

Quick Reference Summary

In the Microsoft Office Word 2007 program, you can accomplish a task in a number of ways. The following table provides a quick reference to each task presented in this textbook. The first column identifies the task. The second column indicates the page number on which the task is discussed in the book. The subsequent four columns list the different ways the task in column one can be carried out.

Microsoft Office Word 2007 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
1.5 Line Spacing	WD 86		Line spacing button on Home tab	Paragraph Indents and Spacing tab	CTRL+5
Address, Validate	WD 348		Edit Recipient List button on Mailings tab Validate addresses link		
AddressBlock Merge Field, Add	WD 357		Address Block button on Mailings tab		
Arrange All Open Documents	WD 435		Arrange All button on View tab		
AutoCorrect Entry, Create	WD 93	Office Button Word Options button Proofing AutoCorrect Options button			
AutoCorrect Options Menu, Display	WD 92	Point to text automatically corrected, point to small blue box, click AutoCorrect Options button			
Background Color, Add	WD 221		Page Color button on Page Layout tab		
Bibliographical List, Create	WD 113		Bibliography button on References tab Insert Bibliography		
Bibliographical List, Modify Source and Update List	WD 117		Manage Sources button on References tab select source Edit button		

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Bibliography Style, Change	WD 95		Bibliography Style box arrow on References tab		
Bold	WD 34	Bold button on Mini toolbar	Bold button on Home tab	Font Font tab Bold in Font style list	CTRL+B
Border, Paragraph	WD 161, WD 231, WD 396		Border button arrow on Home tab Borders and Shading		
Building Block, Create	WD 170		Quick Parts button on Insert tab Save Selection to Quick Part Gallery		ALT+F3
Building Block, Insert	WD 172		Quick Parts button on Insert tab building block name		F3
Bullets, Apply	WD 32	Bullets button on Mini toolbar	Bullets button on Home tab	Bullets	ASTERISK KEY SPACEBAR
Bullets, Customize	WD 278		Bullets button on the Home tab Define New Bullet		
Capital Letters	WD 86		Change Case button on Home tab UPPERCASE	Font	CTRL+SHIFT+A
Case of Letters, Change	WD 86		Change Case button on Home tab	Font Font tab	SHIFT+F3
Center	WD 26	Center button on Mini toolbar	Center button on Home tab	Paragraph Indents and Spacing tab	CTRL+E
Character Spacing, Modify	WD 240		Font Dialog Box Launcher on Home Tab Character Spacing tab	Font Character Spacing tab	
Character Style, Create	WD 276		More button in Styles gallery Save Selection as New Quick Style	Styles Save Selection	
Chart Table	WD 269		Object button arrow on Insert tab		
Chart Type, Change	WD 272			Chart Type Standard Types tab	
Chart, Move Legend	WD 270			Format Legend Placement tab	
Chart, Resize	WD 271	Drag sizing handle			
Citation Placeholder, Insert	WD 101		Insert Citation button on References tab Add New Placeholder		
Citation, Insert and Create Source	WD 96		Insert Citation button on References tab Add New Source		
Citation, Edit	WD 98	Click citation, Citation Options box arrow Edit Citation			

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Close Document	WD 60	Office Button Close			
Color Text	WD 152, WD 240	Font Color button arrow on Mini toolbar	Font Color button arrow on Home tab		
Column Break, Insert	WD 420		Insert Page and Section Breaks button on Page Layout tab Column		
Column Break, Remove	WD 421		Cut button on Home tab		DELETE
Columns, Balance	WD 438		Insert Page and Section Breaks button on Page Layout tab		
Columns, Change Number	WD 410, WD 433		Columns button on Page Layout tab		
Columns, Increase Width	WD 414	Drag column boundaries	Columns button on Page Layout tab More Columns		
Content Control, Change Text	WD 187	Triple-click content control, change text			
Copy	WD 189, WD 428		Copy button on Home tab	Copy	CTRL+C
Count Words	WD 107	Word Count indicator on status bar	Word Count button on Review tab		CTRL+SHIFT+G
Cut	WD 121, WD 257		Cut button on Home tab	Cut	CTRL+X
Data Source, Associate with Main Document	WD 340		Select Recipients button on Mailings tab Use Existing List		
Data Source, Create	WD 323		Start Mail Merge button on Mailings tab		
Date, Insert	WD 168, WD 330		Insert Date and Time button on Insert tab		
Delete	WD 59				DELETE
Dictionary, Custom, View or Modify Entries	WD 127	Office Button Word Options button Proofing Custom Dictionaries button			
Dictionary, Set Custom	WD 127	Office Button Word Options button Proofing Custom Dictionaries button select desired dictionary name Change Default button			
Document Properties, Set or View	WD 51	Office Button Prepare Properties			
Documents, Switch Between	WD 189	Program button on Windows taskbar	Switch Windows button on View tab		ALT+TAB
Double-Space Text	WD 87		Line spacing button on Home tab	Paragraph Indents and Spacing	CTRL+2

