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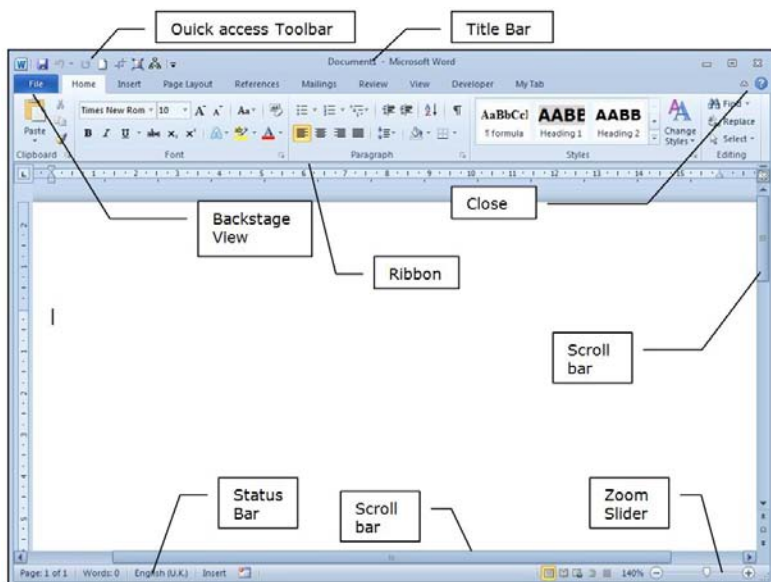
Word 2010 Training

Word Quick Reference Card

Word 2010 Screen

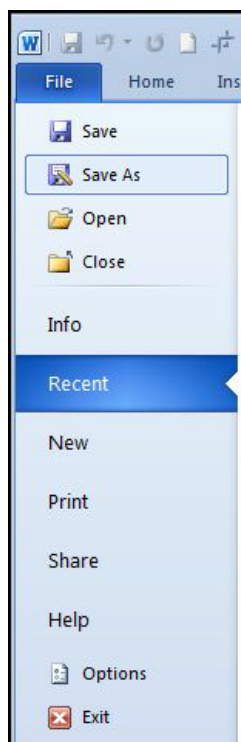
The Fundamentals

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 New **<Ctrl> + <N>**
- Save a Document **<Ctrl> + <S>**
- Print a Document **<Ctrl> + <P>**
- Close a Document **<Ctrl> + <W>**
- Help **<F1>**

Editing

- Cut **<Ctrl> + <X>**
- Copy **<Ctrl> + <C>**
- Paste **<Ctrl> + <V>**
- Undo **<Ctrl> + <Z>**
- Redo or Repeat **<Ctrl> + <Y>**

Formatting

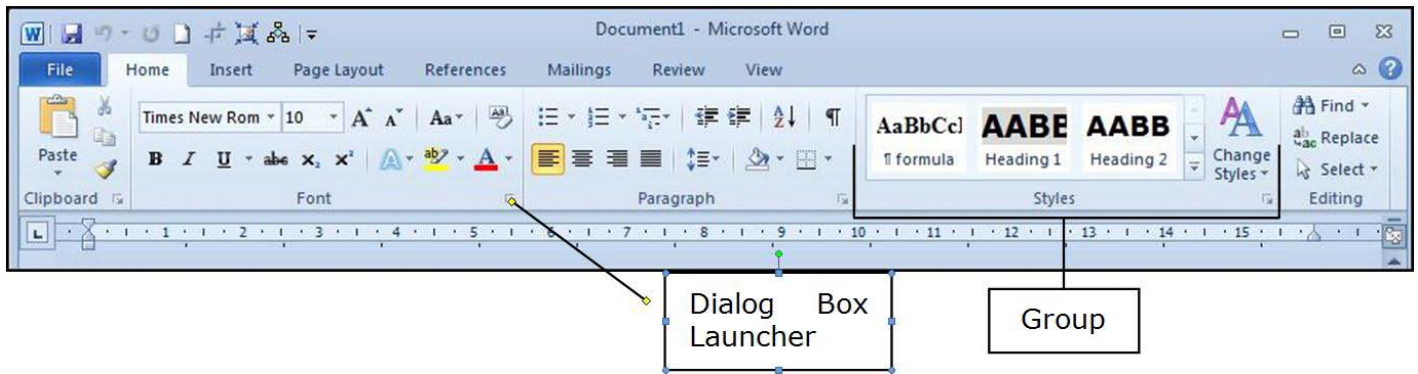
- Bold **<Ctrl> + **
- Italics **<Ctrl> + <I>**
- Underline **<Ctrl> + <U>**
- Align Left **<Ctrl> + <L>**
- Center **<Ctrl> + <E>**
- Align Right **<Ctrl> + <R>**
- Justify **<Ctrl> + <J>**

Navigation and Layout

- 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 **<F5>** dialog box

Text Selection

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



Formatting

- **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.
- **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 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 Decrease an Indent:** Click the **Decrease 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 Paragraph Line Spacing:** Click the **Line Spacing** button in the Paragraph group on the Home tab and select an option from the list.
- **To Create a 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 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.
- **To Change Page Orientation:** Click the **Page Layout** tab on the Ribbon, click the **Orientation** button, 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 Page Setup group.
- **To Insert a Section Break:** Click the **Page Layout** tab on the Ribbon, click the **Breaks** button in the Page Setup group, and select the type of break you want to insert.
- **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 Find Text:** Click the **Find** button in the Editing group on the Home tab. **To Replace Text:** Click the **Replace** button in the Editing group on the Home tab.
- **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.

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.

Mail Merge

- **Select a document type:** Click the **Mailings** tab on the Ribbon, click the **Start Mail Merge** button in the Start Mail Merge group, and select the type of document you want to create.
- **Connect the document to a data source:** In the Start Mail Merge group on the Mailings tab, click the **Select Recipients** button.
- **Refine recipients:** In the Start Mail Merge group on the Mailings tab, click the **Edit Recipient List** button.
- **Insert merge fields:** Position the insertion point where you want to insert the merge field(s) and use the commands found in the Write & Insert Fields group on the Mailings tab.
- **Preview your letters:** In the Preview Results group on the Mailings tab, click the **Preview Results** button.
- **Complete the merge:** In the Finish group on the Mailings tab, click the **Finish & Merge** button and select an option from the list.

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 **Go**.
- **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 Adjust Text Wrapping:** Double-click the object, click the **Text Wrapping** button in the Arrange group, and select an option from the list.
- **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 the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, 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 on the Ribbon, click the **WordArt** button in the Text group, and select a design from the WordArt Gallery. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click **OK**.