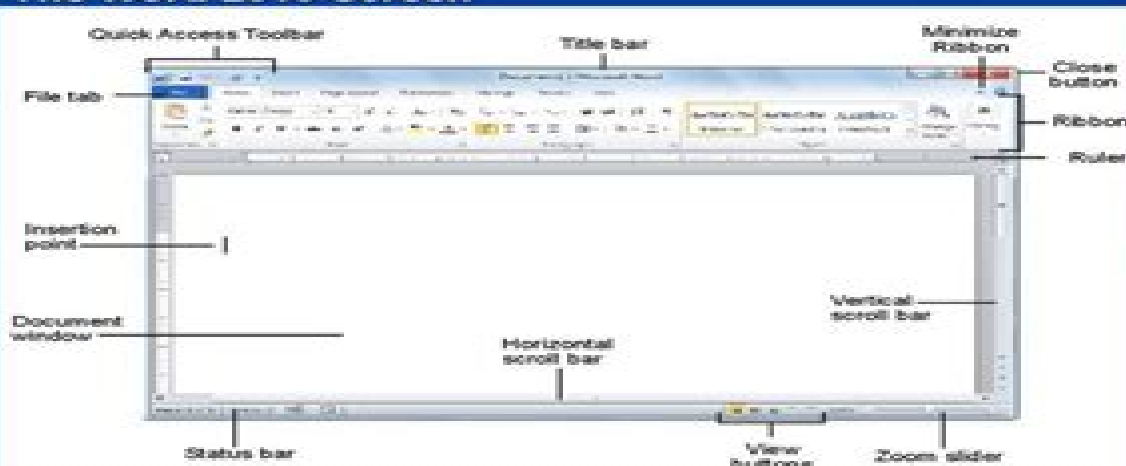


Microsoft®
Word 2010
 Quick Reference Card

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

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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

El-Hi Textbooks & Serials in Print, 2003 ,2003 *Microsoft Office PowerPoint 2003* David W. Beskeen,2005-04 The visual and flexible way to learn Microsoft PowerPoint skills

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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

Word 2003 All-in-One Desk Reference For Dummies Doug Lowe,2004-05-27 Provides everything users need to get up to speed on Microsoft Word the world s most popular word processing software Offers extra help for power users delving into topics such as advanced formatting and editing working with graphics and programming with

VBAIncludes nine self contained minibooks Word basics formatting text editing techniques letters envelopes and labels getting graphic Web publishing advanced document features customizing Word and programming Word with VBA *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

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Table of Contents Microsoft Word 2003 Quick Reference Guide

1. Understanding the eBook Microsoft Word 2003 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Word 2003 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2003 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 2003 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2003 Quick Reference Guide

- Personalized Recommendations
- Microsoft Word 2003 Quick Reference Guide User Reviews and Ratings
- Microsoft Word 2003 Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2003 Quick Reference Guide Free and Paid eBooks
 - Microsoft Word 2003 Quick Reference Guide Public Domain eBooks
 - Microsoft Word 2003 Quick Reference Guide eBook Subscription Services
 - Microsoft Word 2003 Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2003 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2003 Quick Reference Guide Compatibility with Devices
 - Microsoft Word 2003 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2003 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Word 2003 Quick Reference Guide
 - Interactive Elements Microsoft Word 2003 Quick Reference Guide
- 8. Staying Engaged with Microsoft Word 2003 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2003 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2003 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2003 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2003 Quick Reference Guide
 - Setting Reading Goals Microsoft Word 2003 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2003 Quick Reference Guide

- Fact-Checking eBook Content of Microsoft Word 2003 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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