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## Microsoft Word Cheat Sheet

This printable reference sheet focuses on fast document formatting, advanced keyboard navigation, and structural layouts for clean reporting.

### 1. Speed Formatting Genvägar

Action	Windows	Mac	What it Does
<b>Copy Formatting</b>	<b>Ctrl + Shift + C</b>	<b>Cmd + Shift + C</b>	Copies font/style options.
<b>Paste Formatting</b>	<b>Ctrl + Shift + V</b>	<b>Cmd + Shift + V</b>	Applies style to new text.
<b>Clear Formatting</b>	<b>Ctrl + Spacebar</b>	<b>Cmd + Spacebar</b>	Strips fonts back to default.
<b>Insert Page Break</b>	<b>Ctrl + Enter</b>	<b>Cmd + Enter</b>	Forces a clean new page.

### 2. Document Navigation & AI Prompts

- **Text Selection:** Double-click to select a single word. Triple-click to isolate an entire paragraph instantly.
- **Find and Replace:** Press **Ctrl + H** to search and swap terms or typos globally across your file.
- **AI Copilot Summary Prompt:** *"Summarize this document into 5 bullet points, focusing heavily on actionable deliverables and deadlines mentioned in the text."*

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