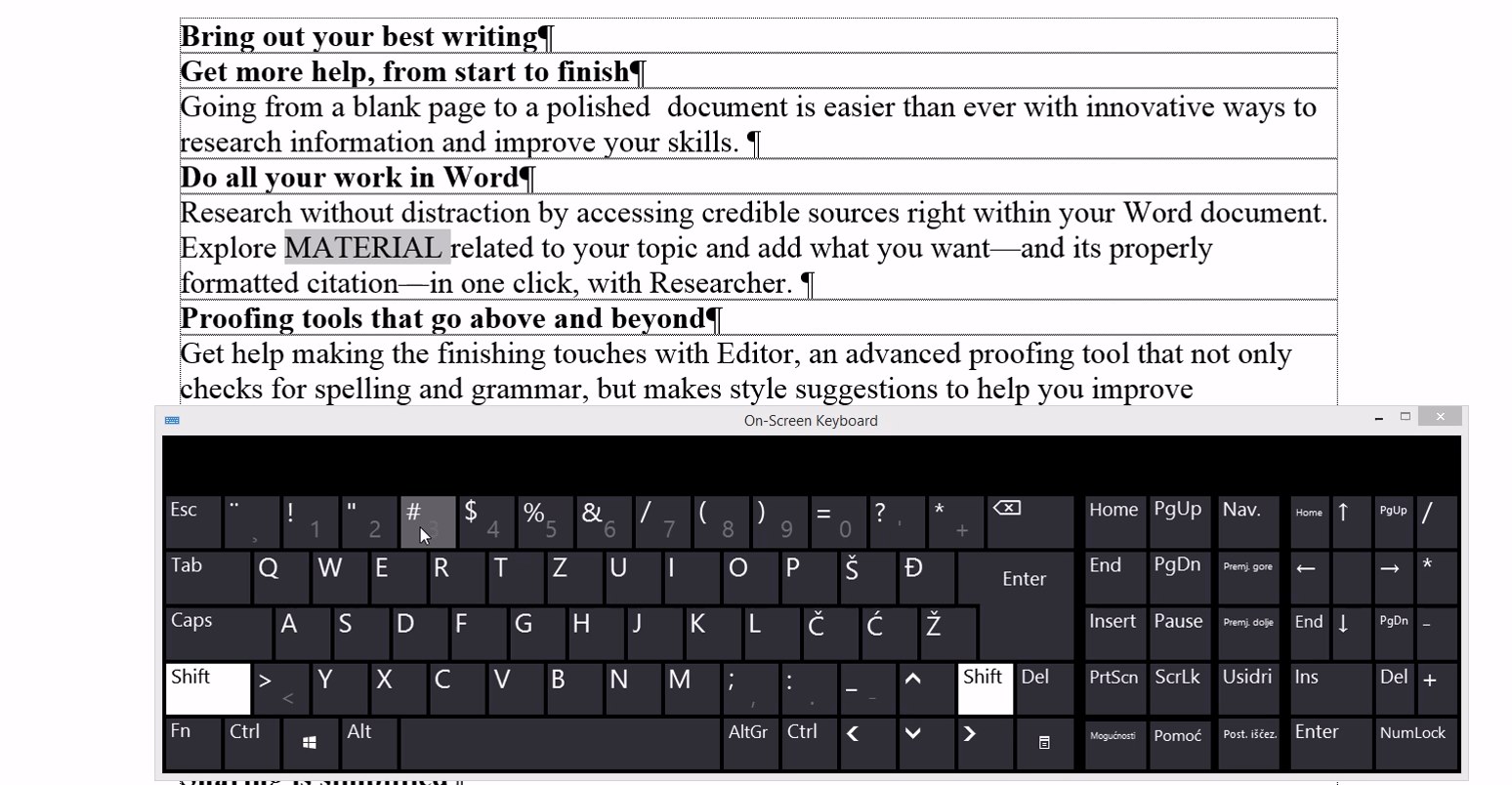
Atalhos SHIFT+ Simbolos

**SHIFT+F3**  Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.

SHIFT+F3 Altera o texto selecionado para maiúsculas ou para minúsculas.

