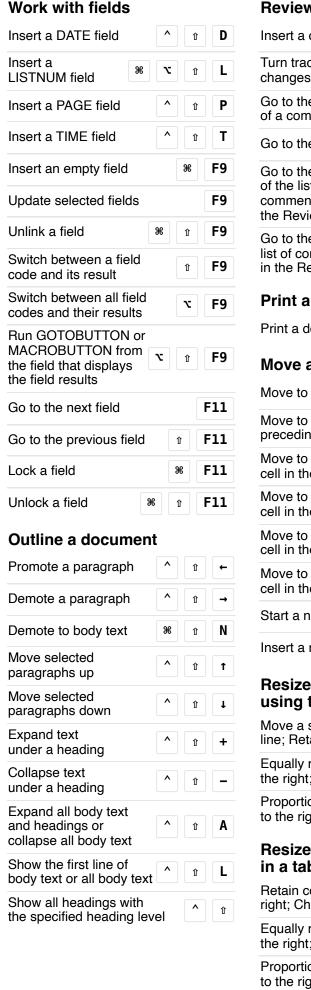


text on the Internet





Review a document Insert a comment γ Α Turn track Û Ε changes on or off Go to the beginning HOME of a comment Go to the end of a comment **END** Go to the beginning of the list of **HOME** comments when in the Reviewing Pane Go to the end of the list of comments when **END** \mathfrak{R} in the Reviewing Pane Print a document Print a document Ρ Move around in a table Move to the preceding cell Move to the OR 1 preceding or next row Move to the first HOME cell in the row Move to the last **END** cell in the row Move to the first PAGE UP cell in the column Move to the last PAGE DOWN cell in the column RETURN Start a new paragraph Insert a row Ι Resize table columns by using the ruler Move a single column Û line; Retain table width. Equally resize all columns to Û the right; Retain table width. Proportionally resize all columns to the right; Retain table width. Resize table columns directly in a table.

Retain column sizes to the Û right; Change table width. Equally resize all columns to Û the right; Retain table width. Proportionally resize all columns to the right; Retain table width.

Insert paragraphs and tab characters in a table

Incart a naw

paragraph in a cell	RETURN
Insert a Tab character in a cell	∀

Use footnotes and endnotes

Insert a footnote	ૠ	~	F
Insert an endnote	ૠ	T	E

Right-to-left language features

Paragraph direction

Paragraph direction to right to left	^	#	←
Paragraph direction to left to right	٨	*	-



Function key shortcut	S	
Undo the last action		F1
Cut selected text or graphics		
Copy selected text or graphics to the clipboard		
Paste the Clipboard contents	3	F4
Choose the Go To command (Edit menu)		
Open the Spelling and Grammar dialog box		F7
Extend a selection		F8
Update selected fields.		F9
Go to the next window	*	F6
Copy selected text	Î	F2
Change letters to uppercase, lowercase, or mixed case	Î	F3
Repeat a Find or Go To action	*	F4
Move to the previous insertion point	Î	F5
Open the Thesaurus pane	Î	F7
Shrink a selection	Û	F8
Switch between a field code and its result.	Î	F9
Go to the previous field	Û	F11
Cut the selection to the Spike	*	F3
Close the window	ж	F4
Go to the next window	ж	F6
Insert an empty field	æ	F9
Lock a field	96	F11
Insert the contents of the Spike	Î	F3
Edit a bookmark	Û	F5
Update linked information in a Word source document	Û	F7
Extend a selection as a block selection	F8	→
Unlink a field #	Î	F9
Unlock a field	Û	F11
Create an AutoText entry	T	F3

