

Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. To find an existing document:

1. Choose FILE > Open Recent.
2. **CTRL+R** (Mac OS)
3. **CTRL+O** (Windows)

To create a new document:

- From FILE > NEW, click a template under OFFICE, COM, or BUDGETING, or to search, type keywords for a built-in guide to templates. OFFICE.COM FOR TEMPLATES, and personal sites.
- Select one of the BUDGETING TEMPLATES or SAMPLE TEMPLATES.
- For custom templates, click NEW TEMPLATES.

3. **CTRL+O** (Windows) or **CTRL+N** (Mac OS)

To quickly create a Word document: press **CTRL+N**.

Opening an Existing Document

1. Choose FILE, New, OPEN, or press **CTRL+O**.
2. Select the document, and **CTRL+O**.
3. To change the location, click the folder name displayed at the top of the dialog box, click the left, or double-click folders in the outline.

Recently opened documents/locations:

- To open recently used documents or places: click the left sidebar, choose FILE, RECENT.
- To keep a document open on the Ribbon bar: **CTRL+D**.
- To minimize a document or place: **CTRL+W**.

Working with Previous File Versions

Files created in Word 2007 or earlier can be opened in Word 2010. To open a previous version of a document:

- In the FILE > OPEN > RECENT list, click the document name.
- In the FILE > OPEN > RECENT list, click the document name.
- In the FILE > OPEN > RECENT list, click the document name.

A warning will display if the file will be opened differently with the selected program.

- To connect an older file to the current format, choose FILE, RECENT, then COMPATIBLE.
- Other file and document versions are available in the Compatibility task pane. See the Compatibility task pane for more information.

Saving the Document

1. Choose FILE, SAVE, or **CTRL+S**, or press **CTRL+S**.
2. If saving the document for the first time:
 - a. Type the FILE NAME.
 - b. Choose a location by clicking the folder name displayed at the top of the dialog box, clicking the left, or double-click folders in the outline. **CTRL+V**, To save a copy of a document with a different name and location, choose FILE, SAVE AS. If a document exists with the same name and location, choose REPLACE EXISTING FILE. Change the name, or MOVE, CHOOSE NEW FOLDER, or FILE.

Setting up Page Layout

1. Choose PAGE LAYOUT.
2. Select a page MARGINS, ORIENTATION, LAYOUT, and COLUMN in the PAGE SETUP group. Changes are applied to the entire document (or selected area for columns).

To make changes to just one part of the document:

1. Select the area to be changed.
2. **CTRL+L** in the PAGE SETUP group.
3. Make the changes in the MARGINS, PAGES, or LAYOUT tab.
4. Change the APPLY TO option to SELECTED TEXT. **CTRL+O**.

Inserting/Deleting Text

To insert text:

Click where the text is to be inserted, then type.

To delete characters:

1. Place the insertion point in front of, or after, the text to be deleted.
2. Press **CTRL+X** to delete characters to the left, or **CTRL+D** to delete characters to the right.

To delete a large amount of text:

1. Drag across the text to select, or use one of the keyboard listed under Text Selection Shortcuts.
2. Press **CTRL+X** or **CTRL+D**.

To replace text: Select the text, then type the new text.

Spacing between Paragraphs

By default, 36 points of space is applied after every paragraph. To start a new line without starting a new paragraph (such as in lists), press **CTRL+ENTER**.

To turn off the default paragraph spacing:

1. Select the text.
2. Choose HOME, then in the STYLES group.

Undoing/Redoing Actions

CTRL+Z (Mac OS), or press **CTRL+Z** to undo one step. To undo several steps at once: **CTRL+SHIFT+Z** (the step down arrow of the Undo button) and select steps. To redo an action: **CTRL+Y** or press **CTRL+SHIFT+Z** (the step up arrow).

Repeating an Action

To repeat the last action: **CTRL+Y** or press **CTRL+Z**.

Moving or Copying Text: Cut, Copy, Paste

1. Select the text to move or copy.
2. To move, choose HOME, then , or press **CTRL+X**.
3. To copy, choose HOME, then , or press **CTRL+C**.
4. **CTRL+V** to place the content at the new location, or press **CTRL+V**.

Or for objects such as Keep Source Formatting, **CTRL+SHIFT+V** and choose one of the FILE > OPTIONS, or after pasting: **CTRL+SHIFT+V** to paste.

Drag and Drop

1. Select the text to move or copy.
2. Place it at the selected area. The mouse pointer changes into an arrow and (Drag) the text to the new location. To copy, press **CTRL** while dragging.

Changing Text Font and Size

1. Select the text to change.
2. Choose HOME, then select from the Font list, such as Times New Roman.
3. Choose from the font size list, , or click the number in the box and press **ENTER**.

Enhancing Text: Bold, Italic, etc.

1. Select the text to change.
2. **CTRL+B** to make the text bold, **CTRL+I** to italicize, or **CTRL+U** to underline. For more underlines options, click the arrow of the Underline button. For more font options, click in the FONT group.

