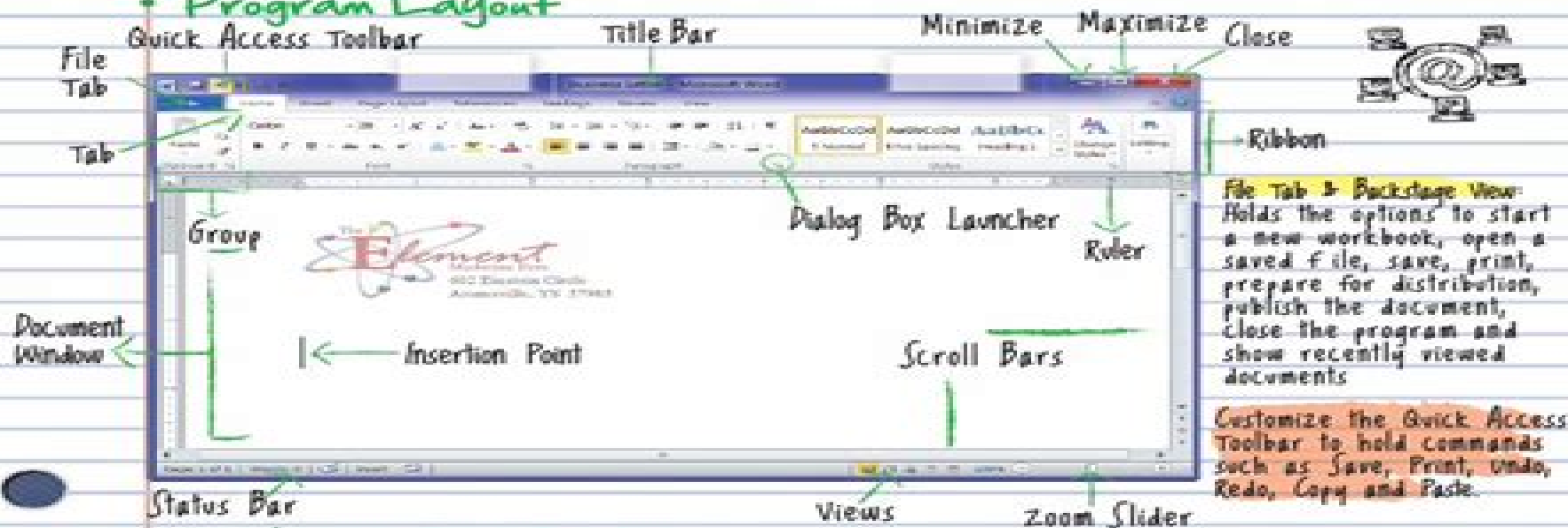


Word 2010 Cheat Sheet

• Program Layout



• Keyboard Shortcuts

Program Shortcuts

Ctrl+O	Open
Ctrl+N	Create New
Ctrl+S	Save
Ctrl+P	Print
Ctrl+W	Close
F7	Spell Check
F1	Open Help

Editing Shortcuts

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+F	Find
Ctrl+A	Select All

Navigation Shortcuts

Page Up	Up one screen
Page Down	Down one screen
Home	Beginning of Line
End	End of Line
Ctrl+Home	Start of Document
Ctrl+End	End of Document
F5	Go to Dialog Box

Formatting Shortcuts

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

• Program Basics



Create New Document:

File Tab, select New

Open a Document:

File Tab, select Open

Save a Document:

File Tab, select Save

Save Document with a New Name:

Click File Tab, select Save As, type in the title

Print Preview:

Click File Tab, mouse over Print, choose Print Preview

Print Document:

File Tab, mouse over Print, choose Print

Text Selection:

Word: Double-click the word

Sentence: Ctrl and click in the sentence

Paragraph: Triple-click the paragraph

Keys to Remember:

Backspace: Erases back one space

Delete: Erases forward one space

Num Lock: Controls the 10-key pad

Microsoft Word 2010 Flow Chart Cheat Sheet

Zhe Xu



Microsoft Word 2010 Flow Chart Cheat Sheet:

Whispering the Secrets of Language: An Mental Quest through **Microsoft Word 2010 Flow Chart Cheat Sheet**

In a digitally-driven earth where monitors reign supreme and immediate connection drowns out the subtleties of language, the profound techniques and emotional nuances hidden within words frequently move unheard. However, situated within the pages of **Microsoft Word 2010 Flow Chart Cheat Sheet** a interesting literary treasure pulsating with fresh feelings, lies an extraordinary quest waiting to be undertaken. Published by an experienced wordsmith, this wonderful opus encourages readers on an introspective journey, lightly unraveling the veiled truths and profound affect resonating within the very fabric of each and every word. Within the psychological depths of this moving review, we shall embark upon a heartfelt exploration of the book is key styles, dissect its charming publishing fashion, and yield to the strong resonance it evokes serious within the recesses of readers hearts.

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