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Double-Underline	WD 35		Font Dialog Box Launcher on Home tab	Font Font tab	CTRL+SHIFT+D
Drawing Canvas, Display Automatically	WD 314	Office Button Word Options button Advanced Editing Options area			
Drawing Canvas, Format	WD 315		Drawing Tools Format tab		
Drawing Canvas, Insert	WD 314		Shapes button on Insert tab New Drawing Canvas		
Drawing Canvas, Resize	WD 320	Drag a sizing handle	Shape Width and Shape Height text boxes on Format tab	Format Drawing Canvas Size tab	
Drop Cap	WD 417		Drop Cap button on Insert tab		
Edit Linked Object	WD 476	Double-click linked object			
E-Mail Document, as Attachment	WD 478	Office Button Send E-mail			
E-Mail Document, as PDF Attachment	WD 449	Office Button Send E-mail as PDF Attachment			
Envelope, Address and Print	WD 203		Envelopes button on Mailings tab Envelopes tab Print button		
Field Codes, Display or Remove	WD 261, WD 331, WD 341			Toggle Field Codes	ALT+F9
Field Codes, Print	WD 342	Office Button Word Options button Advanced			
Field, Lock	WD 345				CTRL+F11
Field, Unlock	WD 345				CTRL+SHIFT+F11
File, Create from Existing File	WD 165	Office Button New New from existing			
Find Format	WD 274	Select Browse Object button on vertical scroll bar Find icon	Find button on Home tab		CTRL+F
Find Text	WD 124	Select Browse Object button on vertical scroll bar Find icon	Find button on Home tab		CTRL+F
Find and Replace Text	WD 123	Select Browse Object button on vertical scroll bar Find icon Replace tab	Replace button on Home tab		CTRL+H
First-Line Indent Paragraphs	WD 88	Drag First Line Indent marker on ruler	Paragraph Dialog Box Launcher on Home tab Indents and Spacing tab	Paragraph Indents and Spacing tab	TAB

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Folder, Create While Saving	WD 321	Save button on Quick Access Toolbar Create a new, empty folder button			F12
Font, Change	WD 29	Font box arrow on Mini toolbar	Font box arrow on Home tab	Font Font tab	CTRL+SHIFT+F
Font, Change Case	WD 243		Change Case button on Home tab		SHIFT+F3
Font Settings, Modify Default	WD 242		Font Dialog Box Launcher on Home Tab Default button Yes button		
Font Size, Change	WD 28	Font Size box arrow on Mini toolbar	Font Size box arrow on Home tab	Font Font tab	CTRL+SHIFT+P
Font Size, Decrease	WD 152	Shrink Font button on Mini toolbar	Shrink Font button on Home tab	Font Font tab	CTRL+SHIFT+<
Font Size, Decrease 1 Point	WD 86			Font Font tab	CTRL+ [
Font Size, Increase	WD 151	Grow Font button on Mini toolbar	Grow Font button on Home tab		CTRL+SHIFT+>
Font Size, Increase 1 Point	WD 86			Font Font tab	CTRL+]]
Footer, Insert Formatted	WD 261		Footer button on Design tab		
Footnote Reference Mark, Insert	WD 100		Insert Footnote button on References tab		CTRL+ALT+F
Footnote, Delete	WD 106	Delete note reference mark in document window	Cut button Home tab		BACKSPACE BACKSPACE
Footnote, Edit	WD 106	Double-click note reference mark in document window	Show Notes button on References tab		
Footnote, Move	WD 106	Drag note reference mark in document window	Cut button on Home tab Paste button on Home tab		
Footnote Style, Modify	WD 102		Click footnote text Styles Dialog Box Launcher Manage Styles button Modify button	Style Footnote Text Modify button	
Format Characters	WD 240		Font Dialog Box Launcher on Home Tab		
Formatting Marks	WD 14, WD 248		Show/Hide ¶ button on Home tab		CTRL+SHIFT+*
Formatting, Clear	WD 162		Clear Formatting button on Home tab		CTRL+ SPACEBAR
Go To, Section	WD 258	Page number in document button on status bar	Find button arrow on Home tab Go To on Find menu		CTRL+G

