Corel® WordPerfect® 12
Quick Start Card

BRAINSTORM INC.

Getting Started

Corel WordPerfect 12 is a versatile word processing program you can use to create a variety of documents to match your specific needs. Create anything from memos and letters to business proposals and multi-level documents. With easy-to-follow features and functions, WordPerfect 12 makes your word processing needs a snap.

Title Bar: Displays the title of the document being viewed.

WordPerfect 12 Toolbar: Program features are accessed here, including printing, publishing to various formats, and saving your presentation.

Menu Bar: All of the WordPerfect 12 features are available here, including file, editing, saving, formatting, and more.

PerfectExpert Pane: Easy-to-use feature that guides you through a variety of word processing tasks as you create your custom document.

Application Toolbar: Shows the name of your active document. If multiple documents are open, they will be displayed here as well.

Property Toolbar: Context-sensitive toolbar containing several formatting shortcuts to change the look and feel of your document.

Ruler: The ruler displays margins, tab settings, and column/table settings. You can change these settings by dragging the associated marker on the ruler.

Browse By: Use this tool to navigate the document by page, table, graphic, text box, comment, or other option. Click the icon to select the desired Browse-by setting.

[Newsletter title]

Main Headline

Article heading

WordPerfect Toolbar

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ZZ

Description		Keystroke	Description		Keystroke	Description		Keystroke	Description		Keystroke
A.	New Document	Ctrl+N	H.	Undo	Ctrl+Z	O.	Highlight	None	V.	PerfectExpert	Ctrl+Shift+N
B.	Open Document	Ctrl+O	I.	Redo	Ctrl+Shift+Z	P.	Number list	Alt+I,N	W.	Document Map	Alt+Shift+M
C.	Save Document	Ctrl+S	J.	QuickFormat	Alt+R,Q	Q.	Bullet List	Alt+I,N	X.	Corel Web Site	None
D.	Print	Ctrl+P	K.	Draw Picture	Alt+I,G,D	R.	Columns	Alt+R,C	Y.	AutoScroll	None
E.	Cut	Ctrl+X	L.	Clipart	Alt+I,G,C	S.	Tables Quick Create	F12	Z.	Back	None
F.	Copy	Ctrl+C	M.	Draw Shape	Alt+I,A,D	T.	Spell Checker	Ctrl+F1	ZZ.	Forward	None
G.	Paste	Ctrl+V	N.	Text box	Alt+I,X	U.	Zoom	Alt+V,Z			

Property Toolbar

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Description		Keystroke	Description		Keystroke	Description		Keystroke	Description		Keystroke
1.	Font Face	F9	5.	Underline	Ctrl+U	9.	Quick Finder Previous	Alt+Ctrl+P	12.	Font Color	F9
2.	Font Size	F9	6.	Justification	Ctrl+L	10.	Quick Finder Next	Alt+Ctrl+N	13.	Symbols	Ctrl+W
3.	Bold	Ctrl+B	7.	Drop Cap Style	None	11.	Quick Fonts	None	14.	Prompt As You Go	None
4.	Italics	Ctrl+I	8.	Select Style	Alt+F9						

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William Von Hagen

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