

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, toolbar, 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	R.	Number List	Alt+U/L	W.	Document Map	Alt+Shift+W
C.	Save Document	Ctrl+S	J.	QuickFormat	Alt+R/Q	D.	Bullet List	Alt+U/L	X.	Contextual Side	None
D.	Print	Ctrl+P	K.	Draw Picture	Alt+D/P	B.	Columns	Alt+P/C	Y.	AutoFormat	None
E.	Cut	Ctrl+X	L.	Clipboard	Alt+V/C	T.	Table Quick Create	F12	Z.	Back	None
F.	Copy	Ctrl+C	M.	Draw Shape	Alt+D/S	F.	Spell Checker	Ctrl+F	22.	Forward	None
G.	Paste	Ctrl+V	N.	Text Box	Alt+L/B	W.	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.	Bullet	Ctrl+B	7.	Drop Cap Style	None	11.	Quick Find	None			
4.	Align	Ctrl+A	8.	Select Style	Alt+F/S						

Quick Reference Customer Guide Corel 13

KJ Lindholm-Leary



Quick Reference Customer Guide Corel 13:

Quick Reference Customer Guide Corel 13 Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Quick Reference Customer Guide Corel 13**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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08 Civic center console help (latch) Aug 5, 2014 — I found the piece and glued it back in place. But I cannot seem to understand how the spring is set up for the latch. One piece obviously goes ... Broken center console lid : r/civic So I broke the center console lid on my 22 Civic SI been looking everywhere for a part number so I can get it a replacement or if not ... 2016 Center Console Latch Button Broke Nov 6, 2018 — I just went to raise it, and it popped out in 3 piece..latch, broken latch tab, and spring. Has anyone else had that particular piece break? The Five Fingers by Gayle Rivers Genre/Quick Summary (No Spoilers): Seven men are sent into the jungles of eastern Asia to ambush and assassinate high level Chinese and North Vietnamese ... The Five Fingers - Gayle Rivers, James Hudson: Books This is an older book that purports to be a novelization of a Vietnam War special operation that went bad. ... The accounts of combat seem pretty realistic and ... Five Fingers, The book by Gayle Rivers Debate rages about the veracity of this book, but one thing remains: it is a monumental nail-biter/page-turner. Fans of war stories will not find better ... 5 Fingers The film is based on the true story of Albanian-born Elyesa Bazna, a spy with the code name of Cicero who worked for the Nazis in 1943-44 while he was employed ... 5 Fingers (1952) The story is one of 20th Century Fox's series of documentary-style films based on real events during World War II. The sense of danger and suspense is well ... Five Fingers, The: Rivers, Gayle This is an older book that purports to be a novelization of a Vietnam War special operation that went bad. ... The accounts of combat seem pretty realistic and ... Book Review: The Five Fingers Aug 3, 2019 — 'The Five Fingers' first was published in hardback in 1978. This Bantam paperback edition (339 pp) was published in June 1979; the cover artist ... gayle rivers - five fingers The Five Fingers by Gayle Rivers, James Hudson and a great selection of related books, art and collectibles available now at AbeBooks.com. How to Marry the Rich: Sayles, Ginie Polo In this incredible book, a reader comes to witness the astonishing knowledge of the mesmerizing Ginie Sayles, whose illuminating wisdom makes the brightest ... How to Marry the Rich book by Ginie Sayles Buy a cheap copy of How to Marry the Rich book by Ginie Sayles. A former stockbroker now married to a millionaire reveals her secrets for securing a lasting ... The Rich Will Marry Someone, Why Not You? TM - Ginie ... Now the world's one and only "Marry Rich consultant reveals her secrets in a detailed, step-by-step plan for meeting and marrying money. It's unique, it's ... ginie sayles's how to marry the rich pdf I read somewhere here about anna bey's plagiarized content from ginie sayles's how to marry the rich. I'd like to ask if any of you ladies ... How can I marry a rich guy? This can be successfully compiled in three simple steps: · Fall in love with a simpleton who loves you back. · Love him unconditionally, nurture him, support ... How To Marry The Rich - By Ginie Sayles (paperback) Now the world's one and only "Marry Rich consultant reveals her secrets in a detailed, step-by-step plan for meeting and marrying money. It's unique, it's ... "The Rich Will Marry Someone, Why Not You?"TM - Ginie ... Now the world's one and only "Marry Rich consultant reveals her secrets in a detailed, step-by-step plan for meeting and marrying money. It's unique, it's ... 12 Ways to Marry a Millionaire How to Marry a Millionaire · 1 Sign up for a millionaire dating app. · 2 Try your hand at rich-people hobbies. · 3 Hang out at country clubs and fundraisers. · 4 ... How

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