

Microsoft®

Word 2010



Quick Reference



PC Ingenuity, Inc.

Cost Effective & Reliable Solutions

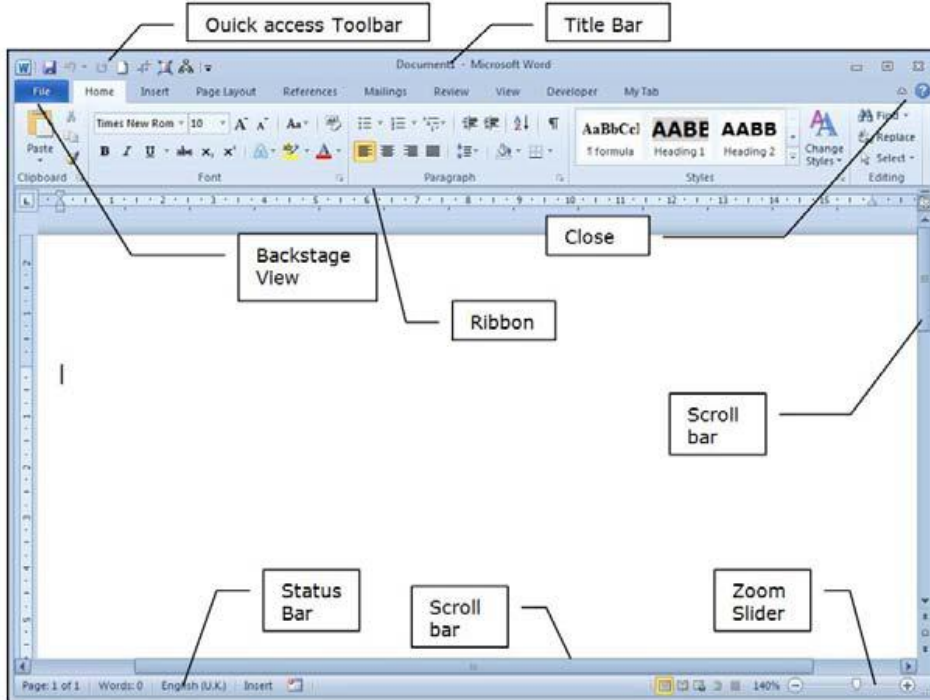
Park Forest, IL 60466

Customized Training Available

Call Us: (708) 377-5480

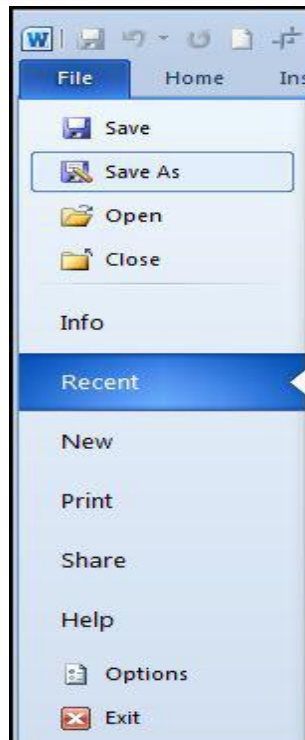
WORD 2010 SCREEN TIPS

The **File tab**, located in the upper left-hand corner of the program window, replaces the Office button found in the 2007 version of Microsoft Word. The **File Tab** gives access to **backstage** view which contains basic file management commands, including New, Open, Save, Print, Close. And Options.



Backstage

- **To Create a New Document:** Click the **File Tab**, select **New**, select a Blank document and click **Create**, or press **<Ctrl> + <N>**.
- **To Open a Document:** Click the **File Tab** and select **Open**, or press **<Ctrl> + <O>**.
- **To Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**. or Go to the **File Tab** and click **Save**.
- **To Save a Document with a Different Name:** Click the **File Tab**, select **Save As**, and enter a new name for the document.
- **To Preview a Document:** Click the **File Tab**, Click on **Print** the **Print Preview** Window will be on the right.
- **To Print a Document:** Click the **File Tab** and select **Print**, and click **Print** or press **<Ctrl> + <P>**.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press **<Ctrl> + <Z>**
- **To Close a Document:** Click the **Close** button in the top right hand corner or press **<Ctrl> + <W>**.
- **To Get Help:** Press **<F1>** to open the Help window. Or click the question mark in the top right hand corner Type your question and press **<Enter>**.
- **To Exit Word:** Click the **File Tab** and click **Exit**.



