

FORMATTING

Apple Key + B	=	Bold
Apple Key + I	=	Italic
Apple Key + U	=	Underline
	=	Copy
Apple Key + X	=	Cut
Apple Key + V	=	Paste
Apple Key + Z	=	Undo
Apple Key + Y	=	Redo
Shift + Apple Key + K	=	Small caps
Shift + Apple Key + A	=	All caps
Shift + F3	=	Cycle through case selection

SAVING FOR OTHER FORMATS

To save a Microsoft Word 2004 for Macintosh document in another format, follow the following instructions:

1. File -> Save As
2. Click the Format drop-down
 - a. Word 97 – Word 2003 for Windows: Word document
Word 98 – Word 2004 for Mac: Word document
 - b. Rich Text Format is a good format for saving for use in other applications.
3. Click Save

DOCUMENT MANAGEMENT

Apple Key + N	=	New document
Apple Key + O	=	Open document
Apple Key + S	=	Save a document
Apple Key + P	=	Print
Apple Key + A	=	Select All
Apple Key + F	=	Find
Shift + Apple Key + H	=	Replace
Option + Apple Key + L	=	Grammar check

INSERT COMMANDS

Insert -> Date and Time	=	Insert current date
	=	Insert current time
	=	Insert endnote
Insert -> Footnote	=	Insert footnote
Apple Key + K	=	Insert hyperlink
Shift + Apple Key + Enter	=	Insert column break
Insert -> Break -> Page break	=	Insert page break
Shift + Ctrl + Spacebar	=	Insert nonbreaking space

PAGE LAYOUT

Format -> Borders & Shading -> Page Borders	=	Add a page border
View -> Header and Footer	=	Add a footer
View -> Header and Footer	=	Add a header