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Graphic, Adjust Brightness	WD 404		Brightness button on Format tab	Format Picture Picture	
Graphic, Flip	WD 403		Rotate button on Format tab		
Graphic, Format as Floating	WD 402		Text Wrapping button on Format tab	Text Wrapping	
Graphic, Insert	WD 153		Clip Art button on Insert tab		
Graphic, Recolor	WD 156		Recolor button on Format tab	Format Picture Picture Recolor button	
Graphic, Resize	WD 46	Drag sizing handle	Format tab in Picture Tools tab or Size Dialog Box Launcher on Format tab	Size Size tab	
Graphic, Restore	WD 404		Reset Picture button on Format tab		
Graphic, Set Transparent Color	WD 157		Recolor button on Format tab Set Transparent Color		
GreetingLine Merge Field, Edit	WD 332			Right-click field Edit Greeting Line	
Hanging Indent, Create	WD 116	Drag Hanging Indent marker on ruler	Paragraph Dialog Box Launcher on Home tab Indents and Spacing tab	Paragraph Indents and Spacing tab	CTRL+T
Hanging Indent, Remove	WD 86		Paragraph Dialog Box Launcher on Home tab Indents and Spacing tab	Paragraph Indents and Spacing tab	CTRL+SHIFT+T
Header & Footer, Close	WD 83	Double-click dimmed document text	Close Header and Footer button on Design tab		
Header, Different for Section	WD 259		Header button on Insert Tab Edit Header		
Header, Display	WD 80	Double-click dimmed header	Header button on Insert tab Edit Header		
Header, Distance from Edge	WD 261		Page Setup Dialog Box Launcher on Page Layout tab Layout tab		
Header, Insert Formatted	WD 260		Header button on Design tab		
Help	WD 60		Office Word Help button		F1
Hidden Text, Format Text as	WD 366		Font Dialog Box Launcher Font tab	Font Font tab	
Hidden Text, Hide/Show	WD 367		Show/Hide ¶ button on Home tab		CTRL+SHIFT+*
Hyperlink, Format Text as	WD 220		Insert Hyperlink button on Insert tab	Hyperlink	CTRL+K