KEYBOARD SHORTCUTS

GENERAL

- Open a Document **<Ctrl> + <O>**
- Create a New Document **<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 **<Ctrl> + <Home>** Document
- End of Document **<Ctrl> + <End>**
- Open the Go To **<F5>** dialog box

EDITING

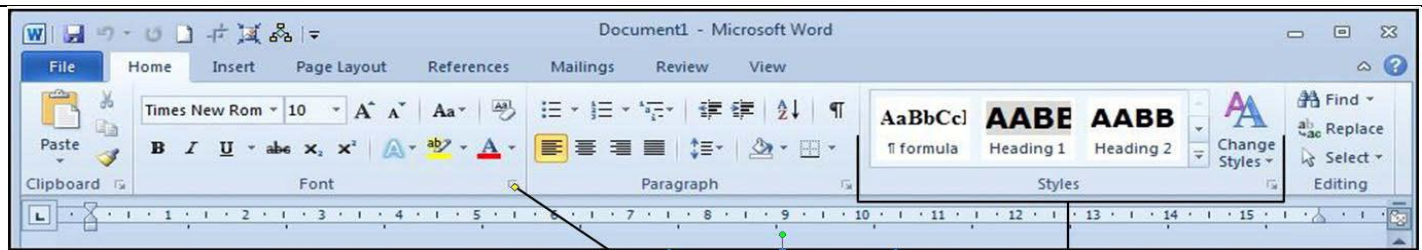
- Cut **<Ctrl> + <X>**
- Copy **<Ctrl> + <C>**
- Paste **<Ctrl> + <V>**
- Undo **<Ctrl> + <Z>**
- Redo or Repeat **<Ctrl> + <Y>**
- Find or Replace **<Ctrl> + <F>**
- Run Spell Checker **<F7>**

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

- A Word: Double click the word.
- A Sentence: Press and hold **<Ctrl>**, Click any where in the sentence.
- A Line: Click in the selection bar next to the line.
- A Paragraph: Triple click the paragraph
- Everything: **<Ctrl> + <A>**



Dialog Box
Launcher

Group

NAVIGATION

- **To Open Navigation Pane:** Click the Find button in the Editing group on Home tab. Or, press **<Ctrl> + <F>**.
- **To Search for Word or Phrase:** Press **<Ctrl> + F** and type in what you're looking for.
- **To view Headings or Pages:** Click the appropriate tab in the Navigation Pane.

EDITING

- **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 Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab. Just rest mouse over 3 buttons to preview.
- **To Format Selected 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 Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Indent a Paragraph:** Click the **Increase Indent** button in the Paragraph group on the Home tab.
- **To Decrease an Indent:** Click the **Decrease Indent** button in the Paragraph group on the Home tab.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group on the Home tab.
- **To Indent a Paragraph:** Click the **Increase Indent** button in the Paragraph group on the Home tab.
- **To Add a Tab Stop:** Click the **Tab alignment** box on the Ruler until you see the type of tab you want to insert. Then, click on the Ruler where you want to insert the tab stop.
- **To Adjust or Remove a Tab Stop:** Click and drag the L tab stop to the desired position on the Ruler. Click and drag the tab stop off the Ruler to remove it.
- **To Change a Document's Margins:** Click the **Page Layout** tab on the Ribbon, click the **Margins** button in the Page Setup group, and select a setting.

Tables

- **To Insert a Table:** Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu.
- **To Insert a Column or Row:** Click the **Layout** tab under Table Tools 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, click the **Layout** tab under Table Tools, click the **Delete** button in the Rows & Columns group, and select an appropriate option from the menu.
- **To Adjust Column Width or Row Height:** Select the column or row you want to adjust, click the **Layout** tab under Table Tools, and use the commands located in the Cell Size group.

FORMATTING

- **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 Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text to which you want to apply the copied formatting.
- **To Create Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the **Bullets** or **Numbering** button in the Paragraph group on the Home tab.
- **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.
- **To Change Paragraph Line Spacing:** Click the **Line Spacing** button in the Paragraph group on the Home tab and select an option from the list.
- **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.
- **To Insert a Manual Page Break:** Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Pages group.

Drawing and Graphics

- **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 click **<Enter>**.
- **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 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, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Move an Object:** Click and drag object.
- **To Resize an Object:** Click the object, click and drag one of its sizing handles (o), 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.
- **To Delete an Object:** Select the object and press the **<Delete>** key.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Insert a WordArt Object:** Click the **Insert** tab, click **WordArt** button in the Text group, select a design from the WordArt Gallery. Enter the text you want WordArt to format and adjust font type and size, if necessary. Click **OK**.