

# Corel® WordPerfect® 12

## Quick Start Card



### 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 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 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.

**Browser Bar:** Use this tool to navigate the document by page, table, graphic, text box, comment, or other option. Click the icon to select the desired Browser Bar 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+LN    | W. Document Map  | Alt+Shift+M  |
| C. Save Document | Ctrl+S    | J. QuickFormat  | Alt+R/Q      | Q. Bullet List         | Alt+LN    | X. CorelWeb Site | None         |
| D. Print         | Ctrl+P    | K. Draw Picture | Alt+R/D      | R. Columns             | Alt+PC    | Y. AutoFormat    | None         |
| E. Cut           | Ctrl+E    | L. Clipart      | Alt+R/C      | S. Tables/Quick Create | F12       | Z. Back          | None         |
| F. Copy          | Ctrl+C    | M. Draw Shape   | Alt+R/S      | T. Spell Checker       | Ctrl+F    | ZZ. Forward      | None         |
| G. Paste         | Ctrl+V    | N. Text Box     | Alt+R        | U. Zoom                | Alt+Z     |                  |              |

### Property Toolbar



| Description  | Keystroke | Description       | Keystroke | Description              | Keystroke  | Description          | Keystroke |
|--------------|-----------|-------------------|-----------|--------------------------|------------|----------------------|-----------|
| 1. Font Face | FF        | 5. Underline      | Ctrl+U    | 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       | 15. Prompt As You Go | None      |
| 4. Italic    | Ctrl+I    | 8. Select Style   | Alt+F8    |                          |            |                      |           |

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**RJ Shavelson**



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