

Microsoft Word Cheat Sheet

(Focused on Word for Microsoft 365 / Word Online)

1. Anatomy of Word

- Ribbon: Tabs like Home, Insert, Design, Layout, References, Review, View.
- Quick Access Toolbar: Save, Undo, Redo (top-left corner).
- Document Area: The main workspace where you type and edit text.
- Status Bar: Page number, word count, language, zoom controls.
- Navigation Pane: Browse headings, pages, or search (View > Navigation Pane).

2. Keyboard Shortcuts

- Ctrl + N → New document
- Ctrl + O → Open document
- Ctrl + S → Save
- F12 → Save As
- Ctrl + P → Print
- Ctrl + Z → Undo / Ctrl + Y → Redo
- Ctrl + B / I / U → Bold / Italic / Underline
- Ctrl + A → Select all
- Ctrl + C / V / X → Copy / Paste / Cut
- Ctrl + F → Find text
- Ctrl + H → Find and replace
- Ctrl + Shift + > / < → Increase / decrease font size
- Ctrl + Enter → Page break
- Ctrl + L / E / R → Align left / centre / right

3. Formatting Essentials

- Styles: Apply consistent headings and formatting (Home tab).
- Bullets & Numbering: Organise lists clearly (Home tab).
- Paragraph Spacing: Adjust spacing before/after text (Layout tab).
- Page Layout: Margins, orientation, size (Layout tab).
- Insert: Add pictures, tables, shapes, page numbers, headers/footers.

4. Working with Documents

- Save to OneDrive for cloud access, or This PC for local saves.
- Track Changes: Collaborate and review edits (Review tab).
- Comments: Insert notes for feedback (Review tab).
- Navigation Pane: Jump quickly between sections/headings.
- Export: Save as PDF for professional sharing (File > Export).

5. Useful Tools

- Spell Check & Grammar: F7 or Review tab.
- Word Count: Status bar or Review tab.
- Smart Lookup: Right-click word > Smart Lookup for definitions/web results.
- Templates: File > New → ready-made CVs, letters, reports.

6. Employability Link

- Create CVs and cover letters with professional templates.
- Use consistent styles for reports and essays.
- Save final versions as PDF for applications.
- Track changes for collaborative work with employers or tutors.