|  |  |  |  |
| --- | --- | --- | --- |
| Word 2003 Function | Word 2007 Function | Keyboard Shortcut | Atomic Learning Key # |
| File>New, File>Open | Office Button>New (or Open) | Ctrl-N (Ctrl-O open) | 28723 |
| File>Save | Office Button>Save (or Quick Assess Toolbar) | Ctrl-S | 28728 |
| File>Save As | Office Button>Save As | F12 | 28728 |
| File>Page Setup | Page Layout>Page Setup (click dialog box launcher for more options) | Alt-P, SP | 28757 |
| File>Print Preview | Office Button>Print>Print Preview | Alt-Ctrl-I | 28770 |
| File>Print | Office Button > Print | Ctrl-P | 28770 |
| Edit>Undo (or Redo) | Quick Access toolbar>Undo Icon (or Redo icon) | Ctrl-Z (Ctrl-Y for Redo) | 28742 |
| Edit>Cut | Home>Clipboard>Cut | Ctrl-X | 28739 |
| Edit>Copy | Home>Clipboard>Copy | Ctrl-C | 28739 |
| Edit>Office Clipboard | Home>clipboard dialog box launcher | Alt-H, F,O | 28739 |
| Edit>Paste | Home>clipboard>Paste | Ctrl-V | 28739 |
| Edit>Paste Special | Home>Clipboard>Paste>Paste Special | Alt-E, S or Alt-Ctrl-V | 28739 |
| Edit>Select All | Home>Editing>Select>Select All | Ctrl-A | 28733 |
| Edit>Find | Home>Editing>Find | Ctrl-F | 29712 |
| Edit>Replace | Home>Editing>Replace | Ctrl-H | 29718 |
| View>Normal | View>Document Views>Draft | Alt-Ctrl-N | 28735 |
| View>Web Layout | View>Document Views>Web Layout | Alt-V, W | 28735 |
| View>Print Layout | View>Document Views>Print Layout | Alt-Ctrl-P | 28735 |
| View>Reading Layout | View>Document Views>Full Screen Reading | Alt-V, R | 28735 |
| View>Toolbars | Word 2007 no longer has toolbars | n/a | n/a |
| View>Ruler | Office Button>Print>Print Preview>show/hide ruler | Alt-V, L | 28737 |
| View>Header and Footer | Insert>Header & Footer | Alt-V, H | 28766 |
| View>Zoom | Status Bar>Zoom slider or View>Zoom | Alt-V, Z | 39912 |
| Insert>Break | Insert>Pages>Page Break | Alt-I, B | 28756 |
| Insert>Page Numbers | Insert>Header & Footer>Page Number | Alt-I, U | 28767 |
| Insert Picture | Picture commands are located under Insert>Illustrations | Alt-N | 29760 |
| Insert>Text Box | Insert>Text>Text Box | Alt-N, X | 29763 |
| Format>Font | Home>Font (click dialog box launcher for more options) | Ctrl-D | 28744 |
| Format>Paragraph | Home>Paragraph (click dialog box launcher for more options) | Alt-O, P | 28749 |
| Format>Bullets and Numbering | Home>Paragraph>Bullets icon | Alt-O, N | 28763  28764 |
| Format>Borders & Shading | Home>Paragraph>Shading icon | Alt-O, B | 29736 |
| Format>Columns | Page Layout>Page Setup>Columns | Alt-O, C | 29727 |
| Tools>Spelling & Grammar | Review>Proofing>Spelling & Grammar | F7 | 28743 |

****Atomic Learning Username: IT Password: PPS <http://www.atomiclearning.com> Click “Find an Answer to a Tech Question” and enter the learning key# above

*Word 2007 Cross Reference Guide*