

BASIC WORD PROCESSING

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

Click on the blue, underlined text to go to its linked reference.¹



SELECTION

1. *Double*, left-click selects a word or opens a program.
2. *Triple*, left-click selects that sentence.
3. *Quad*, left-click selects a paragraph.
4. **RIGHT-click** creates a pop-up menu. The menu which appears depends upon where you click.

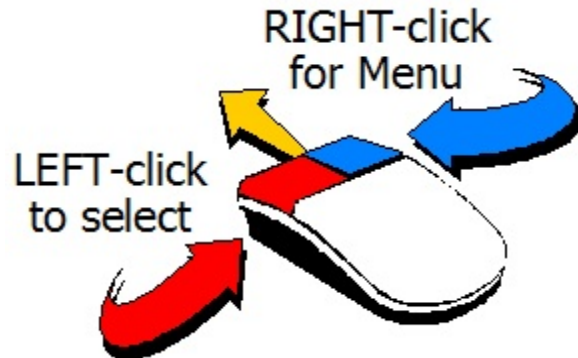


Figure 2

JUSTIFICATION	
Ctrl + C	<i>Justified Center. Text is centered on the margins where the action is taken. This is an example.</i>
Ctrl + J	Justified Full. Text is justified so that both right and left margins are straight lines. This is the typical text display in a newsletters or professional publications.
Ctrl + L	Justified Left. Text is justified so that the left side is straight and the right side is jagged. This is the normal way text is shown in letters or simple documents.

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JUSTIFICATION	
Ctrl + C	<i>Justified Center. Text is centered on the margins where the action is taken. This is an example.</i>
Ctrl + R	Justified Right. Text is justified so that the right side is straight and the left side is jagged. This is a seldom-used method of publishing.

SHORTCUT KEYS

If one holds down the *Ctrl* key, on the keyboard, and touches the illustrated key — releasing both quickly — the resulting action takes place.

Ctrl + A	Selects ALL text
Ctrl + C	Copies selected text
Ctrl + S	SAVES
Ctrl + V	Pastes copied/cut text
Ctrl + X	Cuts selected text
Ctrl + Z	Undo mistakes

Figure 3

These are the times that try men's souls. Thank goodness the women are **here** to save them.

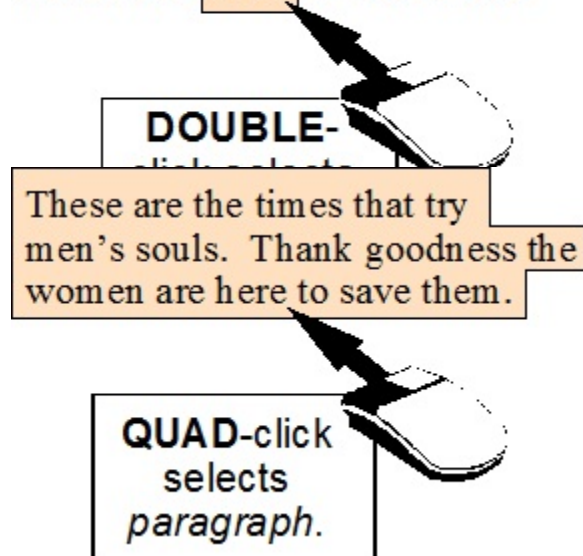


Figure 6

These are the times that try men's souls. **Thank goodness the women are here to save them.**

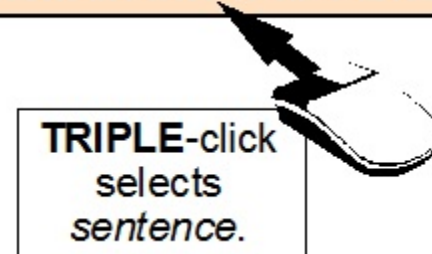


Figure 5

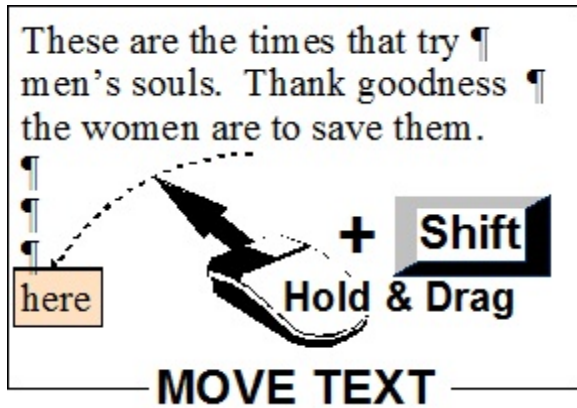


Figure 8

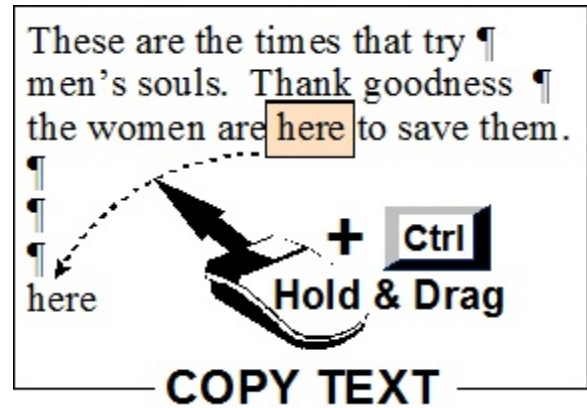


Figure 7