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Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. There are several ways to create a new document:

- Choose FILE, New (F11).
- Choose FILE, Blank Document (F11).
- Or click a template:
 - From Office.com, choose a template under OFFICE.COM TEMPLATES or in a search, type a template for a business plan, letter, resume, or other document, and press Enter.
 - Select one of the following templates in the SAMPLE TEMPLATES list.
 - For common templates, click the NEW TEMPLATES button.

Opening an Existing Document

- Choose FILE, Open (F11), or press **Ctrl+O**.
- Select the document you want to open.
- Or click the Open button (the Open button icon is located at the top of the ribbon, just below the title bar, or double-click it in the title bar).

Recently opened documents:

- To open recently used documents or files (old and modified), choose FILE, RECENT.
- To keep a document open on the RECENT list, click the checkmark in the bottom-left corner of the ribbon.
- To remove a document from FILE, click the X icon.

Working with Previous File Versions

Word creates 10 recent versions of any document you open. These versions are stored in the RECENT list in the ribbon. Versions are displayed as unchanged (bold) or as modified (italic).

- To open a previous version of a document, choose FILE, WORK WITH PREVIOUS, click the version you want to open, and then click Open.
- A warning will display if the file has been modified differently with the other Word programs.
- To convert an older file to the 2007+ format, choose FILE, REWORK DOCUMENT.
- Office 2010 and 2013 can import Microsoft Office Compatibility mode documents created from Word 2003 and earlier. For more information, click the Microsoft Word 2010 link in the ribbon.

Saving the Document

- Choose FILE, Save (F11), or press **Ctrl+S**.
- If saving the document for the first time:
 - Type the FILE NAME.
 - Choose a location by clicking the folder name in the Save in list, or click the BROWSE button (the folder icon) to choose a location.
 - Or click the FILE NAME button (the file icon) to save a copy of the document to a different location.
- Or choose FILE, Save As (F11), or click the Save (disk icon) on the Quick Access Toolbar (QAT).

To save a copy of a document to a different location, choose FILE, SAVE AS, then click the Save in list and choose a location. To save a copy of a document with the same file name, choose FILE, REWORK DOCUMENT, then click the Save (disk icon) on the QAT.

Setting up Page Layout

- Choose FILE, PAGE LAYOUT.
- Select printer, MARGINS, ORIENTATION, (paper size), and COPIES in the PAGE SETUP group. Changes are applied to the current word document for selected area (or document).
- For more information, click the More button (the ellipsis icon) in the bottom-right corner of the ribbon.
- Or click the More button (the ellipsis icon) in the PAGE LAYOUT group:
 - Make changes in the PAGE LAYOUT tab.
 - Or click the PAGE LAYOUT tab.
 - Make the changes in the MARGINS, PAPER, or LAYOUT tab.
 - Or change the PAGE LAYOUT to SELECTED TEXT, (Ctrl+Shift+L).

Inserting/Deleting Text

To insert text:

- With text selected, type the new text, then type.
- To delete characters:
 - Press the Delete key in front of, or after, the text to be deleted.
 - Press a few keyups to delete characters to the left, or a few keydowns to the right.
- To delete a large amount of text:
 - Drag across the text to select it, then type one of the shortkeys listed under Text Selection Shortcuts.
 - Press Backspace or Delete.

To replace text (Select the text, then type the new text):

- Drag across the text to select it, then type the new text.
- Or click the text, then type the new text.

Formatting Text with the Mini Toolbar

The mini toolbar is a set of tools applied after every paragraph. To start a new, without changing a text's paragraph format, type a few spaces, press **Shift+Enter**.

To turn off the default paragraph spacing:

- Select the text.
- Choose HOME, then click the  icon in the STYLES group.

Undoing/Redoing Actions

To undo a change, **Ctrl+Z** or press **Ctrl+Shift+Z**. To redo a change, click the Undo button (the Undo icon) or click the Redo button (the Redo icon).

Repeating an Action

To repeat the last action, **Ctrl+Y** or press **Ctrl+F5**.

Moving or Copying Text:

Cut, Copy, Paste:

- Select the text to move or copy.
- To move, choose HOME, then click **Cut** (or press **Ctrl+X**).
- Or copy, choose HOME, then click **Copy** (or press **Ctrl+C**).
- Or click the Paste button (the Paste icon) to place the copied text at the new location.
- Or click **Paste** (or press **Ctrl+V**).

Or for objects such as Link Source Formatting (LTF), click the LTF icon in the PICTURE tab, then click the **Paste** (or **Ctrl+V**) icon to paste.

Drag and Drop

- Select the text to move or copy.
- Point at the selected area (the mouse pointer changes into an arrow) and **Drag** the text to the new location. To copy, press **Shift** while dragging.

Changing Text Font and Size

- Select the text to change.
- Choose HOME, then click from the Font list, e.g., **Times New Roman**.
- Or choose the font size list, e.g., **14**, or click the number in the font and point to the size.

Enhancing Text: Bold, Italic, etc.

