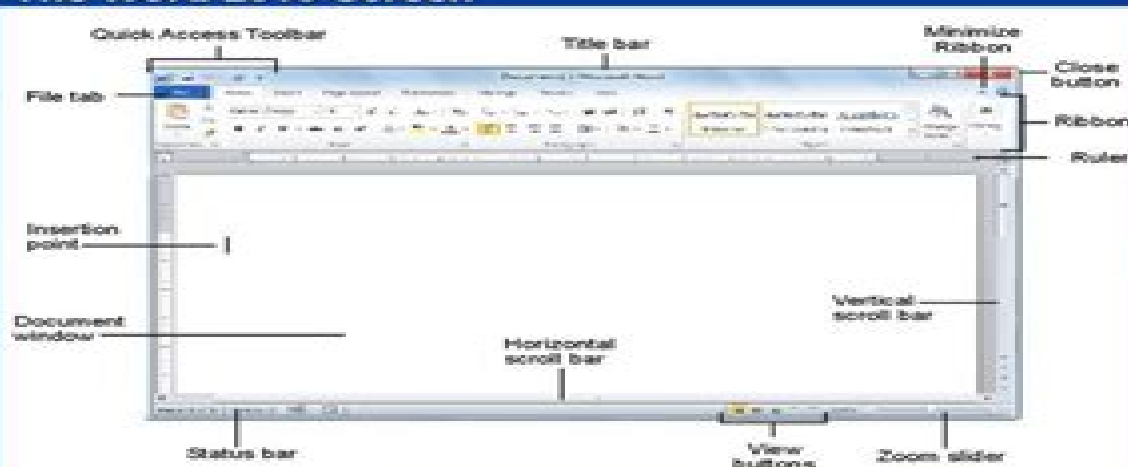


Microsoft®
Word 2010
 Quick Reference Card

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

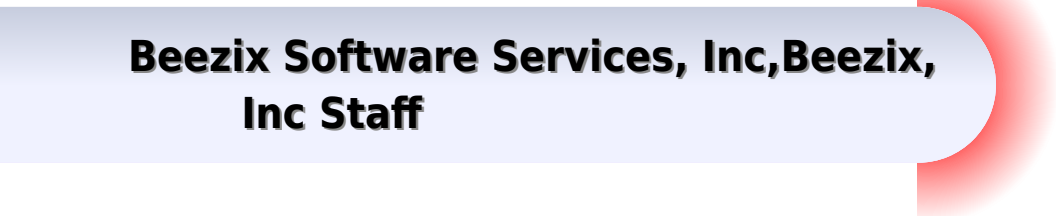
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

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>

Microsoft Word 2010 Reference Guide

**Beezix Software Services, Inc, Beezix,
Inc Staff**



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Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment SharePoint 2010 User's Guide Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you'll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Exam 77-881 Microsoft Word 2010 Microsoft Official Academic Course, 2011-09-21 The Microsoft Official Academic Courseware

MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

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

Resistance to Innovation Shaul Oreg,Jacob Goldenberg,2015-06-12 Every year about 25 000 new products are introduced in the United States Most of these products fail at considerable expense to the companies that produce them Such failures are typically thought to result from consumers resistance to innovation but marketers have tended to focus instead on consumers who show little resistance despite these early adopters comprising only 20 percent of the consumer population Shaul Oreg and Jacob Goldenberg bring the insights of marketing and organizational behavior to bear on the attitudes and behaviors of the remaining 80 percent who resist innovation The authors identify two competing definitions of resistance In marketing resistance denotes a reluctance to adopt a worthy new product or one that offers a clear benefit and carries little or no risk In the field of organizational behavior employees are defined as resistant if they are unwilling to implement changes

regardless of the reasons behind their reluctance Seeking to clarify the act of rejecting a new product from the reasons rational or not consumers may have for doing so Oreg and Goldenberg propose a more coherent definition of resistance less encumbered by subjective context specific factors and personality traits The application of this tighter definition makes it possible to disentangle resistance from its sources and ultimately offers a richer understanding of consumers underlying motivations This important research is made clear through the use of many real life examples

The Big Book of APA Citations and References Scott Matkovich, 2014-01-03 The Big Book of APA Citations and References is the definitive guide to getting every reference right In response to dozens of websites and online APA reference generators that often lead students down the wrong path each reference has been meticulously checked against the Sixth Edition of the APA Manual for Publication for accuracy Included in this book are references for Books Journals Magazine Newspapers Media Reviews Social Media Online Posts and Much More Also included 250 pages packed with over 1 000 reference examples Comprehensive information on in text citations Quick example guides for building references and in text citations fast Detailed instructions on creating any reference from the ground up

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EBOOK: Using Information Technology Complete Edition Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition

