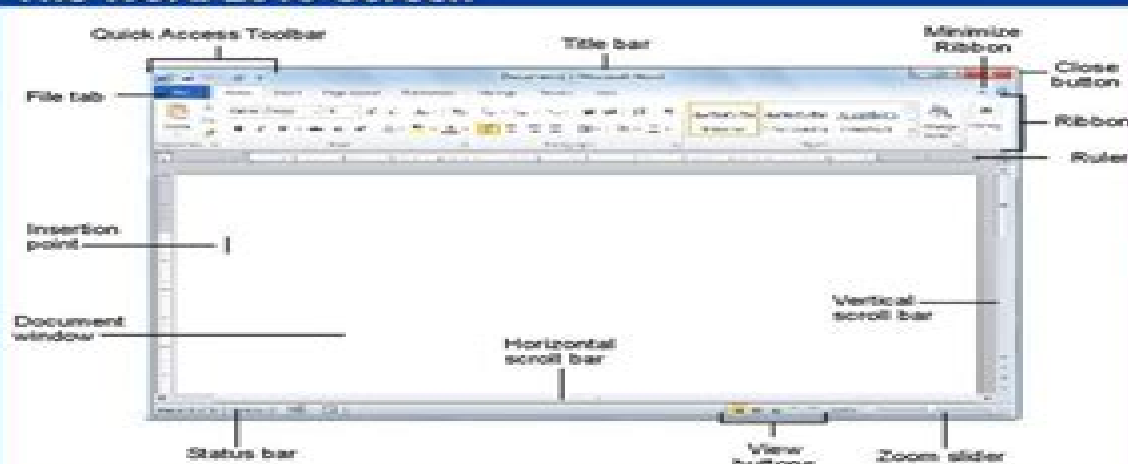


Microsoft®
Word 2010
 Quick Reference Card

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 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>.

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> |

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 next to the line |
| A Paragraph | Triple-click the paragraph |
| Everything | <Ctrl> + <A> |

Microsoft Word 2003 Quick Reference Guide

Beezix, Inc Staff



Microsoft Word 2003 Quick Reference Guide:

Microsoft Word 2003 Nevada Learning Series Inc,2004 **Microsoft Word 2003 Introduction Quick Reference Guide** Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Word 2003 The following topics are covered Creating Opening Saving Documents The New Document Task Pane Text Editing Page Setup Undo and Repeat Moving and Copying Text Navigation Tools Views including Reading and Thumbnail Formatting Font Size Enhancements Alignment Copying Formatting Highlighter Headers and Footers Spelling Grammar AutoCorrect AutoText Previewing and Printing Page Breaks Envelopes and Labels and Personalized Menus and Toolbars Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Word 2003 Advanced Quick Reference Guide* Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features of Microsoft Word 2003 The following topics are covered Creating Using Paragraph Character Styles The Styles and Formatting Task Pane Selecting All Text with Same Style Deleting Styles Format Tracking Importing Styles Adding Styles to the Default Style List Heading Numbering Generating Index Table of Contents Footnotes and Endnotes Embedding Excel Objects Section Breaks Changing Page Setup in a Section Changing Headers Footers within a Document Advanced Page Numbering Outlining Comparing Documents Side by Side Bookmarks and Page References Templates and Restricting Formatting This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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New Perspectives on Microsoft Office Word 2003, Introductory, CourseCard Edition Beverly Zimmerman,S. Scott Zimmerman,Ann Schaffer,Ann Shaffer,Beverly B. Zimmermann,2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003 in an introductory course

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Microsoft Office PowerPoint 2003 David W. Beskeen,2005-04 The visual and flexible way to learn Microsoft PowerPoint skills

New Perspectives on Microsoft Office FrontPage 2003 Jessica Evans,2006 This book offers a case based problem solving approach to Microsoft FrontPage 2003 and now includes a free tear off FrontPage 2003 CourseCard reference tool on the back cover Students will learn how to create and enhance Web pages with links graphics tables frames and form applications using FrontPage

Advantage Series: Microsoft Office Word 2003, Complete Edition Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

The Writers Directory ,2013

Microsoft Word 2003 Quick Source Guide Quick Source,2003-11-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Word 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the

software Topics include Using the NEW Getting Started Research and Getting Help Task Panes Creating Opening Saving Previewing Printing E mailing and Reviewing a Document Setting Page Margins and Orientation Creating Headers and Footers Inserting Page Numbers Symbols Date Time Clip Art and Pictures Creating Lists and Tables Selecting Cutting Copying Pasting and Aligning Text Applying Bold Italics or Underline Using the Format Painter Checking Spelling and Grammar Using Word Count Repeat Undo Redo Find Replace AutoFormat AutoCorrect AutoComplete and the NEW Restrict Permission and Reading Layout features and much more An excellent instructional tool for a user Excel 2003 it also serves as a handy reference tool for the more experienced user *What's New in Microsoft Office 2003 (from 97) Quick Reference Guide* Beezix, Inc Staff, 2007-03 Laminated quick reference guide showing instructions for the new features of Microsoft Office 2003 for Word Excel and PowerPoint as well as features common to all the Office products for users upgrading from Office 97 Topics include Word Excel PowerPoint Task Panes Personalized Menus and Toolbars The Research Task Pane Improved Copy and Paste Improved AutoCorrect Improved Clip Art Using Templates Hyperlinks Creating Org Charts Searching for Files and Web Pages Smart Tags Compare and Merge and Features Removed Word Reading Layout Thumbnails Formatting and Editing Restrictions Selecting Non Contiguous Areas Hide Space in Print Layout View Editing Changes Improved Table Menu Comparing Documents Side by Side The Styles and Formatting Task Pane Improved Mail Merge Improved Change Tracking Notable Menu Command Changes Excel Improved AutoSum Tool Improved Paste Tool Many New List Features PowerPoint Different Startup Normal View Numbered Lists Package for CD Photo Album Meeting Minder Removed Improved Print Preview Improved Grid Accessing the Title Master Notable Menu Command Changes This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Introduction to IT Systems Mr. Rohit Manglik, 2024-06-20 IT system fundamentals are analyzed Guides students to understand computing infrastructure fostering expertise in IT through practical projects and theoretical study

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