



EDITING IN MS Word (365) 101

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LESSON #3

Keyboard Shortcuts and Macros

Keyboard Shortcuts

This week we are learning about keyboard shortcuts. Using keyboard shortcuts will save you tons of time. It will enable you to work more efficiently, which should allow you to bring in more money. Using keyboard shortcuts may be one of the most valuable things you take away from this class, so make sure you give it the proper attention.

Microsoft Word has several shortcuts that are assigned by default.

| | |
|-----------------------|----------------|
| Create a new document | Ctrl + N |
| Open a document | Ctrl + O |
| Close a document | Ctrl + W |
| Save | Ctrl + S |
| Save As | F12 |
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Paste Special | Ctrl + Alt + V |
| Select All | Ctrl + A |
| Bold | Ctrl + B |
| Italic | Ctrl + I |
| Underline | Ctrl + U |
| Center text | Ctrl + E |
| Left align text | Ctrl + L |
| Cancel | Esc |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Print a document | Ctrl + P |
| Find and Replace | Ctrl + H |
| Go To | Ctrl + G |

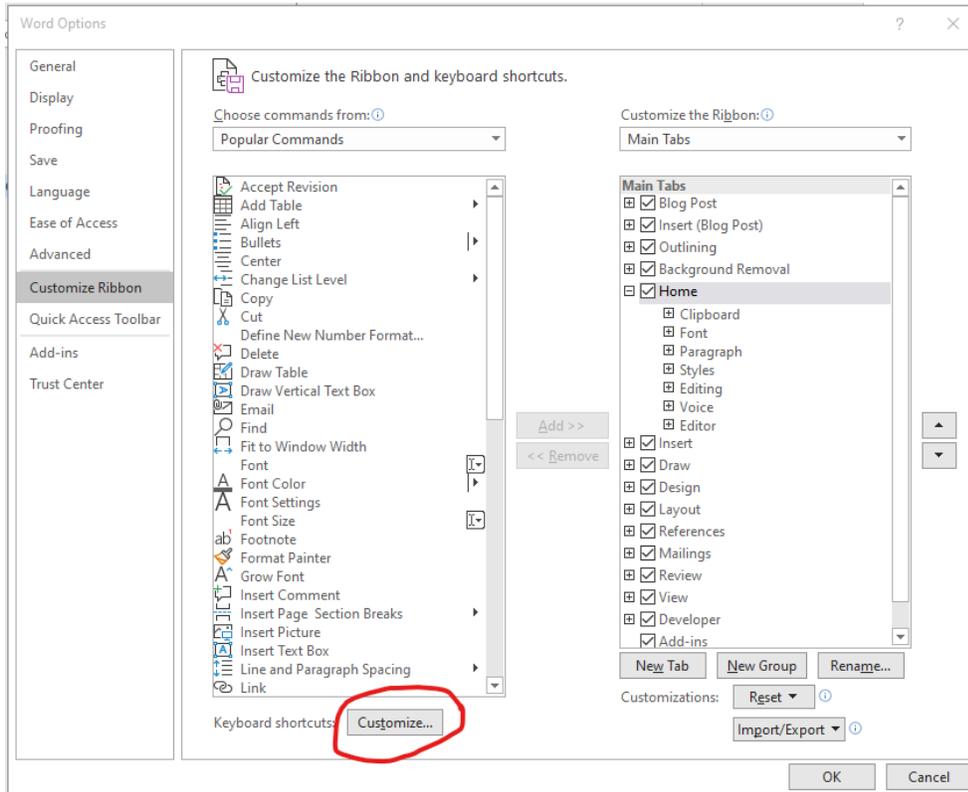
| | |
|--|---|
| Insert a footnote | Alt + Ctrl + F |
| Insert an endnote | Alt + Ctrl + D |
| Go to next footnote | Alt + Shift + > |
| Go to previous footnote | Alt + Shift + < |
| Delete one character to the left | Backspace |
| Delete one word to the left | Ctrl + Backspace |
| Delete one character to the right | Delete |
| Delete one word to the right | Ctrl + Delete |
| Insert an em dash | Alt + Ctrl + MINUS SIGN (on the numeric keypad) |
| Insert an en dash | Ctrl + MINUS SIGN (on the numeric keypad) |
| Insert an optional hyphen | Ctrl + HYPHEN |
| Insert a nonbreaking hyphen | Ctrl + Shift + HYPHEN |
| Insert a nonbreaking space | Ctrl + Shift + SPACEBAR |
| Insert the copyright symbol | Alt + Ctrl + C |
| Insert the registered trademark symbol | Alt + Ctrl + R |
| Insert the trademark symbol | Alt + Ctrl + T |
| Select text while using the move commands | Shift + any move command (below) |
| Move one character to the left | LEFT ARROW |
| Move one character to the right | RIGHT ARROW |
| Move one word to the left | Ctrl + LEFT ARROW |
| Move one word to the right | Ctrl + RIGHT ARROW |
| Move one paragraph up | Ctrl + UP ARROW |
| Move one paragraph down | Ctrl + DOWN ARROW |
| Move up one line | UP ARROW |
| Move down one line | DOWN ARROW |
| Move to the end of a line | End |
| Move to the beginning of a line | Home |
| Move to the top of the window | Alt + Ctrl + PgUp |
| Move to the end of the window | Alt + Ctrl + PgDn |
| Move up one screen (scrolling) | PgUp |
| Move down one screen (scrolling) | PgDn |
| Move to the top of the next page | Ctrl + PgDn |
| Move to the top of the previous page | Ctrl + PgUp |
| Move to the end of a document | Ctrl + End |
| Move to the beginning of a document | Ctrl + Home |
| Move to a previous revision | Shift + F5 |
| After opening a document, go to the location you were working in when the document was last closed | Shift + F5 |

