Unit 1: Module 3, Activity 3

Shortcuts, Toolbars and Key strokes for Headings and Styles

[Word 2010 and 2007 2](#_Toc398032208)

[Headings 2](#_Toc398032209)

[Styles 5](#_Toc398032210)

[Word 2003 6](#_Toc398032211)

[Headings 6](#_Toc398032212)

[Styles 9](#_Toc398032213)

# Word 2010 and 2007

## Headings

| **Heading** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| --- | --- | --- | --- | --- |
| Title |  | Title | Home  Styles  Title | Alt and H  L  Cursor keys to Title  Return |
| Subtitle |  | Subtitle | Home  Styles  Subtitle | Alt and H  L  Cursor keys to Subtitle  Return |
| Heading 1 | Ctrl, Alt, 1 | Heading 1 | Home  Styles  Heading 1 | Alt and H  L  Cursor keys to Heading 1  Return |
| Heading 2 | Ctrl, Alt, 2 | Heading 2 | Home  Styles  Heading 2 | Alt and H  L  Cursor keys to Heading 2  Return |
| Heading 3 | Ctrl, Alt, 3 | Heading 3 | Home  Styles  Heading 3 | Alt and H  L  Cursor keys to Heading 3  Return |
| Heading 4 |  | Heading 4 | Home  Styles  Heading 4 | Alt and H  L  Cursor keys to Heading 4  Return |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| Normal | Ctrl, Shift, N | Normal | Home  Styles  Normal | Alt and H  L  Cursor keys to Normal  Return |

## Styles

| **Style** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| --- | --- | --- | --- | --- |
| List bullet | Ctrl, Shift, L | List bullet | Home  Styles  List bullet | Alt and H  L  Cursor keys to List bullet  Return |
| Quote |  | Quote | Home  Styles  Quote | Alt and H  L  Cursor keys to Quote  Return |
| List number |  | List number | Home  Styles  List number | Alt and H  L  Cursor keys to List number  Return |

# Word 2003

## Headings

| **Heading** | **Shortcut** | **Formatting Toolbar** | **Drop down menus** | **Key stroke** |
| --- | --- | --- | --- | --- |
| Title |  | Title | Format  Styles and formatting  Title | Alt and O  S  Cursor keys to Title  Return |
| Subtitle |  | Subtitle | Format  Styles and formatting  Subtitle | Alt and O  S  Cursor keys to Subtitle  Return |
| Heading 1 | Ctrl, Alt, 1 | Heading 1 | Format  Styles and formatting  Heading 1 | Alt and O  S  Cursor keys to Heading 1  Return |
| Heading 2 | Ctrl, Alt, 2 | Heading 2 | Format  Styles and formatting  Heading 2 | Alt and O  S  Cursor keys to Heading 2  Return |
| Heading 3 | Ctrl, Alt, 3 | Heading 3 | Format  Styles and formatting  Heading 3 | Alt and O  S  Cursor keys to Heading 3  Return |
| Heading 4 |  | Heading 4 | Format  Styles and formatting  Heading 4 | Alt and O  S  Cursor keys to Heading 4  Return |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| Normal | Ctrl, Shift, N | Normal | Format  Styles and formatting  Normal | Alt and O  S  Cursor keys to Normal  Return |

## Styles

| **Style** | **Shortcut** | **Formatting Toolbar** | **Drop down menus** | **Key stroke** |
| --- | --- | --- | --- | --- |
| List bullet | Ctrl, Shift, L | Title | Format  Styles and formatting  List bullet | Alt and O  S  Cursor keys to List bullet  Return |
| Quote |  | Quote | Format  Styles and formatting  Quote | Alt and O  S  Cursor keys to Quote  Return |
| List number |  | List number | Format  Styles and formatting  List number | Alt and O  S  Cursor keys to List number  Return |

Author: RNIB Bookshare

Date created: 23 January 2017

Date last modified: 16 May 2017, Version 2

File: M:\RNIB Bookshare\Guidance and training for customers\Self-study units\Unit1\_Module3\_Activity3.docx