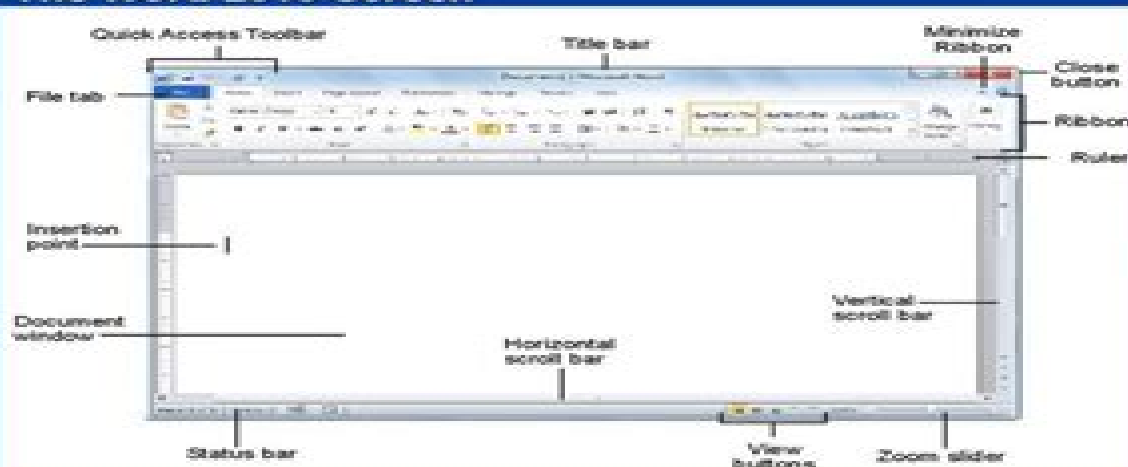


Microsoft®
Word 2010
 Quick Reference Card

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 2010 Reference Guide

RM Cervero



Microsoft Word 2010 Reference Guide:

Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc,2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of 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 Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template 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 **SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this

information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product *Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix Software Services, Inc, Beezix, Inc Staff, 2010-06-15 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 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 [Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff, 2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Plain or Rich Text For Plain Text For Building Block Gallery For Combo Box and Drop Down List For Date Picker For Check Box Turning On Off Design Mode Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form Preventing Editing of a Control s Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template 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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web responsibilities assist the retail store manager in planning and implementing strategies to attract customers coordinate daily customer service operations e g sales processes orders and payments track the progress of weekly monthly quarterly and

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web oct 12 2023 requirements diploma holders or with at least 3 years of retail supervisory experience pleasant disposition and customer service oriented good working attitude and strong interpersonal skills a team player who is independent and able to work under pressure required to work retail hours weekends and public holidays

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web store layouts and plan o grams hr best practice merchandising techniques and retail operations point of sale policies and procedures policies and procedures qa audit word and excel desired experience for assistant retail manager includes employee relations experience participation in labor relations training and or hr experience preferred

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web aug 31 2023 a retail assistant manager is responsible for performing managerial tasks in support of the head manager or filling in for them when they re absent the daily duties of a retail assistant manager may vary depending on the type of product the store sells the number of employees they work with and the size of their store

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web jul 14 2023 the first step in creating a successful assistant retail manager resume objective is to identify the skills and experience that make you a good fit for the position think about what makes you stand out from other applicants and include those qualifications in your objective statement

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in retail is often responsible for overseeing and managing

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web updated september 19 2023 retail assistant managers are sales professionals who oversee the daily operations of stores and support the needs of the manager their job description often also includes tasks like assisting with hiring and training ensuring the store meets its sales goals and helping customers

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web nov 15 2023 reporting to the regional manager store manager the candidate has to show the following characteristics results focused you must have a strong sales focus and proven results in the following areas good store presentation and visual merchandising skills experience in rosters and labour wage control good inventory management

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