This is not an exhaustive list of the keyboard shortcuts, but these are some I find most valuable.

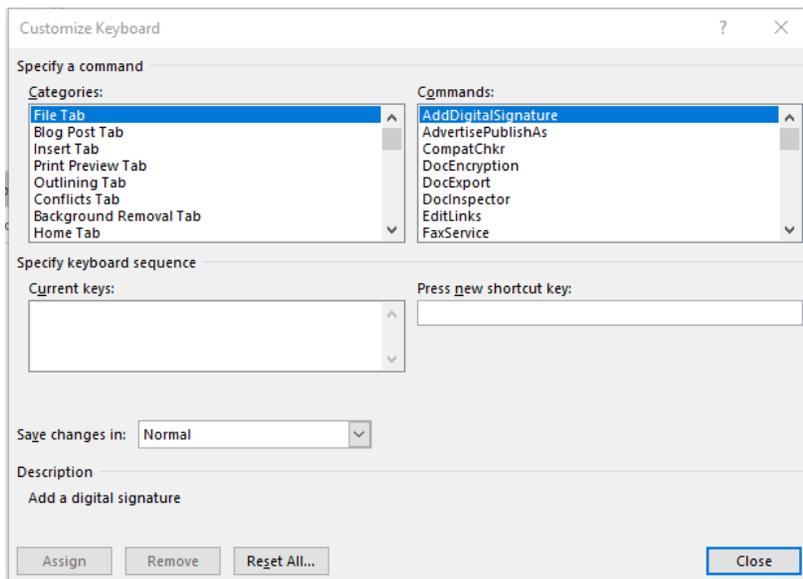
There are preset shortcut keys assigned to many of the commands found in the ribbon under the various tabs. You can find out if a command has a shortcut assigned to it by doing the following:

Click on the File tab. Along the left-hand side, select the last item, Options.

