

### 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 Panel:** Easy-to-use features that guide 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 documents.

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

**Beamer Eye:** Use this tool to navigate the document by page, table, graphic, text box, comment, or other option. Click the beam to select the desired Beamer-Eye setting.



### WordPerfect Toolbar



Description	Keystroke	Description	Keystroke	Description	Keystroke	Description	Keystroke
A. New Document	Ctrl+N	H. Undo	Ctrl+Z	O. Highlight	None	V. PerfectExpert	Ctrl+Shift+U
B. Open Document	Ctrl+O	I. Redo	Ctrl+Shift+Z	P. Number List	Alt+L/N	W. Document Wrap	Alt+Shift+W
C. Save Document	Ctrl+S	J. QuickFormat	Alt+R/Q	Q. Bullet List	Alt+L/B	X. CorelWeb Site	None
D. Print	Ctrl+P	K. Draw Picture	Alt+D/P	R. Columns	Alt+R/C	Y. AutoFormat	None
E. Exit	Ctrl+E	L. Clear	Alt+D/C	S. Tables Quick Create	F12	Z. Back	None
F. Copy	Ctrl+C	M. Draw Shape	Alt+D/S	T. Spell Checker	Ctrl+F	ZZ. Forward	None
G. Paste	Ctrl+V	N. Text Box	Alt+L/B	U. Zoom	Alt+Z		

### Property Toolbar



Description	Keystroke	Description	Keystroke	Description	Keystroke	Description	Keystroke
1. Font Face	FF	5. Bulleted	Ctrl+B	9. Quick Finder Previous	Alt+Ctrl+P	13. Font Color	FF
2. Font Size	FS	6. Justification	Ctrl+J	10. Quick Finder Next	Alt+Ctrl+N	14. Symbols	Ctrl+IV
3. Bold	Ctrl+B	7. Drop-Cap Style	None	11. Quick Find	None	14. Prompt, As You Go	None
4. Italic	Ctrl+I	8. Select Style	Alt+F/S				

# Corel Wordperfect 90 Quick Source Reference Guide

**Clemens Wendtner**



## **Corel Wordperfect 90 Quick Source Reference Guide:**

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