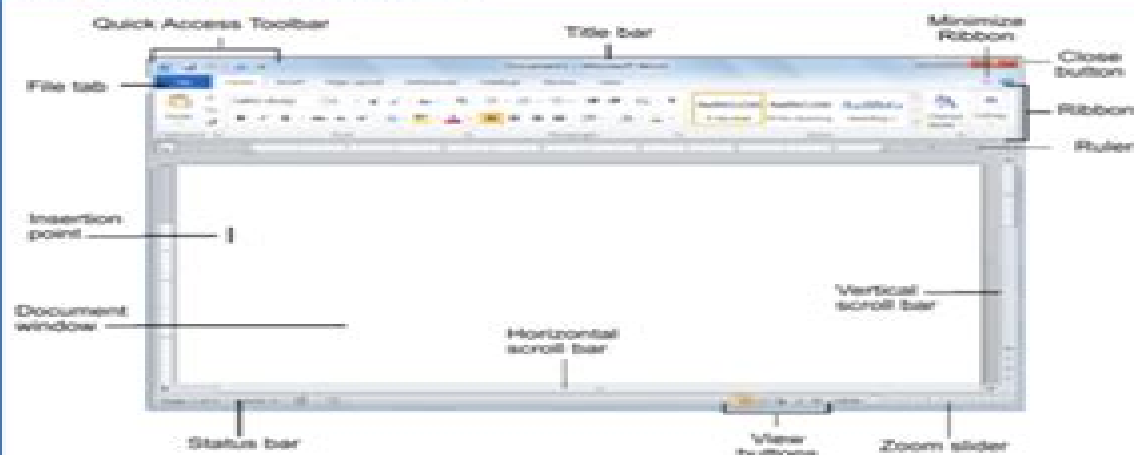


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 Quick Reference Card

The Word 2010 Screen



Keyboard Shortcuts

General

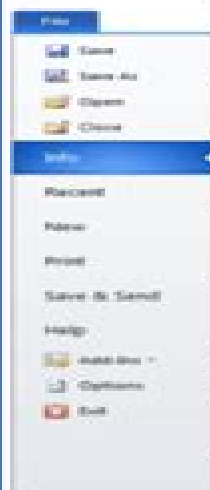
Open a Document	Ctrl + O
Create New	Ctrl + N
Save a Document	Ctrl + S
Print a Document	Ctrl + P
Close a Document	Ctrl + W
Help	F1

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

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.

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

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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

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