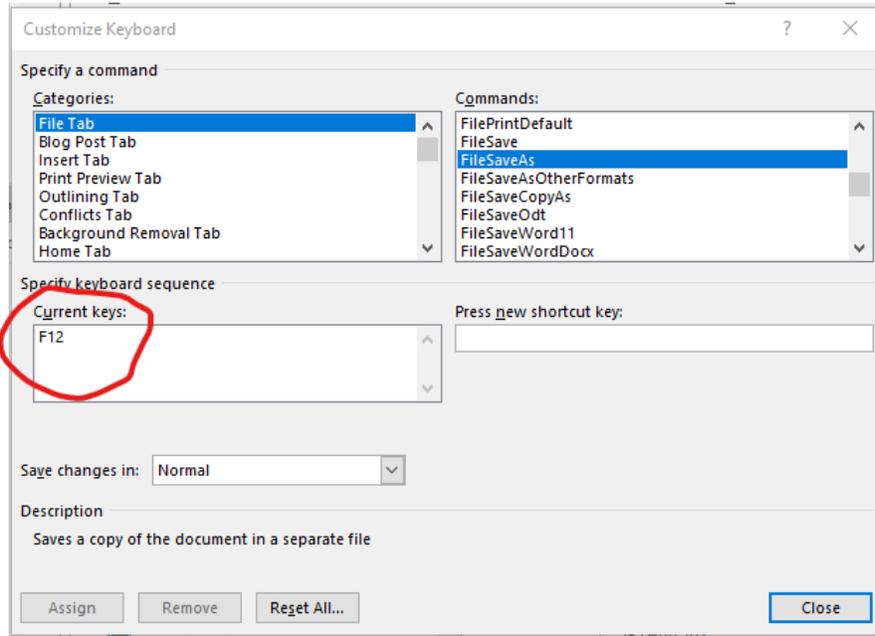
In the Word Options window, select the eighth option on the left-hand side, Customize Ribbon. At the bottom of the window, click on the Customize button.



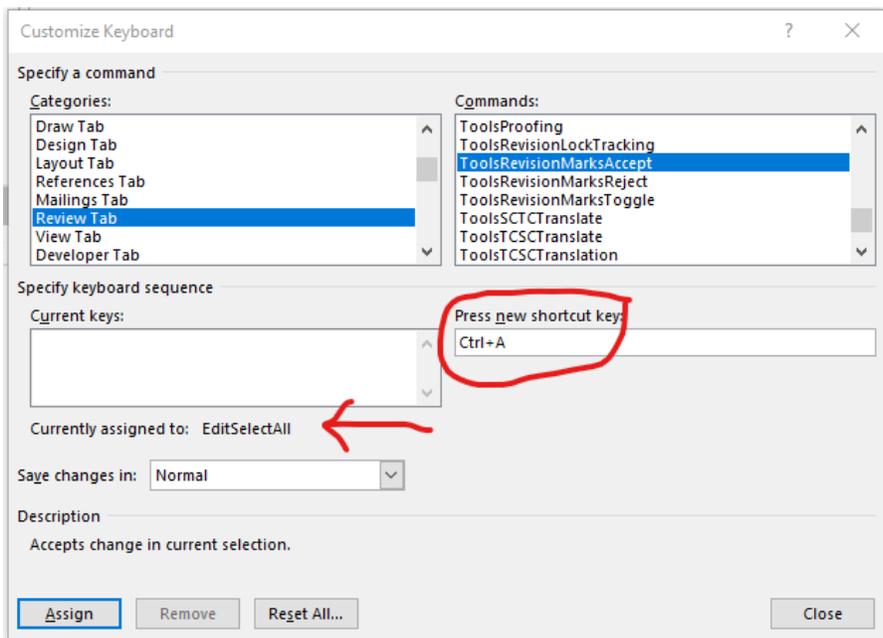
This will open the Customize Keyboard window.



As you can see, the specific tabs are listed under “Categories,” and the commands that correspond with that tab are listed under “Commands.” When you find a command you use often, select it. In the area labeled “Current keys,” it will show whether a shortcut has been assigned.



If no shortcut has been assigned, you can create one for that command. If the shortcut combination you choose has already been assigned to another command, it will tell you.



