

Hand Out 1

**Daftar Keyboard & Mouse Shortcuts Dasar
Microsoft Words XP**

Perintah	Arti
^B	Cetak tebal
^I	Cetak miring
^U	Garis bawah
^J	Rata kiri-kanan
^R	Rata kanan
^L	Rata kiri
^E	Rata tengah
^+	superscript
^=	subscript
^]	perbesar 1 poin
^[perkecil 1 poin
^>	perbesar 2 poin
^<	perbesar 2 poin
shift+F3	change case
^A	select all
^N	buka file baru
^P	cetak
^S	saving
^Z	undo
^X	cut
^V	paste
^C	copy
^1	spasi 1
^2	spasi 2
^5	spasi 1,5
^G	go to
^F	find
^H	find+replace
^Home	ke awal dokumen
^End	ke akhir dokumen
^D	format font

Klik	Posisi	
	Tepi Kertas	Tengah Teks
1 klik	seleksi 1 baris	seleksi 1 spasi
2 klik	seleksi 1 paragraf	seleksi 1 kata
3 klik	seleksi 1 dokumen	seleksi 1 paragraf
2 klik	Pojok kertas page setup	

SHIFT+F2

Copy text

SHIFT+F3

Change the case of letters

SHIFT+F4

Repeat a **Find** or **Go To** action

SHIFT+F5

Move to the last change

SHIFT+F6

Go to the previous pane or frame

SHIFT+F7

Choose the **Thesaurus** command

SHIFT+F8

Shrink a selection

SHIFT+F9

Switch between a field code and its result

SHIFT+F10

Display a shortcut menu

SHIFT+F11

Go to the previous field

SHIFT+F12

Choose the **Save** command (**File** menu)