



SAVING



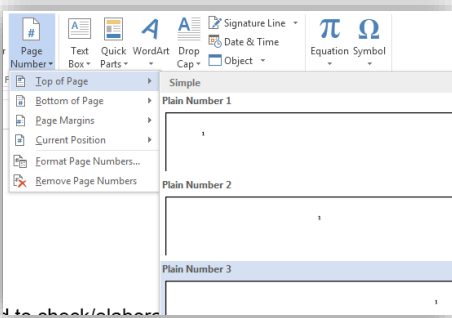
- Remember to always **SAVE** your document when you begin.
- Choose a good file name with unique information about the file, like the topic or course and assignment name.
- Save as a Rich Text Format if you are working with programs other than Microsoft Word.

CUTTING, COPYING, & PASTING



- **Cut:** Removes text or object from current position
- **Copy:** Copies text or object, but does not remove
- **Paste:** Copies text or object into new location
- **Use Destination Theme** formats the text to match the existing style.
- **Keep Source Formatting** preserves the look of the original text.
- **Keep Text Only** removes original formatting; typically the best option.
- **Format Painter** copies the format of the first piece of selected text onto the next piece of text selected

INSERTING PAGE NUMBERS



- Go to the **Insert tab**
- **Page Numbers** icon
- **Top of Page** drop-down
- **Plain Number 3** option
- Type your name in front of the page number
- Click **Close the Header and Footer** button.

KEYBOARD SHORTCUTS

Font/Paragraph Style

- Ctrl + I = italics
- Ctrl + B = bold
- Ctrl + U = underline
- Ctrl + 1 = single space
- Ctrl + 2 = double space

Navigating

- Ctrl + Home = beginning of doc
- Ctrl + End = end of doc
- Home = beginning of line
- End = end of line
- Ctrl + Z = undo; Ctrl + Y = redo

Selecting and Moving Text

- Ctrl + A = select all
- Ctrl + X = cut
- Ctrl + C = copy
- Ctrl + V = paste

Text Alignment

- Ctrl + L = left
- Ctrl + R = right
- Ctrl + E = center
- Ctrl + J = justify
- Ctrl + M = indent
- Ctrl + T = hanging indent

TECH UP

Upgrade Your Computer Skills

RESOURCES



LEARNING COMMONS

Academic Support Center • DSC-UCF Writing Center • Library Services
Everything You Need to Succeed

FalconAid Student Help Desk

Daytonastate.edu/falconaid
386.506.4243

Academic Support Center

Daytonastate.edu/ASC
386.506.4217

Library

Daytonastate.edu/library
386.506.3518

DSC-UCF Writing Center

Daytonastate.edu/CWC
386.506.3297

Tech Up Guide

Researchguides.daytonastate.edu/
techup

Alternatives to buying MS Office:

<https://onedrive.live.com>

<http://www.openoffice.org/download>

<https://www.dreamspark.com/>