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Hyperlink, Remove	WD 163		Hyperlink button on Insert tab Remove Link button	Remove Hyperlink	
IF Field, Insert	WD 338		Rules button on Mailings tab		
Indent Paragraph	WD 196, WD 233	Drag Left Indent marker on ruler	Increase Indent button on Home tab	Paragraph Indents and Spacing sheet	CTRL+M
Insert Document in Existing Document	WD 251		Object button arrow on Insert tab		
Insertion Point, Move to Beginning of Document	WD 24	Scroll to top of document, click			CTRL+HOME
Insertion Point, Move to End of Document	WD 25	Scroll to bottom of document, click			CTRL+END
Italicize	WD 36	Italic button on Mini toolbar	Italic button on Home tab	Font Font tab	CTRL+I
Justify Paragraph	WD 86, WD 411		Justify button on Home tab	Paragraph Indents and Spacing tab	CTRL+J
Left-Align	WD 86		Align Text Left button on Home tab	Paragraph Indents and Spacing tab	CTRL+L
Line Break, Enter	WD 194				SHIFT+ENTER
Link Object	WD 469		Copy object; Paste button on Home tab Paste Special		
Linked Object, Break Links	WD 476	Office Button Prepare Edit Links to Files Break Link button		Linked Object Links Break Link button	CTRL+SHIFT+F9
Mail Merge Fields, Insert	WD 333		Insert Merge Field button arrow on Mailings tab		
Mail Merge to New Document Window	WD 363		Finish & Merge button on Mailings tab Edit Individual Documents		
Mail Merge to Printer	WD 344		Finish & Merge button on Mailings tab Print Documents		
Mail Merge, Directory	WD 358		Start Mail Merge button on Mailings tab		
Mail Merge, Envelopes	WD 356		Start Mail Merge button on Mailings tab		
Mail Merge, Identify Main Document	WD 309		Start Mail Merge button on Mailings tab		
Mail Merge, Mailing Labels	WD 350		Start Mail Merge button on Mailings tab		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Mail Merge, Select Records	WD 345		Edit Recipient List button on Mailings tab		
Mail Merge, Sort Data Records	WD 348		Edit Recipient List button on Mailings tab		
Mail Merged Data, View	WD 349		View Merged Data button on Mailings tab		
Main Document File, Convert	WD 368		Start Mail Merge button on Mailings tab		
Margins, Change Settings	WD 313, WD 389	Drag margin boundary on ruler	Margins button on Page Layout tab		
Merge Condition, Remove	WD 348		Edit Recipient List button on Mailings tab Filter link Clear All button		
Move Selected Text	WD 121	Drag and drop selected text	Cut button on Home tab Paste button on Home tab	Cut Paste	CTRL+X; CTRL+V
Multilevel List, Change Levels	WD 336		Increase (Decrease) Indent button on Home tab	Increase Indent or Decrease Indent	TAB; SHIFT+TAB
Multilevel List, Create	WD 335		Multilevel List button on Home tab		
Nonbreaking Space, Insert	WD 171		Symbol button on Insert tab More Symbols Special Characters tab		CTRL+SHIFT+SPACEBAR
Open Document	WD 56	Office Button Open			CTRL+O
Page Border, Add	WD 48		Page Borders button on Page Layout tab		
Page Break, Delete	WD 256		Cut button on Home tab	Cut	CTRL+X, BACKSPACE
Page Break, Manual	WD 112		Page Break button on Insert tab		CTRL+ENTER
Page Number, Insert	WD 82		Insert Page Number button on Design tab		
Page Numbers, Start at Different Number	WD 262		Insert Page Number button on Design tab Format Page Numbers on Insert Page Number menu		
Page Orientation	WD 362		Page Orientation button on Page Layout tab		
Paragraph, Add Space Above	WD 79		Line spacing button on Home tab Add Space Before (After) Paragraph	Paragraph Indents and Spacing tab	CTRL+0 (zero)
Paragraph, Decrease Indent	WD 196	Decrease Indent button on Mini toolbar	Decrease Indent button on Home tab	Paragraph Indents and Spacing tab	CTRL+SHIFT+M

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Paragraph, Remove Space After	WD 195		Line spacing button on Home tab Remove Space After Paragraph	Paragraph Indents and Spacing tab	
Paragraphs, Change Spacing Above and Below	WD 50		Spacing Before box arrow on Page Layout tab	Paragraph Indents and Spacing tab	
Paste	WD 191, WD 430, WD 436		Paste button on Home tab	Paste	CTRL+V
Pattern Fill Effect for Background, Add	WD 222		Page Color button on Page Layout tab Fill Effects Pattern tab		
Picture Border, Change	WD 45		Picture Border button on Format tab		
Picture Style, Apply	WD 44		Picture Tools and Format tabs More button in Picture Styles gallery		
Picture, Insert	WD 41		Picture button on Insert tab		
Print Document	WD 54	Office Button Print Print			CTRL+P
Print Document Properties	WD 130	Office Button Print Print Print what box arrow			
Print Preview	WD 201	Office Button Print Print Preview			
Print Specific Pages	WD 253	Office Button Print Print			CTRL+P
Print, Draft	WD 347	Office Button Word Options button Advanced Print area			
Quick Style, Create	WD 90		More button in Styles gallery Save Selection as a New Quick Style	Styles Save Selection as a New Quick Style	
Quit Word	WD 55	Close button on right side of Word title bar			ALT+F4
Remove Character Formatting (Plain Text)	WD 87		Font Dialog Box Launcher on Home tab Font tab	Font Font tab	CTRL+SPACEBAR
Remove Paragraph Formatting	WD 87		Font Dialog Box Launcher on Home tab	Font Font tab	CTRL+Q
Research Task Pane, Use	WD 128	Hold down ALT key, click word to look up			
Reveal Formatting	WD 248				SHIFT+F1
Right-Align Paragraph	WD 81		Align Text Right button on Home tab	Paragraph Indents and Spacing tab	CTRL+R
Rulers, Display	WD 87	View Ruler button on vertical scroll bar	View Ruler on View tab		