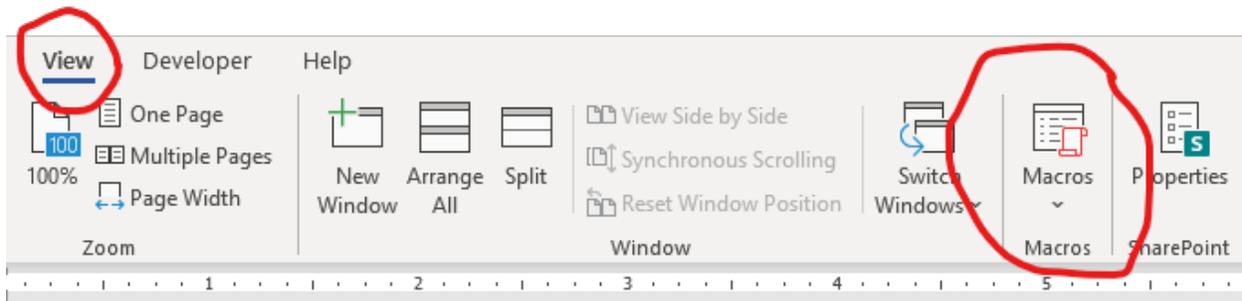
In the image above, you can see that I've tried to assign the shortcut "Ctrl + A" to the command ToolsRevisionMarksAccept (this command accepts the change in the current selection). The "Current keys" box is empty because no shortcut has been assigned to this command yet. But just below the empty box, Word notified me that this shortcut combination is "Currently assigned to: EditSelectAll." If I wanted to, I could override the current shortcut and assign this combination anyway. That's something you'll have to decide for yourself.

Once you are happy with the shortcut combination, click on "Assign" and then "Close."

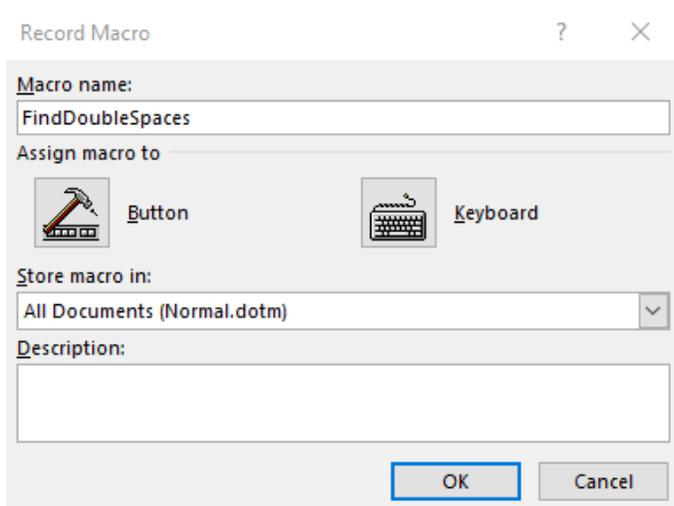
You can eventually learn the shortcut keys for all of the tasks you perform in Microsoft Word. Having the ability to use the keyboard exclusively makes you a more efficient editor, saving you time and increasing your earning capacity.

Macros

Macros are valuable timesavers that are quite simple to use once you understand how they work. A macro is a keystroke or button that executes a series of commands. Basically, you tell Microsoft Word to record what you are about to do, you do it, then you tell Microsoft Word to stop recording it. You give that recording a name, assign it a keystroke or a button, and save it. This enables you to perform complex tasks at the stroke of a button. You'll find the Macros button under your View tab. It's located on the far right of your ribbon.