To remove enhancements, select the text, and **CTRL** the same buttons.

Copying/Formatting

1. Select the text that has formatting you wish to copy. To copy a paragraph's formatting, make sure you select the entire paragraph.
2. Choose **CTRL+C** (or **CTRL+V**) if applying the formatting to a new document, or **CTRL+SHIFT+C** (or **CTRL+SHIFT+V**) if applying the format to the same document.
3. Select the text to be formatted.
4. If applying multiple times, press **CTRL+V** or **CTRL+SHIFT+V** to paste the format again (also formatted).

Changing Paragraph Alignment

1. Select the paragraph to change.
2. Choose HOME, then select

Formatting Text with the Mini Toolbar

When you select text, a Mini Toolbar appears above the text. Use the Mini Toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. Right-click to move the mouse up and to the right.

Using the Highlighter

In a Word document, you can highlight by choosing the Highlighter tool.

1. Select the text.
2. Choose HOME, then (or **CTRL+H**).

To highlight multiple places throughout the document, double-click the icon, or **CTRL+H** the Ribbon in the Ribbon tab selected.

When finished, press **CTRL+V** to paste the text again. To remove highlighting from text, select the text, **CTRL+H** for the ribbon icon of the Highlighter tool, and select **NO COLOR**.

Text Selection Shortcuts

A word	Double-click (Mac OS)
A sentence	CTRL+SHIFT+ENTER (Mac OS)
A line	CTRL+SHIFT+ENTER (Mac OS)
A paragraph	Double-click in the left margin (Mac OS) or CTRL+SHIFT+ENTER (Mac OS)
All text	CTRL+A (Mac OS) or CTRL+SHIFT+ENTER (Mac OS)

Multiple selections: press CTRL and select separate areas of text.

Movement Shortcuts

The CTRL key with any of these movement options selects from the current position to that location. For example, CTRL+ENTER selects to the end of the document.

Beginning of document	CTRL+HOME
End of document	CTRL+END
Beginning of the next line	CTRL+DOWN
End of the next line	CTRL+UP
Beginning of next page, word	CTRL+PAGE DOWN
End of next page, word	CTRL+PAGE UP
Beginning of next page	CTRL+PAGE DOWN
End of next page	CTRL+PAGE UP
Previous editing location	

Editing

Deleted text to the left	CTRL+BACKSPACE
Deleted text to the right	CTRL+DELETE

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Synopsis

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 & Saving Documents; 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.

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Customer Reviews

This card is two sided, laminated and is titled Word 2010 Introduction. And that it is...if you've used Word 2010 or 2007 for over twenty minutes, you no longer need this card. I decided to look up something simple on it--how to change from single space to double space. It's not on there. So, I

thought, let me see a subject that actually might help me: how do you use Master Documents, and headers and styles. No way, Jose. Not even a hint. So, take the cost of this product and put it towards a simple book on MS Word and you'll be ahead, from what I can see. Maybe I'll give this card to some first grader that is using Word for the very first time in his little life.

This item came in handy to have available on my desk for quick reference. I recently purchased a new computer and it contained Windows 7 and a lot of the routine processes were somewhat different. Even if you have basic knowledge of Microsoft Office, this is a handy reference laminated sheet to have available.

Not worth the price unless you are a complete newbie. Laminated sheet and does cover some hot key shortcuts but not anywhere near all of them.

Great for beginners who have had no training and also helpful because my firm is changing from 2003, so it has been great.

I purchased this "cheat sheet" as a middle-aged adult returning to college after having graduated from college almost 20 yrs ago. Very useful guide/summary of the key functions of Word 2010 in a well-organized fashion and encased neatly in a sturdy laminated protector at an unbelievably low price. Saves me a great deal of time and frustration. I use this reference sheet often and would highly recommend this to consumers with any level of computer literacy. So now go on and cheat. With a clear conscience.

While this sheet is more basic than I had hoped, it did contain some helpful hints for me and the sheet is well made--should last the life of the software. Topics are easy to find on the sheet and the hints are easy to follow.

This has been very helpful when working with Microsoft's Word 2010. Office 2010 is so different than the earlier versions and this little cheat sheet has been incredibly helpful with things that used to be so obvious. Nice information and the lamination means it will last for quite some time to come. It beats dragging out the book and looking up the process you are trying to accomplish only to be run around in circles until you finally find the answer. Highly recommend to anyone having trouble with Microsoft's Word 2010.

We had to upgrade from 2002 because of the death of the XP that we ran MS programs on. We thought we would need a guide to take us through the changes over the past 10 years. Well, there haven't been any significant changes to Excel or Word, and anyone who has ever used these programs in the past won't need this Reference Guide. In fact, this reminds me of guides that we used to get in the 90s when we didn't know "justification" from "font size." I wouldn't be surprised if my 7 year old grandkid doesn't know most of the stuff on this card. No great loss, but I would recommend that you go out and buy a double scoop ice cream cone instead. The memory will linger longer than any knowledge you gain from this guide. EW

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