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Save Document as Web Page	WD 218	Office Button Save As Other Formats			F12
Save Document, Previous Word Format	WD 477	Office Button Save As Word 97-2003 Document			F12
Save Document, Same Name	WD 53	Save button on Quick Access Toolbar			CTRL+S
Save New Document	WD 19	Save button on Quick Access Toolbar			CTRL+S
Section Break, Continuous	WD 409		Insert Page and Section Breaks button on Page Layout tab Continuous		
Section Break, Delete	WD 251			Cut	DELETE OR BACKSPACE
Section Break, Next Page	WD 250, WD 418		Breaks button on Page Layout tab		
Section Number, Display on Status Bar	WD 249			Section	
Section, Formatting	WD 259	Double-click section break notation			
Select Block of Text	WD 33	Click at beginning of text, hold down SHIFT key and click at end of text to select; or drag through text			CTRL+SHIFT+RIGHT ARROW and/or DOWN ARROW
Select Browse Object Menu, Use	WD 118	Select Browse Object button on vertical scroll bar			ALT+CTRL+HOME
Select Character(s)	WD 120	Drag through character(s)			CTRL+SHIFT+RIGHT ARROW
Select Entire Document	WD 120	Point to left of text and triple-click			CTRL+A
Select Graphic	WD 46	Click graphic			
Select Line	WD 27	Point to left of line and click			SHIFT+DOWN ARROW
Select Lines	WD 30	Point to left of first line and drag up or down			CTRL+SHIFT+DOWN ARROW
Select Nonadjacent Text	WD 277	Drag through text press and hold CTRL key drag through more text			
Select Paragraph	WD 90	Triple-click paragraph			SHIFT+DOWN ARROW
Select Paragraphs	WD 30	Point to left of first paragraph, double-click, and drag up or down			
Select Sentence	WD 120	Press and hold down CTRL key and click sentence			CTRL+SHIFT+RIGHT ARROW
Select Word	WD 59	Double-click word			CTRL+SHIFT+RIGHT ARROW

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Select Words	WD 33	Drag through words			CTRL+SHIFT+RIGHT ARROW
Shade Paragraph	WD 232		Shading button arrow on Home tab		
Shape, Add Text	WD 319		Edit Text button on Drawing Tools Format tab	Add Text	
Shape, Apply Style	WD 318		Advanced Tools Dialog Box Launcher in Shape Styles group	Format AutoShape	
Shape, Insert	WD 316		Shapes button on Insert tab		
Single-Space Lines	WD 86		Line spacing button on the Home tab	Paragraph Indents and Spacing tab	CTRL+1
Small Uppercase Letters	WD 86		Font Dialog Box Launcher on Home tab Font tab	Font Font tab	CTRL+SHIFT+K
SmartArt Graphic, Change Colors	WD 238		Change Colors button on SmartArt Tools Design tab		
SmartArt Graphic, Add Shape	WD 441		Add Shape button on Design tab		
SmartArt Graphic, Add Text	WD 237, WD 442	Click Text Pane control on SmartArt graphic	Text Pane button on SmartArt Tools Design tab		
SmartArt Graphic, Apply Style	WD 239		More button in SmartArt Styles gallery		
SmartArt Graphic, Change Layout	WD 440		Click selection in Layouts gallery on SmartArt Tools Design tab	Change Layout	
SmartArt Graphic, Insert	WD 235		Insert SmartArt Graphic button on Insert tab		
SmartArt Graphic, Outline	WD 446		Shape Outline button on Format tab		
SmartArt Graphic, Remove Formats	WD 240		Reset Graphic button on SmartArt Tools Design tab		
Sort Paragraphs	WD 200		Sort button on Home tab		
Source, Edit	WD 104	Click citation, Citation Options box arrow Edit Source			
Spelling and Grammar	WD 125	Spelling and Grammar Check icon on status bar Spelling	Spelling & Grammar button on Review tab	Right-click flagged text Spelling	F7
Spelling and Grammar Check as You Type	WD 16	Spelling and Grammar Check icon on status bar		Correct word on shortcut menu	