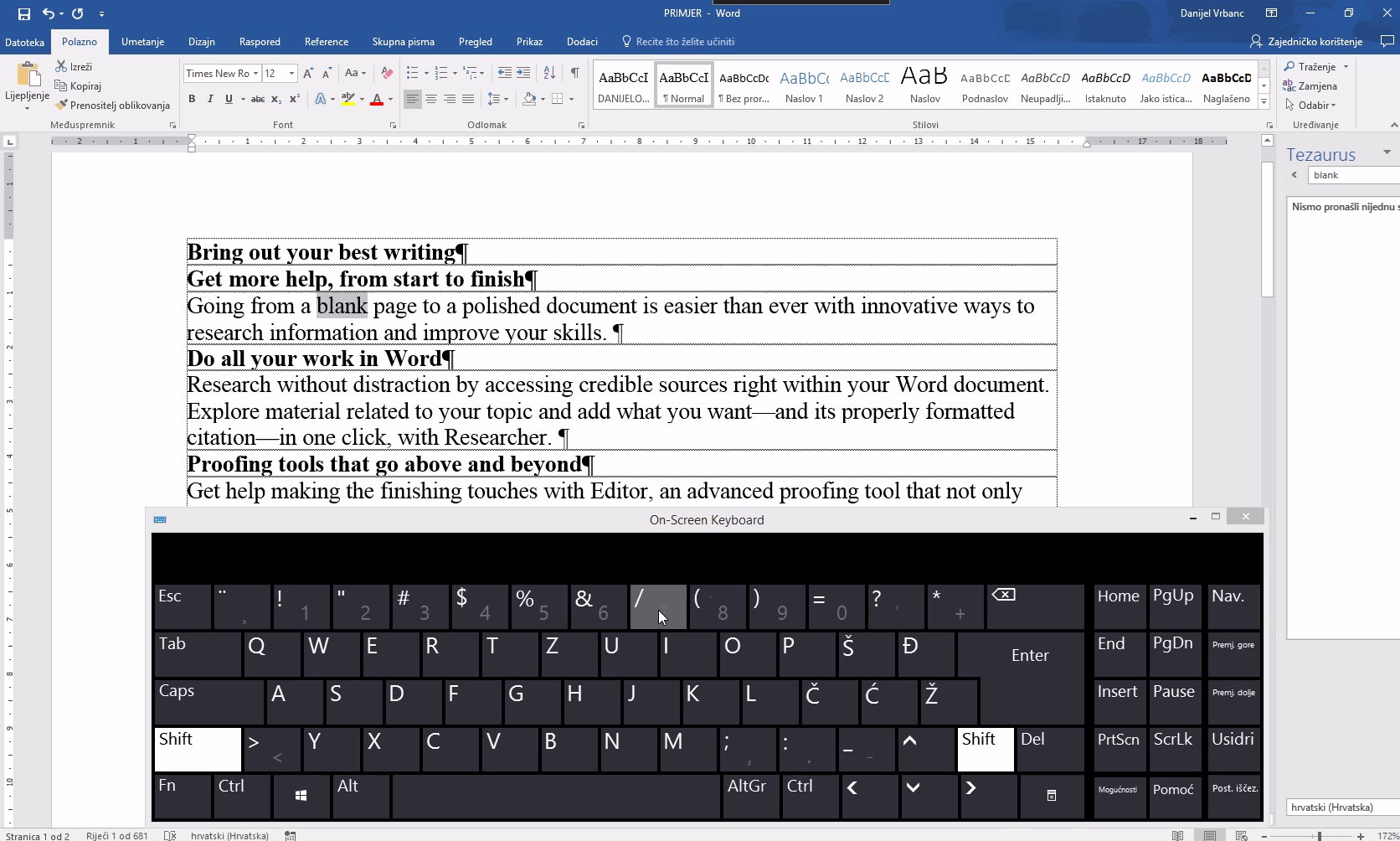


<https://sway.office.com/S2TpzZcxSa72wJ9N#content=TRCuBKGp7xhE9E>

- **SHIFT+F3**

**SHIFT+F7**  Runs a Thesaurus check on the selected word.

**SHIFT+F7**  Abre o dicionário de sinónimos

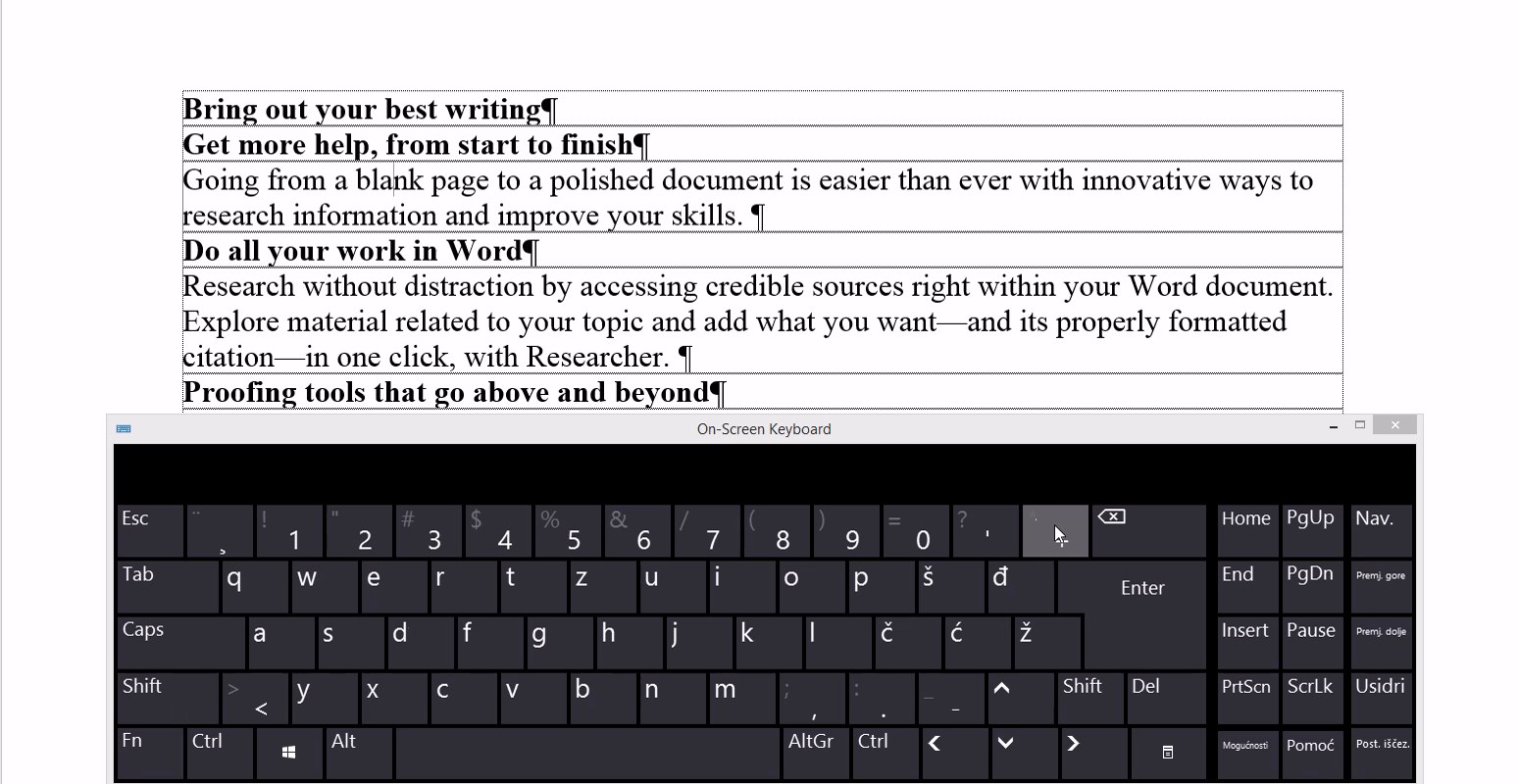


