











Features Summary

Feature	Ribbon Tab, Group	Button	Quick Access Toolbar	File tab	Keyboard Shortcut
AutoCorrect dialog box				Options, Proofing, AutoCorrect Options	
close				Close	Ctrl + F4
Draft view	View, Document Views				
exit Word				Exit	
Full Screen Reading view	View, Document Views				
Help					F1
Navigation pane	View, Show				Ctrl + F
New tab Backstage view				New	
Open dialog box				Open	Ctrl + O
Print tab Backstage view				Print	Ctrl + P
Print Layout view	View, Document Views				
redo an action					Ctrl + Y
Save As dialog box				Save As	F12
save document				Save	Ctrl + S
Spelling & Grammar	Review, Proofing				F7
Thesaurus	Review, Proofing				Shift + F7
undo an action					Ctrl + Z
Word Options dialog box				Options	