- Select the text to change.
- Or click the **BOLD** (or **Ctrl+B**) button.
- Or click the **ITALIC** (or **Ctrl+I**) button.
- Or click the **UNDERLINE** (or **Ctrl+U**) button.
- Or click the **STRIKETHROUGH** (or **Ctrl+Shift+U**) button.
- Or click the **COMBINE** (or **Ctrl+Shift+C**) button.
- Or click the **CHARACTER FONTS** (or **Ctrl+Shift+F**) button.
- Or click the **CHARACTER FORMATTING** (or **Ctrl+Shift+T**) button.
- Or click the **PARAGRAPH** (or **Ctrl+Shift+P**) button.
- Or click the **FORMAT PAINTER** (or **Ctrl+Shift+C**) button.
- Or click the **FORMAT LAYER** (or **Ctrl+Shift+L**) button.

Copying Formatting

- Select the text that you want to copy. To copy paragraph formatting, select the entire paragraph.
- Choose HOME, then click **Format Painter** (or **Ctrl+C**) to apply the format from the selected text, then click **Format Painter**.
- Select the text to be formatted.
- If applying word-level, then click **Ctrl+Shift+C** and then click the text again, then click **Ctrl+Shift+V**.

Changing Paragraph Alignment

- Select the paragraph to change.
- Or click the **Align** icon in the ribbon.

Formatting Text with the Mini Toolbar

The mini toolbar is a set of tools applied after every paragraph. To start a new, without changing a text's paragraph format, type a few spaces, press **Shift+Enter**.

Use the mini toolbar for quick access to common text formatting:

- Select the text to change with your mouse.
- Right-click or move the mouse up and to the right.

Using the Highlighter

In a Microsoft Word document, you can highlight key terms and illustrations:

- Select the text.
- Choose HOME, then click the color icon to highlight the selected text throughout the document. (Note: Click the color icon, or click the **Format Painter** button in the ribbon, then click the color icon again.)

To remove highlighting from text:

- Select the text, then click the **Format Painter** icon in the ribbon.

Text Selection Shortcuts

A word	Ctrl+Shift+C (the word)
A sentence	Ctrl+Shift+D (the sentence)
A line	Ctrl+Shift+L (the line)
A paragraph	Ctrl+Shift+P (the paragraph)
All text	Ctrl+Shift+C or Ctrl+Shift+L (all the text in the document)

Multiple	Shift+Select (all selected text)
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Multiple	Shift+Select (multiple areas of text)
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Movement Shortcuts

The ribbon has any of these movement options because the current position is the active cell (e.g., **Ctrl+Shift+Home** to select the first cell in the document).

Beginning of document	Ctrl+Home
End of document	Ctrl+End
Beginning of the next line	Shift+Home
End of the next line	Shift+End
Beginning of the previous line	Ctrl+Alt+Home
End of the previous line	Ctrl+Alt+End
Beginning of the previous word	Shift+Ctrl+Home
End of the previous word	Shift+Ctrl+End

Formatting Text with the Mini Toolbar

Beginning for the left	Ctrl+Shift+Page Up
End for the right	Ctrl+Shift+Page Down

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Synopsis

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 & Saving Documents; 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.

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Customer Reviews

This card is two sided, laminated and is titled Word 2010 Introduction. And that it is...if you've used Word 2010 or 2007 for over twenty minutes, you no longer need this card. I decided to look up something simple on it--how to change from single space to double space. It's not on there. So, I

thought, let me see a subject that actually might help me: how do you use Master Documents, and headers and styles. No way, Jose. Not even a hint. So, take the cost of this product and put it towards a simple book on MS Word and you'll be ahead, from what I can see. Maybe I'll give this card to some first grader that is using Word for the very first time in his little life.

This item came in handy to have available on my desk for quick reference. I recently purchased a new computer and it contained Windows 7 and a lot of the routine processes were somewhat different. Even if you have basic knowledge of Microsoft Office, this is a handy reference lamanated sheet to have available.

Not worth the price unless you are a complete newbee. Laminated sheet and does cover some hot key shortcuts but not anywhere near all of them.

Great for beginners who have had no training and also helpful because my firm is changing from 2003, so it has be great.

I purchased this "cheat sheet" as a middle-aged adult returning to college after having graduated from college almost 20 yrs ago. Very useful guide/summary of the key functions of Word 2010 in a well-organized fashion and encased neatly in a sturdy laminated protector at an unbelievably low price. Saves me a great deal of time and frustration. I use this reference sheet often and would highly recommend this to consumers with any level of computer literacy. So now go on and cheat. With a clear conscious.

While this sheet is more basic than I had hoped, it did contain some helpful hints for me and the sheet is well made--should last the life of the software. Topics are easy to find on the sheet and the hints are easy to follow.

This has been very helpful when working with Microsoft's Word 2010. Office 2010 is so different than the earlier versions and this little cheat sheet has been incredibly helpful with things that use to be so obvious. Nice information and the lamination means it will last for quite sometime to come. It beats dragging out the book and looking up the process you are trying to accomplish only to be run around in circles until you finally find the answer. Highly recommend to anyone having trouble with Microsoft's Word 2010.

We had to upgrade from 2002 because of the death of the XP that we ran MS programs on. We thought we would need a guide to take us through the changes over the past 10 years. Well, there haven't been any significant changes to Excel or Word, and anyone who has ever used these programs in the past won't need this Reference Guide. In fact, this reminds me of guides that we used to get in the 90s when we didn't know "justification" from "font size." I wouldn't be surprised if my 7 year old grandkid doesn't know most of the stuff on this card. No great loss, but I would recommend that you go out and buy a double scoop ice cream cone instead. The memory will linger longer than any knowledge you gain from this guide. EW

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