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Split Window	WD 434	Double-click split box	Split button on View tab		
Split Window, Remove	WD 437	Double-click split bar	Remove Split button on View tab		
Status Bar, Customize	WD 249			Right-click status bar click desired element	
Style Set, Change	WD 37		Change Styles button on Home tab Style Set on Change Styles menu		
Styles Task Pane, Open	WD 25		Styles Dialog Box Launcher		ALT+CTRL+SHIFT+S
Styles, Apply	WD 24		Styles gallery		
Styles, Modify	WD 90, WD 405, WD 424		Styles Dialog Box Launcher	Update [style name] to Match Selection	
Subscript	WD 86		Font Dialog Box Launcher on Home tab	Font Font tab	CTRL+EQUAL SIGN
Superscript	WD 86		Font Dialog Box Launcher on Home tab	Font Font tab	CTRL+SHIFT+PLUS SIGN
Symbol, Insert	WD 398		Symbol button on Insert tab		ALT NUM LOCK key type ANSI code
Synonym, Find	WD 124		Thesaurus on Review tab	Synonyms desired word	SHIFT+F7
Tab Stops, Set	WD 158, WD 167	Click tab selector, click ruler on desired location	Paragraph Dialog Box Launcher Tabs button	Paragraph Tabs button	
Table, Add Column	WD 264		Insert Columns to the Left (or Right) button on Layout tab		
Table, Align Data in Cells	WD 268		Align [location] button on Layout tab		
Table, Apply Style	WD 176		More button in Table Styles gallery		
Table, Border	WD 267		Line Weight box arrow on Design tab Borders button arrow		
Table, Change Row Height	WD 290	Drag border	Table Properties button on Layout tab	Table Properties	
Table, Convert Text	WD 361		Table button on Insert tab Convert Text to Table		
Table, Delete Column	WD 263		Delete button on Layout tab	Delete Columns	
Table, Delete Contents	WD 283				DELETE
Table, Delete Rows	WD 186, WD 264		Delete button on Layout tab Delete Rows		
Table, Display Text Vertically in Cell	WD 284		Text Direction button on Layout tab		

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Table, Distribute Rows	WD 283		Select Table button on Layout tab Select Table		
Table, Draw	WD 280		Table button on Insert tab Draw Table		
Table, Erase Lines	WD 282		Eraser button on Design tab		
Table, Insert	WD 173		Table button on Insert tab		
Table, Merge Cells	WD 287		Merge Cells button on Layout tab	Merge Cells	
Table, Modify Properties	WD 364		Table Properties button on Layout tab		
Table, Move	WD 267	Drag move handle			
Table, Non-Breaking Across Pages	WD 279		Table Properties button on the Table Tools Layout tab Row tab		
Table, Resize Columns	WD 177	Double-click column boundary	AutoFit button on Layout tab	AutoFit AutoFit to Contents	
Table, Select	WD 179	Click table move handle	Select button on Layout tab Select Table on Select menu		
Table, Select Cell	WD 178	Click left edge of cell			
Table, Select Column	WD 178	Click border at top of column			
Table, Select Multiple Adjacent Cells, Rows, or Columns	WD 178	Drag through cells, rows, or columns			
Table, Select Multiple Nonadjacent Cells, Rows, or Columns	WD 178	Select first cell, row, or column, hold down CTRL key while selecting next cell, row, or column			
Table, Select Next Cell	WD 178	Drag through cell			TAB
Table, Select Previous Cell	WD 178	Drag through cell			SHIFT+TAB
Table, Select Row	WD 178	Click to left of row			
Table, Shade Cells (Remove Shade)	WD 288		Shading button arrow on Design tab		
Table, Sort	WD 365		Sort button on Layout tab		
Table, Split Cells	WD 287		Split Cells button on Layout tab	Split Cells	
Table, Sum Columns	WD 265		Formula button on Layout tab		
Table, Wrapping	WD 284			Table Properties Table tab	

Microsoft Office Word 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Text Box, Insert	WD 427		Text Box button on Insert tab		
Text Box, Position	WD 431	Drag text box			
Theme Colors, Change	WD 39		Change Styles button on Home tab Colors on Change Styles menu		
Theme Fonts, Change	WD 40		Change Styles button on Home tab Fonts on Change Styles menu		
Theme Fonts, Customize	WD 255		Change Styles button on Home tab Fonts on Change Styles menu Create new Theme Fonts		
Theme, Change	WD 467		Themes button on Page Layout tab		
Underline	WD 35		Underline button on Home tab	Font Font tab	CTRL+U
Underline Words, Not Spaces	WD 86				CTRL+SHIFT+W
User Information, Change	WD 312	Office Button Word Options button			
Watermark, Create	WD 245		Watermark button on Page Layout tab		
WordArt, Fill Color	WD 393		Shape Fill button arrow on WordArt Tools Format tab	Format WordArt Fill Effects button	
WordArt, Insert	WD 391		WordArt button on Insert tab		
WordArt, Shape	WD 395		Change WordArt Shape button on Format tab		
Zoom	WD 46, WD 244	Zoom Out and Zoom In buttons on status bar	Zoom button on View tab		
Zoom, Two Pages	WD 447		Two Pages button on View tab		