<https://sway.office.com/S2TpzZcxSa72wJ9N#content=INQ5lXoqNUr6KF>

- **SHIFT+F7**

**SHIFT+F12**  Save the open document. Just like Ctrl+S.

SHIFT+F12 Guarda o documento.Tal como Ctrl+G

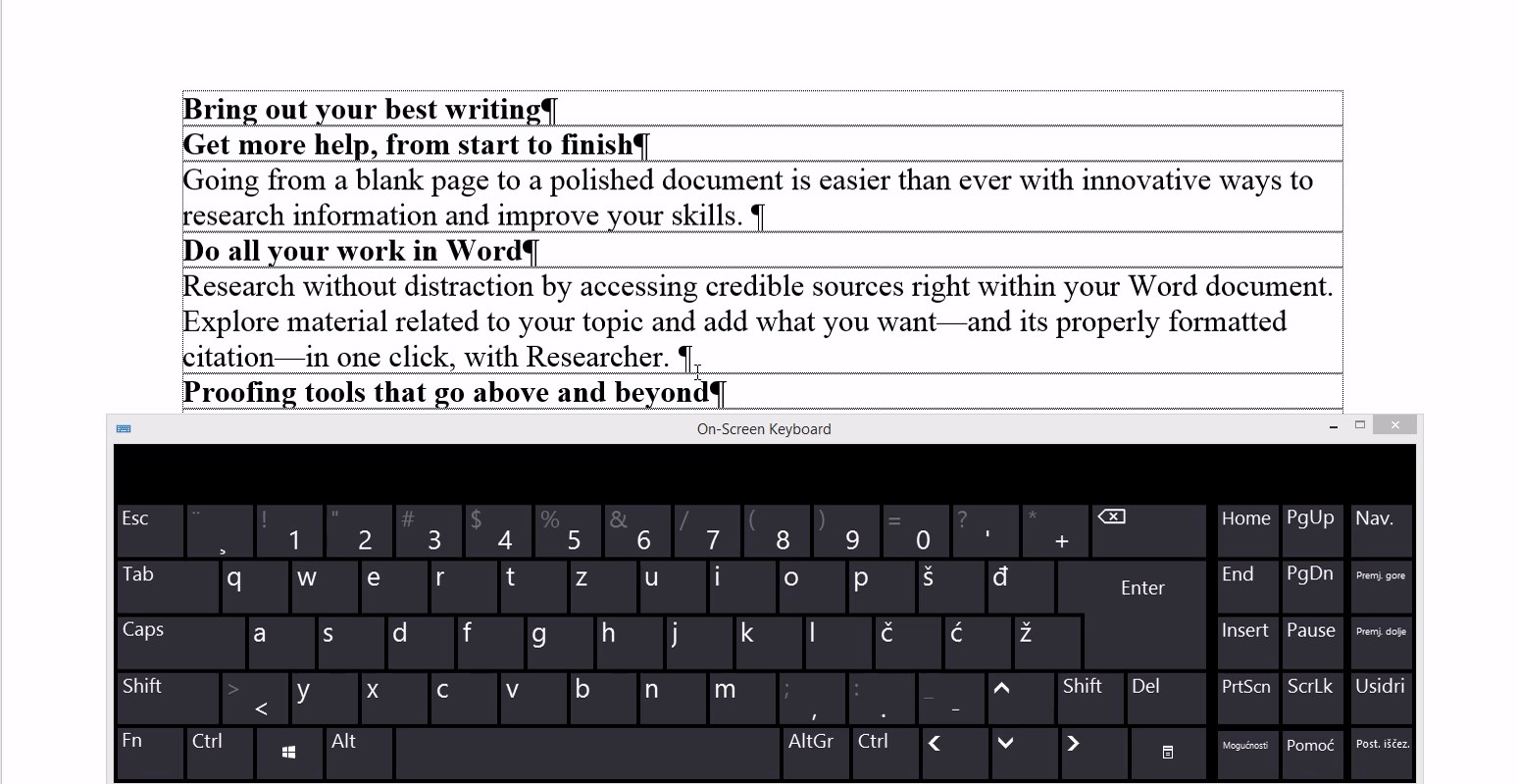