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How to Use Microsoft Word 2010 HowExpert Press, Abdul Salam, 2016-09-05 If you want to learn how to use Word documents then get the *How To Use Microsoft Word 2010* step by step guide The tactics and techniques in this single guide are scripted to aid the user in documenting their text material easily by using Microsoft Word 2010 With the handy step by step guidelines of this guide it is easier to meet the diversified textual file documentation requirement Undoubtedly this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time This study guide offers the following substantial benefits to its booklovers This guide will assist you in using pre defined and built in document themes and templates You will learn standard documentation from scratch to highly professional and featured document files Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document Microsoft Word 2010 will also guide how to format a small portion of text a whole paragraph a full document and or an entire long document file You will also learn to add several illustration types such as shapes charts tables etc to organize different text contents and therefore making the document convey its main theme to the audience visually The guide will also help you to change the preface and formatting of your documents by employing a simple step by step process You will also learn how pictures are formatted by using the new and cool tools of Microsoft Word 2010 such as background removal artistic effect etc Microsoft Word 2010 also offers tools to customize the document file such as built in styles columns and the creation of section and page breaks You can use header and footer to display main ideas document titles page numbers etc on each document page Lastly you can also measure the length of your document file by using the Count Characters and words tool This guide is organized into different chapters which present all inclusive details of different tools commands features and functions of Microsoft Word 2010 It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their documentation requirements Click Buy Now to get it now *Microsoft Word 2010 Formatting 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 formatting features of Microsoft Office

Word 2010 at the intermediate level The following topics are covered Displaying the Ruler Changing the Default Font Settings Tabs Moving Tab Positions Removing a Tab Marker Clearing All Tab Markers from the Ruler Tab Tips Setting Tabs with Leaders Disabling Automatic Formatting The Indent Markers Changing Indents Applying Indents Quickly Creating Bulleted Lists Changing Bullet Style Creating Numbered Lists Turning off Bullets or Numbering Creating Multilevel Numbered List Paragraph Breaks vs Line Breaks Changing Paragraph Spacing Changing Line Spacing Clearing Formatting Using Quick Styles Using Themes to Format the Document Inserting a Table Moving a Table Inserting Rows within a Table Adding a Row at the End of a Table Inserting Columns within a Table Changing Column Widths Merging Table Cells Splitting Cells of a Table Centering a Table within the Margins Changing Text Direction Wrapping Text around Tables Adding Space to Table Rows Adding Paragraph Cell Borders and Shading Inserting a Pre Formatted Text Box Drawing a Text Box Formatting a Text Box Finding and Replacing Text Finding and Replacing Formats Finding and Replacing Special Characters Tabs Spaces etc Also includes Lists of Table Selection Shortcuts and Formatting Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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

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Tulane Law Review ,1993 **Reference Manual for the Office** Clifford R. House,Kathie Sigler,1989 Prepare your students to enter the office workplace by strengthening their communication document formatting retrieval and mailing information processing and job search skills This valuable reference guide includes all important fundamentals and has been

thoroughly revised and expanded to reflect the changes brought to the office by computers word processors and other technological innovations A new section on international business has been added to reflect the changing global business environment

Windows 7 for Seniors QuickSteps Marty Matthews, 2011-05-01 Step by Step Full Color Graphics Start using Windows 7 right away the QuickSteps way Color photos and screenshots with clear instructions make it easy to get up to speed on all the features of this versatile operating system Follow along and quickly learn how to customize your desktop manage files connect to the internet use email add hardware and software print documents and secure your system You ll also get tips for using Windows 7 to work with your photos play music and make movies Written by a senior for seniors this practical fast paced guide helps you get the most out of Windows 7 The unique oblong layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer Use these handy guideposts Shortcuts for accomplishing common tasks Personal insights from other seniors Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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[Write Your Book in Microsoft Word 2010](#) Dimitar Popmintchev, 2018-05-08 Create edit and publish your book with less efforts using Microsoft Word 2010 This tutorial will guide you through the process of a book formatting till it is ready for publishing Important topics are visualized in pictures Word 2010 is an older version of Word and while Microsoft is moving towards a web based application Word 2010 is perfectly capable of formatting a book If you already have Word 2010 it is all you need In fact this book is written in Microsoft Word 2010 The book does not cover topics for working and insertion of equations and references this is covered in Engineering and Scientific Manuscripts in Microsoft Word 2010 This edition does not cover the art of writing or the appropriate style for presenting your creativity to a specific audience The tutorial is also available for the current version of Word 2019 and previous versions of Word Word 2016 Word 2013 Word 2007 Length 97 pages 30 color pictures with guide lines

Microsoft Word 6 for Windows Step by Step Catapult, Inc, 1994 Thirteen step by step lessons with accompanying files on disk make this book the most effective teacher for Microsoft Word for Windows novices Each lesson

builds upon the last as the book methodically teaches users how to create edit format and print professional looking documents

Microsoft Word 2010 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2010-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and template 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

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