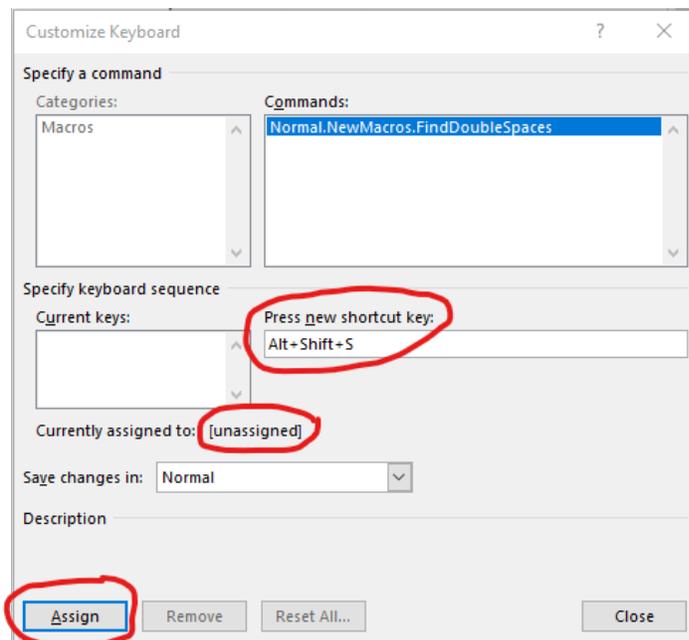


Click on the drop-down arrow under Macros and select "Record Macro." The Record Macro dialog box will appear. Give your macro a name (don't use any spaces or special characters), and select Button or Keyboard. If you choose Button, Microsoft Word will create a button on the title bar that you can click on with the mouse. I almost always choose Keyboard because it's so much faster if your hands never have to leave the keyboard and use the mouse. So for our purposes, I'm going to show you the Keyboard option.



When you click on Keyboard, the Customize Keyboard dialog box will appear. Here you can designate a new shortcut key. This works the same way as adding keyboard shortcuts. After you press the new shortcut key, it will indicate if that shortcut has already been assigned to another command. You can decide if you want to override that preassigned shortcut or choose a different shortcut.

When you are happy with the shortcut combination, click “Assign” in the bottom left-hand corner.

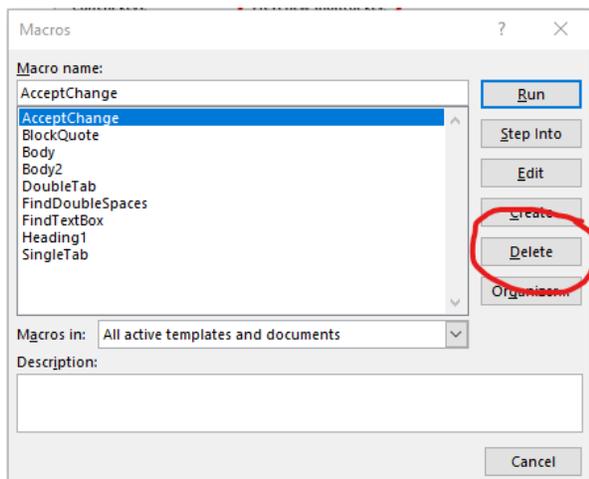


After you click on “Close,” Microsoft Word automatically starts recording your actions. Every click of the mouse and stroke of the keyboard are being recorded. Once you complete the series of commands, go back to your View tab, click on the drop-down arrow on the Macros button, and select “Stop Recording.”

You now have a macro. Anytime you need to repeat the series of commands you recorded, simply use the keystroke you programmed, and it will instantly execute the commands.

But we all know what happens to the best-laid plans, right? And there will inevitably be times you royally mess up your macro recording. If this happens, you can easily delete the macro you created and start over. To do this, click on the drop-down arrow under Macros and select “View Macros.” The Macros dialog box will open.

