

<p>File</p> <ul style="list-style-type: none"> New... Ctrl+N Open... Ctrl+O Close Ctrl+F4 Import Word Document... Save Ctrl+S Save As... Save as Web Page... Pa<u>ck</u> and Go Search... Web Page Preview Page Setup... Print Preview Print... Ctrl+P Send To Properties Exit Alt+F4 	<p>Edit</p> <ul style="list-style-type: none"> Undo AutoFit Text to Frame Ctrl+Z Can't Redo Ctrl+Y Cu<u>t</u> Ctrl+X Copy Ctrl+C Office Clipboard... Paste Ctrl+V Paste Special... Delete Text Delete Object Delete Page Select All Ctrl+A Find... Ctrl+F Replace... Ctrl+H Go to Page... Ctrl+G Links... Edit Story in Microsoft Word Object Personal Information... 	<p>View</p> <ul style="list-style-type: none"> Two-Page Spread Master Page Ctrl+M Ignore Master Page Task Pane Toolbars Rulers Status Bar Special Characters Ctrl+Shift+Y Boundaries and Guides Ctrl+Shift+O Pictures... Special Paper... Header and Footer Zoom 	<p>Insert</p> <ul style="list-style-type: none"> Page... Ctrl+Shift+N Section... Page Numbers... Date and Time... Symbol... Design Gallery Object... Add Selection to Design Gallery... Form Control HTML Code Fragment... Personal Information Picture Text Box Text File... Object... Hyperlink... Ctrl+K 	<p>Format</p> <ul style="list-style-type: none"> Font... Character Spacing... Line Spacing... Indents and Lists... Tab<u>s</u>... Drop Cap... AutoFit Text Horizontal Rules... Wizard For This Object... Quick Publication Options... Publication Designs... Color Schemes... Font Schemes... Background... Styles and Formatting... Object...
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		<ul style="list-style-type: none"> Textbox Text Area Checkbox Option Button List Box Submit 	<ul style="list-style-type: none"> Clip Art... From File... From Scanner or Camera... AutoShapes WordArt... 	<ul style="list-style-type: none"> Lines Connectors Basic Shapes Block Arrows Flowchart Stars and Banners Callouts More AutoShapes...
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<p>Tools</p> <ul style="list-style-type: none"> Spelling Language Speech Design Checker... Mail Merge Macro Add-Ins... AutoCorrect Options... Customize... Options... Tools on the Web... Commercial Printing Tools 	<p>Table</p> <ul style="list-style-type: none"> Insert Delete Select Merge Cells Split Cells Cell Diagonals... Table AutoFormat... Fill Down Right Grow to Fit Text 	<p>Arrange</p> <ul style="list-style-type: none"> Layout Guides... Ruler Guides Send to Master Page Group Ctrl+Shift+G Ungroup Ctrl+Shift+G Regroup Order Snap Nudge Align or Distribute Rotate or Flip Reroute Connectors Text Wrapping Edit Points Change AutoShape 	<p>Window</p> <ul style="list-style-type: none"> Arrange All Cascade 1 Publication1 	<p>Help</p> <ul style="list-style-type: none"> Microsoft Publisher Help F1 Show the Office Assistant Office on the Web Activate Product... Detect and Repair... About Microsoft Publisher
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<ul style="list-style-type: none"> Set Language... Thesaurus... Shift+F7 Hyphenation... Ctrl+Shift+H Macros... Alt+F8 Security... Visual Basic Editor Alt+F11 	<ul style="list-style-type: none"> Mail Merge Wizard Open Data Source... Insert Field... Ctrl+Shift+I Show Merge Results... Filter or Sort... Create Address List Edit Address List... Cancel Merge 	<ul style="list-style-type: none"> Free Rotate Rotate Left Rotate Right Flip Horizontal Flip Vertical 	<ul style="list-style-type: none"> Up Down Left Right 	<ul style="list-style-type: none"> Basic Shapes Block Arrows Flowchart Stars and Banners Callouts
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