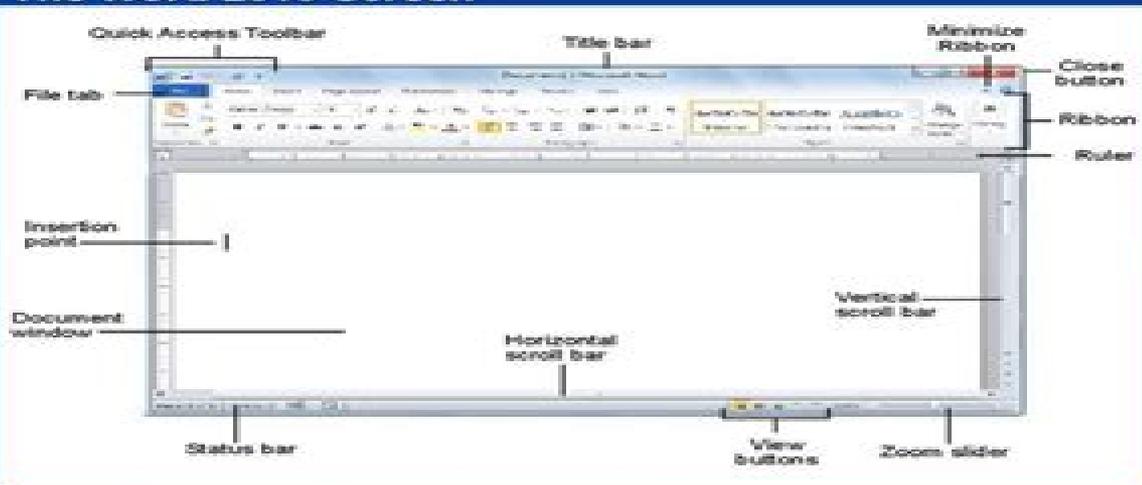


Microsoft®  
**Word 2010**  
 Quick Reference Card

**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 **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 **Home** tab. 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> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

Text Selection	
<b>To Select:</b>	<b>Do This:</b>
<b>A Word</b>	Double-click the word
<b>A Sentence</b>	Press and hold <Ctrl> and click anywhere in the sentence
<b>A Line</b>	Click in the selection bar next to the line
<b>A Paragraph</b>	Triple-click the paragraph
<b>Everything</b>	<Ctrl> + <A>

# Microsoft Word 2010 Quick Reference Guide

**O García**



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## **Table of Contents Microsoft Word 2010 Quick Reference Guide**

1. Understanding the eBook Microsoft Word 2010 Quick Reference Guide
  - The Rise of Digital Reading Microsoft Word 2010 Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Word 2010 Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Quick Reference Guide
  - Personalized Recommendations
  - Microsoft Word 2010 Quick Reference Guide User Reviews and Ratings
  - Microsoft Word 2010 Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Word 2010 Quick Reference Guide Free and Paid eBooks
  - Microsoft Word 2010 Quick Reference Guide Public Domain eBooks
  - Microsoft Word 2010 Quick Reference Guide eBook Subscription Services
  - Microsoft Word 2010 Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Word 2010 Quick Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
  - Microsoft Word 2010 Quick Reference Guide Compatibility with Devices
  - Microsoft Word 2010 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Microsoft Word 2010 Quick Reference Guide
  - Highlighting and Note-Taking Microsoft Word 2010 Quick Reference Guide
  - Interactive Elements Microsoft Word 2010 Quick Reference Guide
8. Staying Engaged with Microsoft Word 2010 Quick Reference Guide
- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Word 2010 Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Word 2010 Quick Reference Guide
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Word 2010 Quick Reference Guide
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2010 Quick Reference Guide
- Setting Reading Goals Microsoft Word 2010 Quick Reference Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2010 Quick Reference Guide
- Fact-Checking eBook Content of Microsoft Word 2010 Quick Reference Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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