<https://sway.office.com/S2TpzZcxSa72wJ9N#content=b4a7yTn6jINqgD>

- **SHIFT+F12**

**SHIFT+Enter**  Create a soft break instead of a new paragraph.

**SHIFT+Enter**  Cria quebra "suave", não necessária mente um novo parágrafo.

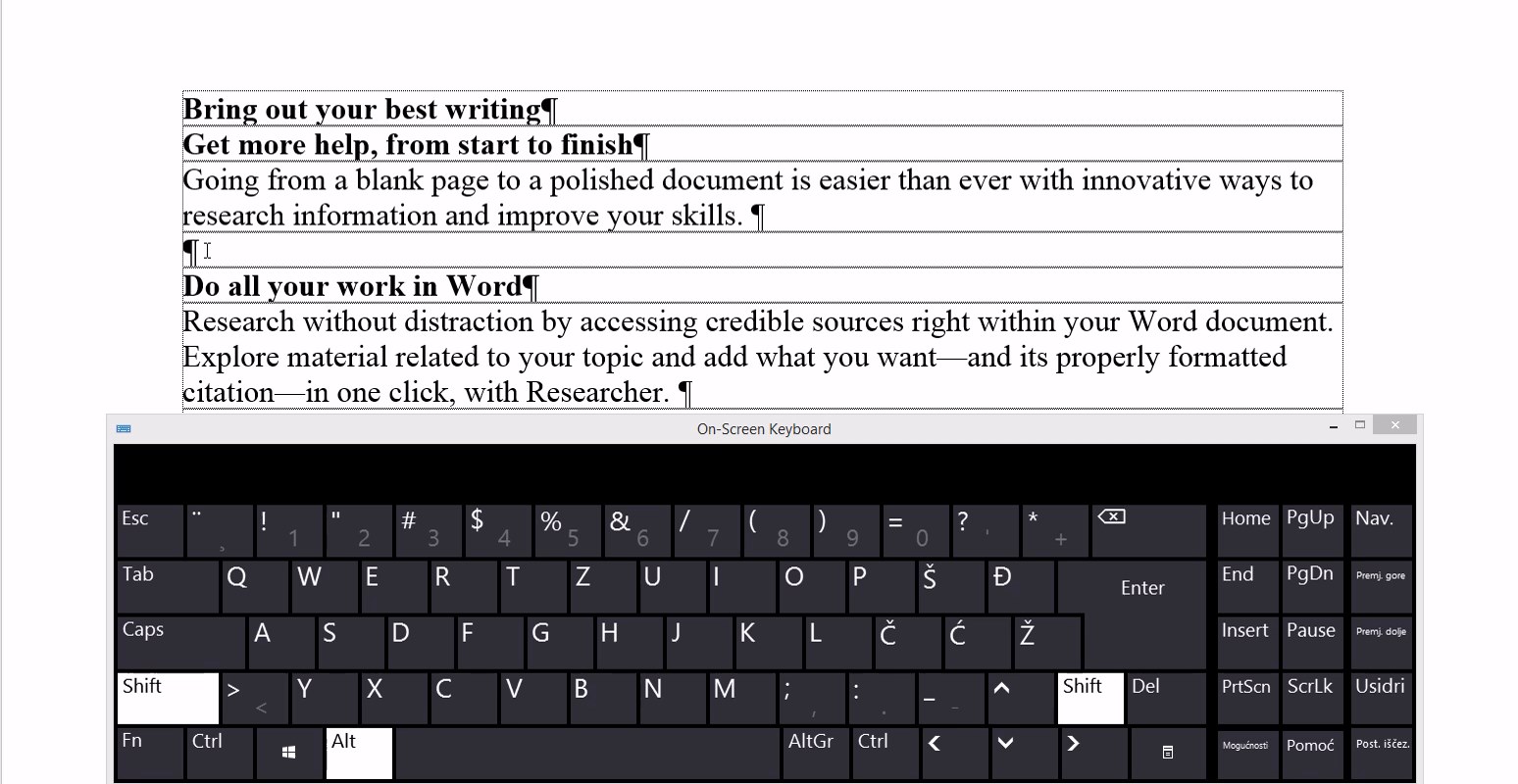


