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 HLCursor keys to TitleReturn |
| Subtitle |  | Subtitle | Home Styles Subtitle | Alt and HLCursor keys to SubtitleReturn |
| Heading 1 | Ctrl, Alt, 1 | Heading 1 | Home Styles Heading 1 | Alt and HLCursor keys to Heading 1Return |
| Heading 2 | Ctrl, Alt, 2 | Heading 2 | Home Styles Heading 2 | Alt and HLCursor keys to Heading 2Return |
| Heading 3 | Ctrl, Alt, 3 | Heading 3 | Home Styles Heading 3 | Alt and HLCursor keys to Heading 3Return |
| Heading 4 |  | Heading 4 | Home Styles Heading 4 | Alt and HLCursor keys to Heading 4Return |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| Normal | Ctrl, Shift, N | Normal | Home Styles Normal | Alt and HLCursor keys to NormalReturn |

## Styles

| **Style** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| --- | --- | --- | --- | --- |
| List bullet | Ctrl, Shift, L | List bullet | Home Styles List bullet | Alt and HLCursor keys to List bulletReturn |
| Quote |  | Quote | Home Styles Quote | Alt and HLCursor keys to QuoteReturn |
| List number |  | List number | Home Styles List number | Alt and HLCursor keys to List numberReturn |

# Word 2003

## Headings

| **Heading** | **Shortcut** | **Formatting Toolbar** | **Drop down menus** | **Key stroke** |
| --- | --- | --- | --- | --- |
| Title |  | Title | FormatStyles and formattingTitle | Alt and OSCursor keys to TitleReturn |
| Subtitle |  | Subtitle | FormatStyles and formattingSubtitle | Alt and OSCursor keys to SubtitleReturn |
| Heading 1 | Ctrl, Alt, 1 | Heading 1 | FormatStyles and formattingHeading 1 | Alt and OSCursor keys to Heading 1Return |
| Heading 2 | Ctrl, Alt, 2 | Heading 2 | FormatStyles and formattingHeading 2 | Alt and OSCursor keys to Heading 2Return |
| Heading 3 | Ctrl, Alt, 3 | Heading 3 | FormatStyles and formattingHeading 3 | Alt and OSCursor keys to Heading 3Return |
| Heading 4 |  | Heading 4 | FormatStyles and formattingHeading 4 | Alt and OSCursor keys to Heading 4Return |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading** | **Shortcut** | **Quick Access Toolbar** | **Toolbar** | **Key stroke** |
| Normal | Ctrl, Shift, N | Normal | FormatStyles and formattingNormal | Alt and OSCursor keys to NormalReturn |

## Styles

| **Style** | **Shortcut** | **Formatting Toolbar** | **Drop down menus** | **Key stroke** |
| --- | --- | --- | --- | --- |
| List bullet | Ctrl, Shift, L | Title | FormatStyles and formattingList bullet | Alt and OSCursor keys to List bulletReturn |
| Quote |  | Quote | FormatStyles and formattingQuote | Alt and OSCursor keys to QuoteReturn |
| List number |  | List number | FormatStyles and formattingList number | Alt and OSCursor keys to List numberReturn |

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