

Microsoft Word Menus

The image displays several screenshots of Microsoft Word menus, illustrating the placement of keyboard shortcuts:

- File Menu:** Shows options like New... (Ctrl+N), Open... (Ctrl+O), Save (Ctrl+S), and Print... (Ctrl+P).
- Edit Menu:** Shows options like Undo Typing (Ctrl+Z), Repeat Typing (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Find... (Ctrl+F), and Replace... (Ctrl+H).
- View Menu:** Shows options like Normal, Web Layout, Print Layout, Outline, Task Pane, Toolbars, Ruler (checked), Document Map, Header and Footer, Footnotes, Markup, Full Screen, and Zoom...
- Insert Menu:** Shows options like Break..., Page Numbers..., Date and Time..., AutoText, Field..., Symbol..., Comment, Reference, Web Component..., Picture, Diagram..., Text Box, File..., Object..., Bookmark..., and Hyperlink... (Ctrl+K).
- Format Menu:** Shows options like Font..., Paragraph..., Bullets and Numbering..., Borders and Shading..., Columns..., Tabs..., Drop Cap..., Text Direction..., Change Case..., Background, Theme..., Frames, AutoFormat..., Styles and Formatting..., Reveal Formatting..., and Insert Text Bg.
- Tools Menu:** Shows options like Spelling and Grammar... (F7), Language, Word Count..., AutoSummarize..., Speech, Track Changes (Ctrl+Shift+E), Compare and Merge Documents..., Protect Document..., Online Collaboration, Letters and Mailings, Tools on the Web..., Macro, Templates and Add-Ins..., AutoCorrect Options..., Customize..., and Options...
- Table Menu:** Shows options like Draw Table, Insert, Delete, Select, Merge Cells, Split Cells..., Split Table, Table AutoFormat..., AutoFit, Heading Rows Repeat, Convert, Sort..., Formula..., Hide Gridlines, and Table Properties.
- Window Menu:** Shows options like New Window, Arrange All, Split, and 1 Document3 (checked).
- Help Menu:** Shows options like Microsoft Word Help (F1), Show the Office Assistant, What's This? (Shift+F1), Office on the Web, Activate Product..., WordPerfect Help..., Detect and Repair..., and About Microsoft Word.

A thought bubble contains the text: "Shortcuts appear next to the command and can be used as a quick method for activating a command bypassing the menu."