

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 guide 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.

Beamer Eye: Use this tool to navigate the document by page, table, graphic, text box, comment, or other option. Click the beam to select the desired Beamer-Eye 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+U	W. Document Wrap	Alt+Shift+M
C. Save Document	Ctrl+S	J. QuickFormat	Alt+RQ	Q. Bullet List	Alt+U	X. CorelWeb Site	None
D. Print	Ctrl+P	K. Draw Picture	Alt+D, D	R. Columns	Alt+RC	Y. AutoFormat	None
E. Exit	Ctrl+E	L. Clean	Alt+CC	S. Tables/Quick-Creation	F12	Z. Back	None
F. Copy	Ctrl+C	M. Draw Shape	Alt+D, S	T. Spell Checker	Ctrl+F	ZZ. Forward	None
G. Paste	Ctrl+V	N. Text Box	Alt+L	W. Zoom	Alt+Z		

Property Toolbar



Description	Keystroke	Description	Keystroke	Description	Keystroke	Description	Keystroke
1. Font Face	FF	5. Bulleted	Ctrl+B	9. Quick Finder Previous	Alt+Ctrl+P	13. Font Color	FB
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	14. Prompt, As You Go	None
4. Italic	Ctrl+I	8. Select Style	Alt+F8				

Wordperfect 51 Quick Reference Guide

Liyong Dong



Wordperfect 51 Quick Reference Guide:

Decoding **Wordperfect 51 Quick Reference Guide**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Wordperfect 51 Quick Reference Guide**," a mesmerizing literary creation penned by a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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