































# Raccourcis WORD

## Raccourcis de base

Aide .....	
Annuler la dernière commande.....	 + 
Copier / Couper / Coller .....	 +  /  / 
Mode Insertion / Refrappe .....	
Répéter la dernière commande.....	

## La manipulation de fichiers et documents

Afficher / Masquer le ruban .....	 + 
Aperçu avant impression .....	 + 
Début de document .....	 + 
Début de ligne / Fin de ligne.....	 + 
Document ouvert suivant.....	 + 
Enregistrer .....	 + 
Enregistrer sous .....	
Fermer le document .....	 + 
Fin de document .....	 + 
Imprimer .....	 + 
Mot Suivant / Précédent .....	 +  / 
Nouveau document.....	 + 
Ouvrir.....	 + 
Quitter Word .....	 + 
Sélectionner le document.....	 + 

# Raccourcis WORD

## La manipulation des paragraphes

Aligner à droite.....	Ctrl	+	↑	+	D
Centrer un paragraphe .....	Ctrl	+	E		
Changer la casse.....	↑	+	F3		
Espace insécable.....	Ctrl	+	↑	+	espace
Gras / Italique / Souligné.....	Ctrl	+	G	/	I / U
Justifier un paragraphe .....	Ctrl	+	J		
Tiret insécable .....	Ctrl	+	8 - \		
Supprimer la mise en forme des caractères .....	Ctrl	+	espace		
Supprimer la mise en forme du paragraphe.....	Ctrl	+	Q		
Supprimer un retrait à gauche.....	Ctrl	+	↑	+	M

## Onglet INSERTION

Créer un bloc de construction.....	Alt	+	F3
Insérer un bloc de construction .....	F3		

## Onglet REVISION

Afficher le Code /la Valeur de tous les champs .....	Alt	+	F9		
Afficher le Code /la Valeur du champ.....	↑	+	F9		
Insérer un champ vide .....	Ctrl	+	F9		
Mettre à jour les champs.....	F9				
Rompre la liaison avec le champ.....	Ctrl	+	↑	+	F9
Synonymes.....	↑	+	F7		
Vérifier l'orthographe.....	F7				