

## At Home With Your PC

### Microsoft Word

#### The F-Keys

#### **Word processing in Microsoft Word**

<b><u>F- Key</u></b>	<b><u>Function</u></b>
F1	Brings up the Help menu.
F2	No function.
F3	Brings up Auto Text.
F4	Repeats last action.
F5	Activates the Go To command, allowing you to move to another page quickly.
F6	No function.
F7	Brings up the Spellchecker.
F8	Highlights text.
F9	No function.
F10	Activates the menu bar by highlighting the File menu.
F11	No function.
F12	Activates the Save As command.