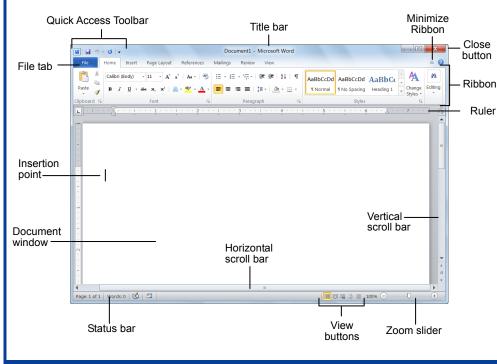
Microsoft® Word 2010 Quick Reference Card

The Word 2010 Screen



The Fundamentals

Custom Guide

The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

File	• To Create a New Document: Click the File tab, click the New tab, and click the Create button. Or, press < <u>Ctrl</u> > + < <u>N</u> >.
🐼 Save As 🗃 Open	• To Open a Document: Click the File tab and click the Open button, or press <ctrl> + <o>.</o></ctrl>
info ◀	 To Save a Document: Click the Save button on the Quick Access Toolbar, or press <ctrl> + <s>.</s></ctrl>
Recent	• To Save a Document with a Different Name: Click the File tab, click the Save As button, and enter a new name for the
Print Save & Send	document. To Preview a Document : Click the File tab and click the Print tab, or press <ctrl> + <p></p></ctrl>
Help Add-Ins * Options Exit	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.</p></ctrl>
	 Select from the options under Settings. To Undo: Click the ¹⁹ Undo button on the Quick Access Toolbar, or press <ctrl> + <z>.</z></ctrl>

- 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>.



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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> <Page Down> Down One Screen Beginning of Line <Home> End of Line <End> Beginning of <Ctrl> + <Home> Document End of Document <Ctrl> + <End> Open the Go To <F5> dialog box Editina Cut <Ctrl> + <X> Copy <Ctrl> + <C> <Ctrl> + <V> Paste <Ctrl> + <Z> Undo Redo or Repeat <Ctrl> + <Y> Formatting Bold <Ctrl> + Italics <Ctrl> + <l> Underline <Ctrl> + <U> Alian 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

Everything	<ctrl> + <a></ctrl>
A Paragraph	Triple-click the paragraph
	next to the line

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Navigation	Editing
To Open the Navigation Pane : Click the Find button in the Editing group on the Home tab. Or, press <ctrl></ctrl> + <f></f> .	 To Cut or Copy Text: Select the text you want to cut or copy and click the Cut or Copy button in the Clipboard group on the Home tab.
To Search for a Word or Phrase : Click the Search box, type the word or phrase, and press <<u>Enter</u>> .	 To Paste Text: Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
To Search for Graphics, Tables, Equations, or Comments : Click the Magnifying Glass and select an option from the list. Click the Search box, enter the information you are searching for, and press <enter></enter> .	 To Preview an Item Before Pasting: Place the insertion point where you want to paste, click the Paste button list arrow in the Clipboard group on the Home tab, and select a preview option to view the item.
To View Search Results: Click the Browse the results from your current search tab of the Navigation Pane.	• To Insert a Comment: Select the text where you want to insert a comment and click the Review tab on the Ribbon. Click the New Comment button in
To View a Document's Headings: Click the Browse the headings in your document tab.	the Comments group. Type a comment, then click outside the comment text box.
To View a Document's Pages: Click the Browse the pages in your document tab.	• To Delete a Comment: Select the comment, click the Review tab on the Ribbon, and click the Delete Comment button in the Comments group.
Styles	Drawing and Graphics
• To Apply a Style: Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on	• To Insert a Clip Art Graphic: Click the Insert tab on the Ribbon and click the Clip Art button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and press <enter>.</enter>
 To Apply a Document Theme: Click the Themes button in the Themes group on the Page Layout tab of the Ribbon and select a theme. 	• To Insert a Picture: Click the Insert tab on the Ribbon and click the Picture button in the Illustrations group. Find and select the picture you want to insert and click Insert.
• To View All Available Styles: Click the Dialog Box Launcher in the Styles group on the Home tab.	To Insert a Screenshot : Click the Insert tab on the Ribbon and click the Screenshot button in the Illustrations group. Select an available window from the list and the
• To Change a Style Set: Click the Change Styles button in the Styles group on the Home tab and select Style Set from the menu. Select the Style Set you wish to use.	 To Draw a Shape: Click the Insert tab on the Ribbon, click the Shapes button in the Shapes group, and select the shape you want to insert. Then,
 To Create a Style: Select the text that contains the formatting of the new style, right-click the text, and select Styles from the contextual menu. Select Save Selection as a New Quick Style from the contextual menu, enter a 	click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the <shift></shift> key while you drag to draw a perfectly proportioned shape or straight line.
name for the style, and click OK.	To Insert WordArt : Click the Insert tab on the Ribbon, click the WordArt button in the Text group, and select a design from the WordArt Gallery. Click
 To Check Your Styles: Select the text you wish to check. Click the Dialog Box Launcher in the Styles group on the Home tab of the Ribbon. Click the Style Inspector button in the Styles task pane. 	the text box and enter your text. If necessary, click the text box and drag it to the desired position.
Formatting	 To Insert SmartArt: Click the Insert tab on the Ribbon, click the SmartArt button in the Illustrations group, select a layout, and click OK.
 To Format Text: Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box. 	 To Adjust Text Wrapping: Double-click the object, click the Wrap Text button in the Arrange group on the Format tab, and select an option from the list.
 To Copy Formatting with the Format Painter: Select the text with the formatting you want to copy and click the <i>Format Painter</i> button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to. 	 To Resize an Object: Click the object to select it, click and drag one of its sizing handles (○), and release the mouse button when the object reaches the desired size. Hold down the <shift> key while dragging to maintain the object's proportions while resizing it.</shift>
 To Indent a Paragraph: Click the E Increase Indent button in the Paragraph group on the Home tab. 	• To Format an Object : Double-click the object and use the commands located on the Format tab.
 To Decrease an Indent: Click the EDecrease Indent button in the Paragraph group on the Home tab. 	To Delete an Object: Select the object and press the <delete> key</delete>
• To Create a Bulleted or Numbered List: Select the paragraphs you want to	 Tables To Insert a Table: Click the Insert tab on the Ribbon, click the Table button
bullet or number and click the 🖽 Bullets or 🔚 Numbering button in the Paragraph group on the Home tab.	 in the Tables group, and select Insert Table from the menu. To Insert a Column or Row: Click the Layout tab under Table Tools on the
 To Change Page Orientation: Click the Page Layout tab on the Ribbon, click the Orientation button in the Page Setup group, and select an option from the list. 	 Ribbon and use the commands located in the Rows & Columns group. To Delete a Column or Row: Select the column or row you want to delete,
 To Insert a Header or Footer: Click the Insert tab on the Ribbon and click the Header or Footer button in the Header & Footer group. 	click the Layout tab under Table Tools on the Ribbon, click the Delete button in the Rows & Columns group, and select an appropriate option from the
 To Insert a Manual Page Break: Click the Insert tab on the Ribbon and click the Page Break button in the Pages group. 	 To Adjust Column Width or Row Height: Select the column or row you want to adjust, click the Layout tab under Table Tools on the Ribbon, and use the commands located in the Cell Size group.
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