

# Microsoft Word v1

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## MS Word, Shortcuts

- Preview: alt-f, w, v
- ctrl-f: EditFind (ctrl-f is originally set in NavPaneSearch)
- alt-o, p: paragraph format
- alt-shift-e: create equation
- ctrl-shift
  - -a: accept change (AcceptChangesandAdvance)
  - -c: create comment/annotation (InsertAnnotation)
  - -f: clear formatting (ClearAllFormating)
  - -g: Word-count (ToolsWordCount)
  - -n: next change/comment (NextChangeorComment)
  - -s: style (Style)
  - -d: delete comment (DeleteAnnotation)
  - -m: merge mergetable cells (TableMergeCells)
  - -b: body text
  - -t: body text 2
  - -n: normal
  - -p: emphasise
  - -e: toggle track change (it is already set)
  - -l: list Number
  - -o: code

## MS Word, Quick Access Toolbar

- Track Changes
- Style (the first one)
- Font (the first one)
- Font Size
- Track Change

## Videos

MS Word - Styles <https://youtu.be/cNHGqMut6Ec>

MS Word - Shortcuts <https://youtu.be/9s08jgQgxww>