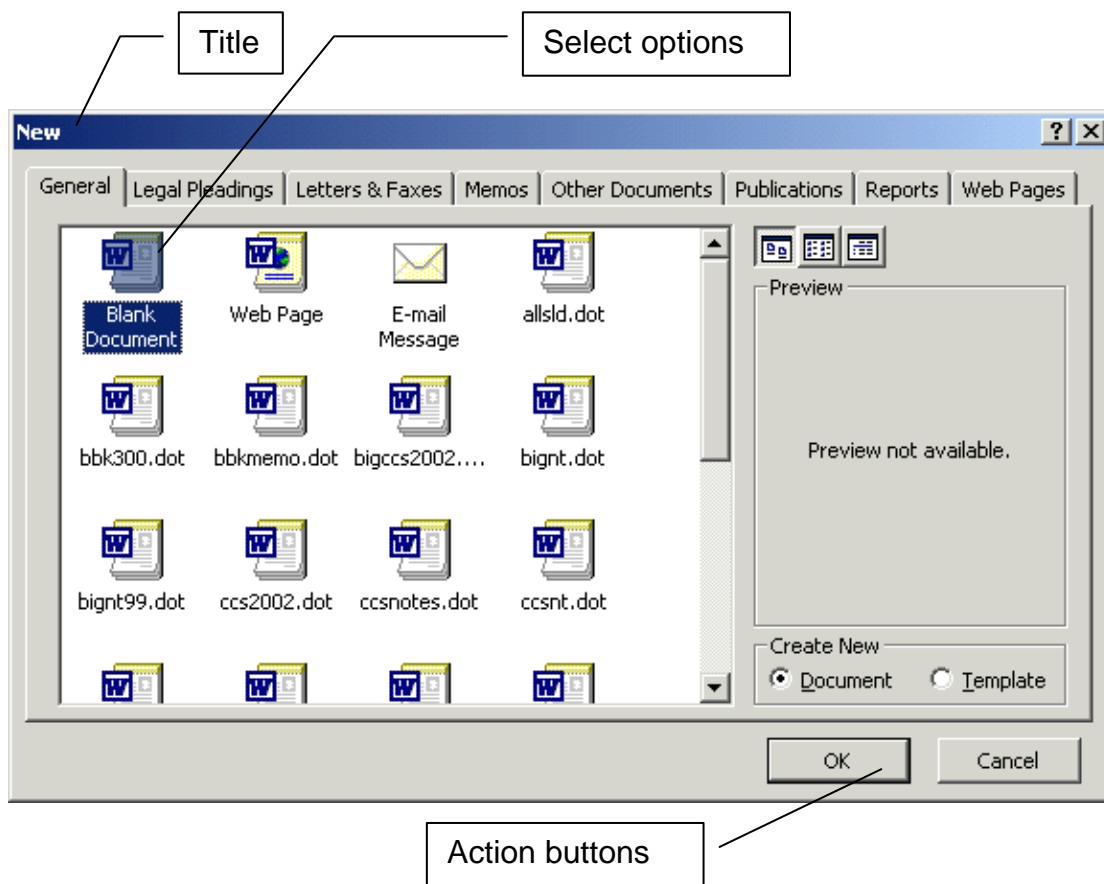- A dialogue box appears, as shown below.  Note that these are *my* templates. Yours will be slightly different.

**Figure 4-2 New document dialogue box**



*Microsoft Word for Windows 2003* has selected the **Blank Document** option for you.  If you wanted to create a new blank document then you could press the **Enter** key now.  However, first we will look at some of the other templates, using short cut keys to move around the dialogue box.
At the top of the dialogue box window you will see a row of *tabs*, like in a card index (not to be confused with the **Tab** key on the keyboard). This adds a third dimension to the dialogue box.  You may select a *tab* either by clicking on it or by cycling through the *tabs* using the **Ctrl + Tab**  keys.

**Exercise 6 Move around a dialogue box**

- Press **Ctrl + Tab** until the **Report** tab is on top.
- Use the cursor key arrows on the right of the keyboard
  (see right) to select **Professional Report**
- Press the **Enter** key to close the dialogue box.
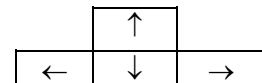
A new document appears containing text. Scroll down the document to see more information on working with the template.