# Word Processing Basics

Keyboard Shortcuts

- Ctrl+c – Copy
- Ctrl+x – Cut
- Ctrl+v – Paste

- Ctrl+b – Bold formatting
- Ctrl+i – Italic formatting
- Ctrl+u – Underline formatting

- Ctrl+z – Undo an action
- Ctrl+y – Redo an action

- Ctrl+f – Search

- Ctrl+s – Save a document
- Ctrl+n – Create a new document
- Ctrl+o – Open an existing document
- Ctrl+p – Print a document

(On a Mac, use Command instead of Ctrl.)

You can also highlight text and right-click to get many of these options.

Tips

- Put only one space after periods.
- If you want an indent, use the Tab key, not spaces.
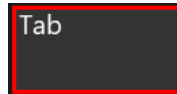
- If you want double spacing, use line spacing instead of hard returns (or Enter).

- If you want a bulleted or numbered list, use

- Use file names that will help you find your work, such as kf resume-013120
- Remember where you save your documents.
- Organize your files by using folders.
- Don't use Save as… unless you want to make a separate copy of the document.

Adding Photos or Art to a Document

- Place the cursor where you want the picture.
- Click the Insert menu.
- Click Pictures to select a picture from your hard drive.
  OR
- Click Online Pictures or Clip Art.

You can also copy an image and paste it into a Word document. (Right-clicking is an easy way to do this.)

Design Tips

- Keep it simple. Less is more.
- Include graphics as appropriate.
- Use standard fonts.
- Don't use too many fonts.
- Left-align text.
- Put in ample white space.
- Use standard margins, e.g. 1" on all sides.
- Use templates.
- Proofread.

Templates

When you create a new document, many templates are available.

You can get templates for ads, flyers, resumes, business cards, brochures, newsletters, and more.

Many more templates are available online.