Microsoft® Word 2010
Quick Reference Card

The Word 2010 Screen

Quick Access Toolbar · Title bar · Minimize Ribbon · Close button · File tab · Ribbon · Ruler · Insertion point · Document window · Vertical scroll bar · Horizontal scroll bar · Status bar · View buttons · Zoom slider
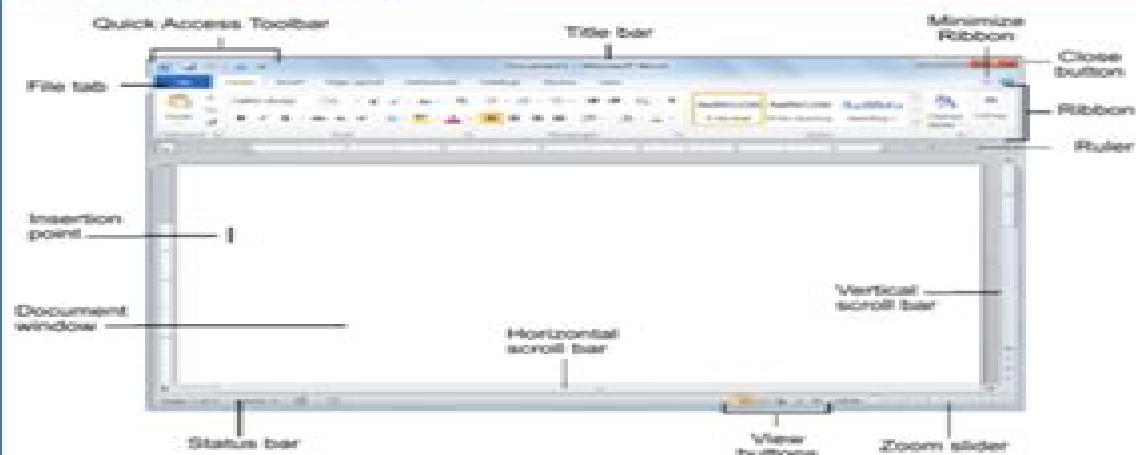
Keyboard Shortcuts

General
Open a Document	**Ctrl + O**
Create New	**Ctrl + N**
Save a Document	**Ctrl + S**
Print a Document	**Ctrl + P**
Close a Document	**Ctrl + W**
Help	**F1**

Navigation:
Up One Screen	**Page Up**
Down One Screen	**Page Down**
Beginning of Line	**Home**
End of Line	**End**
Beginning of Document	**Ctrl + Home**
End of Document	**Ctrl + End**
Open the Go To dialog box	**F5**

Editing
Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Undo	**Ctrl + Z**
Redo or Repeat	**Ctrl + Y**

Formatting
Bold	**Ctrl + B**
Italics	**Ctrl + I**
Underline	**Ctrl + U**
Align Left	**Ctrl + L**
Center	**Ctrl + E**
Align Right	**Ctrl + R**
Justify	**Ctrl + J**

Text Selection
To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold **Ctrl** and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	**Ctrl + A**

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
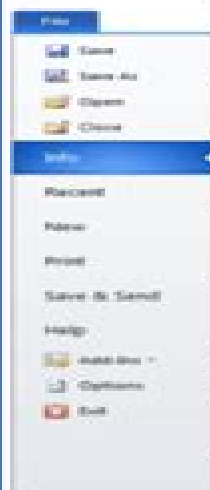
- **To Create a New Document**: Click the **File** tab, click the **New** tab, and click the **Create** button. Or, press **Ctrl + N**.

- **To Open a Document**: Click the **File** tab and click the **Open** button, or press **Ctrl + O**.

- **To Save a Document**: Click the Save button on the Quick Access Toolbar, or press **Ctrl + S**.

- **To Save a Document with a Different Name**: Click the **File** tab, click the **Save As** button, and enter a new name for the document.

- **To Preview a Document**: Click the **File** tab and click the **Print** tab, or press **Ctrl + P**.

- **To Print a Document**: Click the **File** tab and click the **Print** tab, or press **Ctrl + P**.

- **To View Advanced Printing Options**: Click the **File** tab and click the **Print** tab. Select from the options under Settings.

- **To Undo**: Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.

- **To Move Text with the Mouse**: Select the text you want to move, drag the text to a new location, and release the mouse button.

- **To Replace Text**: Click the **Replace** button in the Editing group on the Home tab. Or, press **Ctrl + H**.

- **To Close a Document**: Click the **Close** button, or press **Ctrl + W**.

- **To Correct a Spelling Error**: Right-click the error and select a correction from the contextual menu. Or, press **F7** to run the Spell Checker.

- **To Use the Thesaurus**: Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.

- **To Minimize the Ribbon**: Click the Minimize Ribbon button on the Ribbon. Or, press **Ctrl + F1**. Or, double-click a tab. Or, right-click a tab and select Minimize the Ribbon from the contextual menu.

- **To Change Program Settings**: Click the **File** tab and click the **Options** button.

- **To Get Help**: Press **F1** to open the Help window. Type your question and press **Enter**.

[Custom Guide Word 2010 Quick Reference](#)

Ying Liu

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Log On To Computers 5 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD   Boot-Click-Enter 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep diva into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD   **Altogether Book 5 Semester 1** Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured

Word 2003 Personal Trainer CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms

Calculator Users Guide and Dictionary Charles J. Sippl,1976   Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc,2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph

Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **The Publishers' Trade List Annual** ,1955 Computer Buyer's Guide and Handbook ,1991 *Word Perfect 9 Made Easy* Alan Neibauer,1999-11 **Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features *Library Journal* ,1992 **Notes and Queries** ,1908 **The Pew and Study Bible ... with ... Marginal References ... and Notes ... by the Rev. J. L. Porter. (The Bible-Reader's Assistant: Being a Complete Index and Concise Dictionary of the Holy Bible. By the Rev. John Barr ... Revised and Enlarged by the Rev. M. G. Easton.).** ,1876 *Cana of Galilee, Damascus, Ephesus, Corinth, Thessalonica, Athens, Rome, Etc. References, Explanatory Notes, and Tabulated Statistics by John Brown. The Self-interpreting Bible* ,1896 *Macworld* ,1992 **Hardware Dealers' Magazine** ,1908 Biblical lights and side-lights: illustrations with cross-references, for public speakers Charles Eugene Little,1884 **Aquarium Fish**

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Custom Guide Word 2010 Quick Reference Book Review: Unveiling the Power of Words

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