<https://sway.office.com/S2TpzZcxSa72wJ9N#content=Xw7RWTz7xXM2HI>

- **SHIFT+Enter**

**SHIFT+Alt+D**  Insert the current date.

**SHIFT+Alt+D**  Insere a data actual.

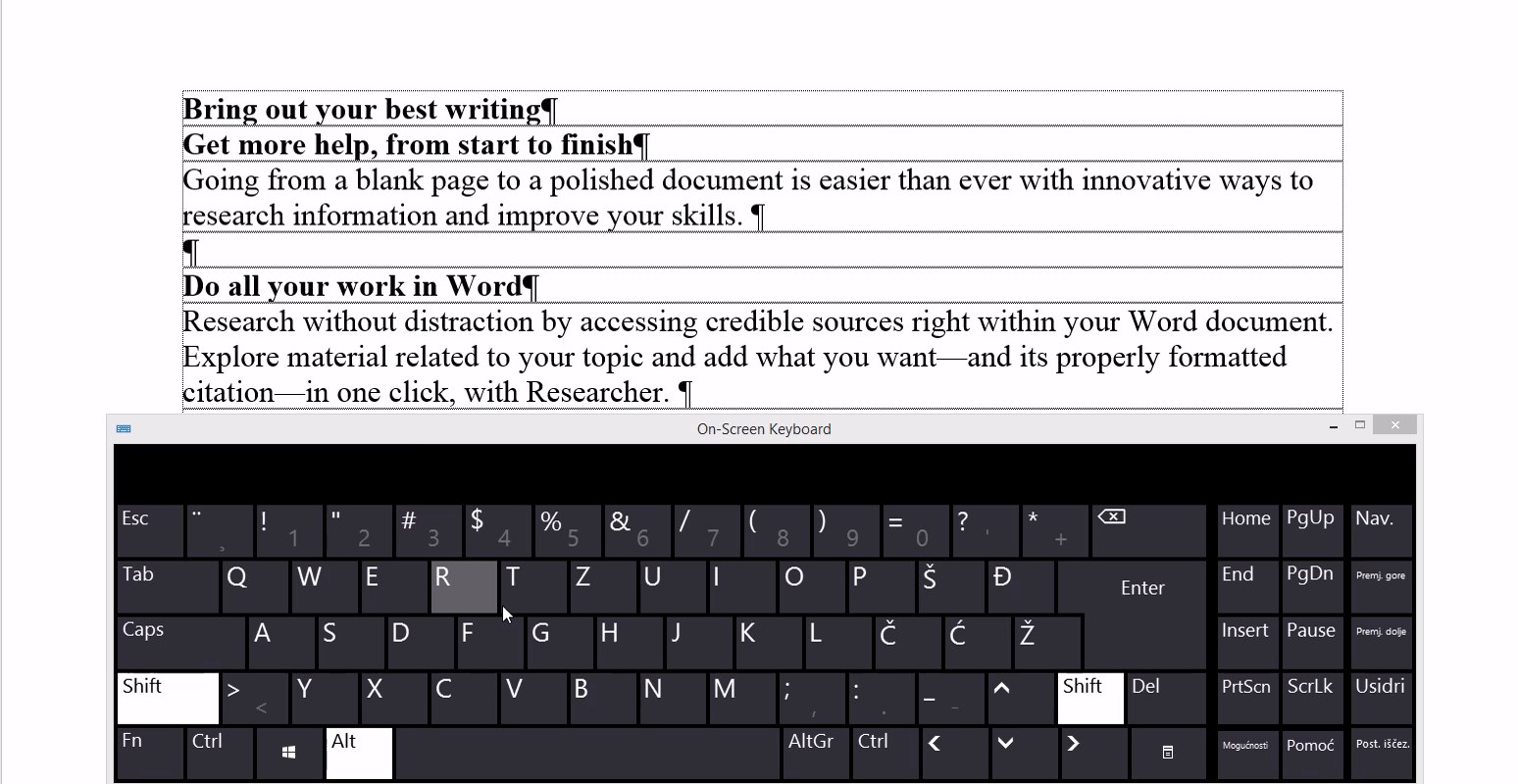


<https://sway.office.com/S2TpzZcxSa72wJ9N#content=dqaS8P9hyXn1Wq>

- **SHIFT+Alt+D**

**SHIFT+Alt+T**  Insert the current time.

SHIFT+Alt+T Insere a hora Actual.



<https://sway.office.com/S2TpzZcxSa72wJ9N#content=b1fwd7hoPjRIlB>

- **SHIFT+Alt+T**