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WHAT's New?



Selecting and Aligning Text using Keyboard Shortcuts

Save tons of your time selecting and aligning text in your document just by using your keyboard.

Perhaps, you already know this, but there are still some out there who will appreciate this tip.

Read below to know more...

NOTE: Productivl.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

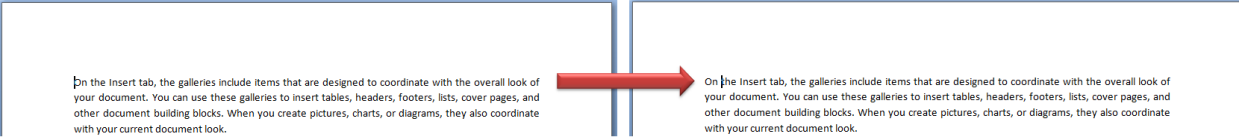
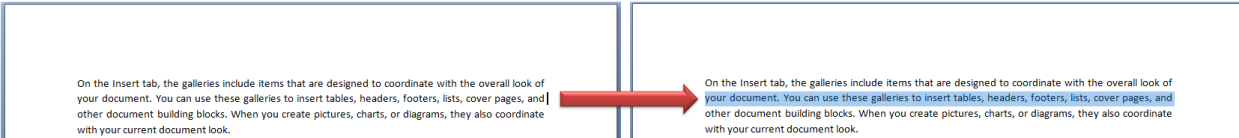
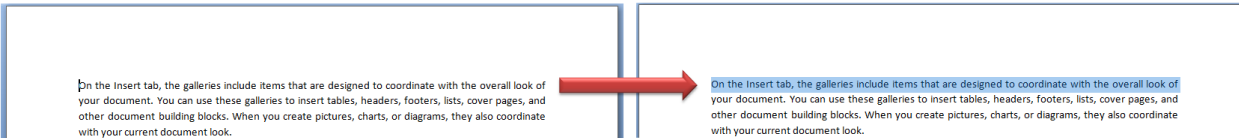
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Selecting the Text (MS Word 2003/2007)

Place the insertion point in the text that you want to select and then choose on the following shortcuts that will apply:

KEY COMBINATION	ACTION
<p>[Ctrl] + [Left ← or Right → Arrow key]</p>	<p>The cursor jumps a full word (instead of a letter) in the left or in the right.</p>  <p>This is for quicker way of reading through each word in your document.</p>
<p>[Shift] + [Home or End]</p>	<p>'Shift + Home' - selects all the text towards the left of your cursor until the beginning of the line.</p>  <p>'Shift + End' - selects all the text towards the right of your cursor until the end of the line.</p>
<p>[Shift] + [Ctrl] + [Up or Down Arrow key]</p>	<p>Selects the entire part of the paragraph before (up) or after (down) the cursor.</p> 

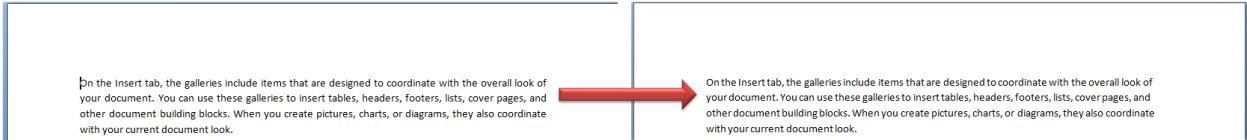
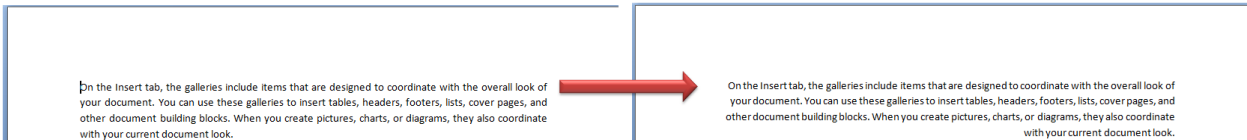
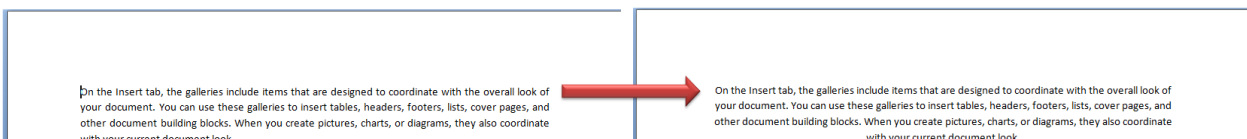
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.



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Aligning the Text (MS Word 2003/2007)

Place the insertion point on or select the whole paragraph/text you want to align and then choose on the following shortcuts (depending on the format that you want to apply):

KEY COMBINATION	ACTION
[Ctrl] + [L]	To align text to the left. 
[Ctrl] + [R]	To align text to the right. 
[Ctrl] + [E]	To align text to the center. 
[Ctrl] + [J]	For 'right justification' format (The right margin of the paragraph is aligned in one vertical line)

just like its left margin, giving it a very polished and neat look.)

On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.



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