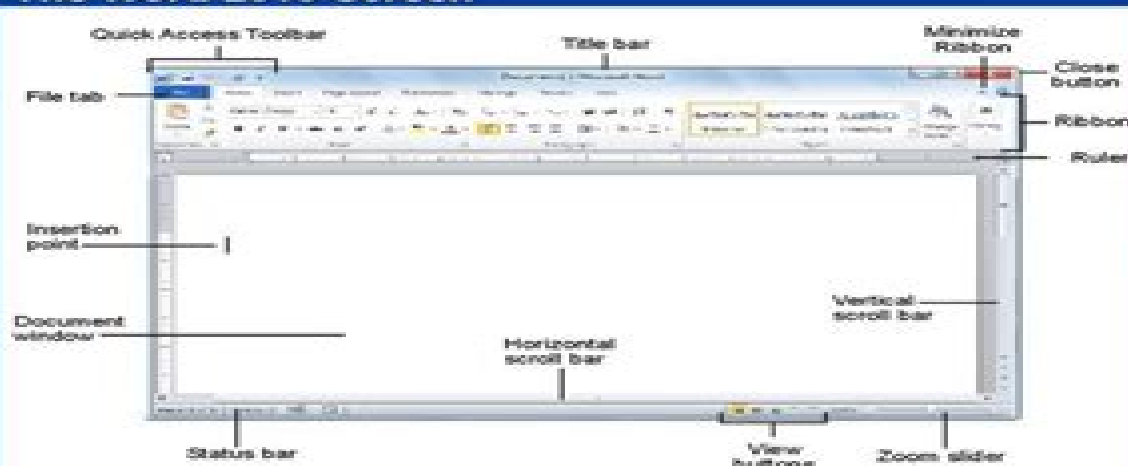


Microsoft®
Word 2010
 Quick Reference Card

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 **File** tab and 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

Dan Gookin



Microsoft Word 2010 Reference Guide:

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

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 *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 *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.

Write Your Book in Microsoft Word 2010 Dimitar Popmintchev, 2018-05-08 Create, edit and publish your book with less effort 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 2010 Collaboration Features Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff, 2012-06-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use collaboration 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: Turning On/Off Track Changes, Tracking Table Changes, Show/Hide the Reviewing Pane, Accepting/Rejecting Changes, Inserting Comments, Reviewing Comments, Show/Hide Comments, Deleting Comments, Changing What is Shown, Showing Deletions and Moves in Balloons, Hiding Formatting Changes, Turning Off/On Tracking Formatting, Hide/Show Specific Authors, Changing Author, Forcing Landscape Printing, Comparing Two Documents, Combining Multiple Documents, Comparing with Previous Versions, Comparing Documents Side by Side, Protecting your Document, Removing Personal or Hidden Information from a Document, Restricting Editing, Blocking Others from Editing Part of a Document Stored on SharePoint, Unblocking, Sharing a Document on SkyDrive, Sending a Link to a SkyDrive Folder, Sharing a Document on a SharePoint Co-Authoring, Using the Navigation Pane While Co-Authoring, Resolving Conflicts. 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.

Word 2010 For Dummies Dan Gookin, 2010-04-07 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010. Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010. Completely in tune with the needs of the beginning Word user, Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it

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Documents, Presentations, and Worksheets Stephanie Krieger,2011-04-15 Get expert techniques and best practices for creating professional looking documents slide presentations and workbooks And apply these skills as you work with Microsoft Word PowerPoint and Excel in Office 2010 or Office for Mac 2011 This hands on guide provides constructive advice and advanced timesaving tips to help you produce compelling content that delivers in print or on screen Work smarter and create content with impact Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications VBA and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes All the book s sample files for Word PowerPoint and Excel Files containing Microsoft Visio samples Visio 2010 is required for viewing *Writing: A*

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Windows 8: The Missing Manual David Pogue, 2013-02-27 With Windows 8 Microsoft completely reimagined the graphical user interface for its operating system and designed it to run on tablets as well as PCs It's a big change that calls for a trustworthy guide Windows 8 The Missing Manual New York Times columnist David Pogue provides technical insight lots of wit and hardnosed objectivity to help you hit the ground running with Microsoft's new OS This jargon free book explains Windows 8 features so clearly revealing which work well and which don't that it should have been in the box in the first place

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