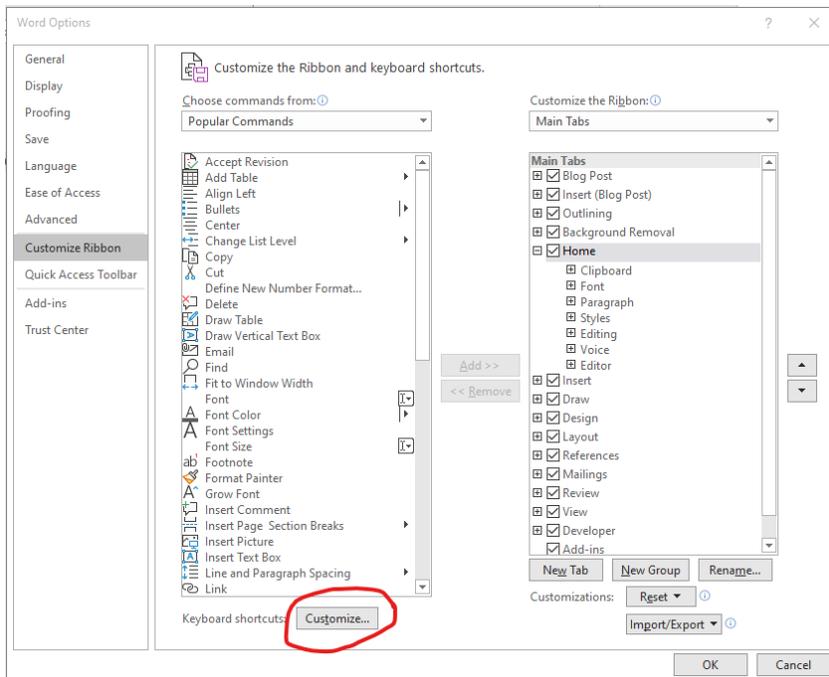
From here, you can select the macro you just created and click on “Delete.”



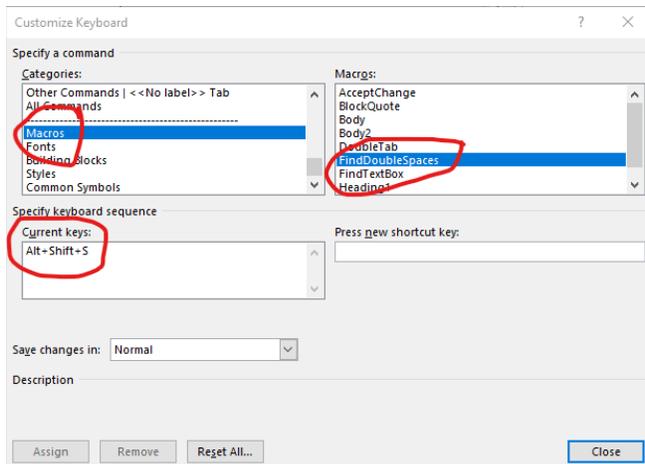
It may be that at some point you forget the keystrokes you have assigned to some of your macros. You can find out which shortcut combination has been assigned to each macro in the same way you discovered the preset keystrokes for your ribbon commands.

Click on the File tab. Along the left-hand side, select the last item, Options.

In the Word Options window, select the eighth option on the left-hand side, Customize Ribbon. At the bottom of the window, click on the Customize button.



This will open the Customize Keyboard window. In the Categories section, scroll down until you find “Macros,” and click on it. In the Macros section, select the macro you’re looking for. The keystroke combination will be listed under the Current keys section.



LESSON #3 ASSIGNMENTS

To receive a Certificate of Completion, you must successfully complete a designated number of assignments per lesson. For this lesson, you must complete at least two assignments.

Assignment #1

Print the list of keyboard shortcuts provided as a handout with this lesson, and keep it near your computer. For the rest of the week, use only the keyboard to execute the commands on the list. This is going to take some time at first, but if you are diligent to stick with only the keyboard, it will save you time in the long run. Tell the class about your experience.

Assignment #2

If you don't have enough work to keep you on the computer all week, then at least one day this week, use only the keyboard to execute the commands on the list. Tell the class about your experience.

Assignment #3

Create a keyboard shortcut to accept changes. Create a keyboard shortcut to reject changes. Tell the class about your experience.

Assignment #4

Create a keyboard shortcut to start recording a macro and stop recording a macro. Tell the class about your experience.

Assignment #5

Create a macro using your keyboard shortcut you just created. Tell the class about your experience.