

### Getting Started

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**Property Toolbar:** Context-sensitive toolbar containing several formatting shortcuts to change the look and feel of your documents.

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**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+L/N	W. Document Wrap	Alt+Shift+W
C. Save Document	Ctrl+S	J. QuickFormat	Alt+R/Q	Q. Bullet List	Alt+L/B	X. CorelWeb Site	None
D. Print	Ctrl+P	K. Draw Picture	Alt+D/P	R. Columns	Alt+R/C	Y. AutoFormat	None
E. Exit	Ctrl+E	L. Clean	Alt+D/C	S. Tables/Draw/Create	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/B	U. Zoom	Alt+Z		

### Property Toolbar



Description	Keystroke	Description	Keystroke	Description	Keystroke	Description	Keystroke
1. Font Face	FF	5. Bulleted List	Ctrl+B	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. 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+F/S				

# Wordperfect 51 Quick Reference Guide

**Ying Liu**



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