Useful **Shortcuts** on Word

- **Ctrl+W.** Close the active window / document.
- **Ctrl+Z.** Undo an action.
- **Ctrl+Y.** Redo the last action or repeat an action.
- **Ctrl+S.** Save a document.
- **Ctrl+P.** Print a document.
- **Ctrl+K.** Insert a hyperlink.
- **Ctrl+right arrow** Goes to beginning of next word.
- **Ctrl+left arrow** Goes to beginning of previous word.
- **Alt+Left.** Arrow Go back one page.
- **Alt+Right.** Arrow Go forward one page.
- **Ctrl+C.** Copy selected text or graphics to the Office Clipboard.
- **Ctrl+V.** Paste the most recent addition to the Office Clipboard.
- **Ctrl+Shift+A.** Format all letters as capitals.
- **Ctrl+B.** Applies or removes bold formatting.
- **Ctrl+I.** Applies or removes italic formatting.
- **Ctrl+=.** Apply subscript formatting (automatic spacing).
- **Alt, F, A.** Save As.
- **Alt, S, T, I.** Insert Table of Contents.
- **Alt, S, T, R.** Remove Table of Contents.
- **Alt, W, F.** Full Screen Reading – View > Document Views > Full Screen Reading.
- **Alt, W, R.** Ruler. View > Show/Hide > Ruler.
- **Alt, F, X.** Exit Word.

**Page Numbers - Adding**

1. Double-click anywhere on the **header** or **footer** to unlock it. If you don’t already have a header or footer, you can double-click near the **top or bottom of the page.** The Design tab will appear on the right side of the Ribbon.

2. Click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style.**

4. To edit the **font**, **font size**, and **alignment** of page numbers, select a page number and click the **Home** tab. Word’s text formatting options will appear.
5. When you're finished, press the **Esc** key. The page numbering will be formatted.

Alternatively, you can add page numbers to the header or footer by clicking the **Page Number** command and then selecting **Top of Page** or **Bottom of Page**. If you have an existing header or footer, it will be removed and replaced with the page number.

(From https://www.gcflearnfree.org/word2013/headers-footers-and-page-numbers/3/)
Footnotes/Endnotes

1. Click where you want to add the footnote.

2. Click References > Insert Footnote.

   ![Insert Footnote](image)

   Tip: You also can press Ctrl + Alt + F to insert a footnote.

3. Type the footnote text.

   Tip: To return to your place in your document, double-click the footnote mark.

Add an endnote

Word inserts a reference mark in the text and adds the endnote at the end of the document.

1. Click where you want to add the endnote.

2. Click References > Insert Endnote.

   ![Insert Endnote](image)

   Tip: You also can press Ctrl + Alt + D to insert an endnote.

3. Type the endnote text.

   Tip: To return to your place in your document, double-click the footnote mark.
Tracking Changes

You can edit a document without using Track Changes — simply make your changes. For most of us, it's all we need. If you need a version history or you want to collaborate with others, use Track Changes. To enable Track Changes, click the Review tab and then click the Track Changes option in the Tracking group. Then, select Track Changes from the drop-down's list. In Word 2003, display the Reviewing toolbar by choosing Toolbars from the View menu and checking Reviewing.

Users are often confused by this feature's on and off status. When Track Changes is enabled, the option's background is solid, as shown in Figure A. When it's disabled, the background is transparent. The button acts as a toggle — click it to enable it, click it again to disable it.

(From http://www.techrepublic.com/article/microsoft-office-word-101-use-track-changes-more-efficiently/)