

# 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.

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**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.

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**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.

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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+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+D/P	R. Columns	Alt+PC	Y. AutoFormat	None
E. Cut	Ctrl+X	L. Clipart	Alt+CC/C	S. Tables/Quick Create	F12	Z. Back	None
F. Copy	Ctrl+C	M. Draw Shape	Alt+D/S	T. Spell Checker	Ctrl+F1	ZZ. Forward	None
G. Paste	Ctrl+V	N. Text Box	Alt+LB	U. Zoom	Alt+Z		

### Property Toolbar

Times New Roman 12 Bold Italic Underline Text Color Background Color Font Color Paragraph Style							
1	2	3	4	5	6	7	8
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+SY
3. Bold	Ctrl+B	7. Drop-Cap Style	None	11. Check Fonts	None	14. Prompt As You Go	None
4. Italic	Ctrl+I	8. Select Style	Alt+F8				

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**Fred Beisse**



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