

Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. If Word is already open:

1. Choose **FILE**, then **NEW**.
 2. [Click] **BLANK DOCUMENT** .
Or to use a template:
 - From office.com, [Click] a category under **OFFICE.COM TEMPLATES** or to search, type keywords (e.g. business plan) in **SEARCH OFFICE.COM FOR TEMPLATES**, and press <Enter>.
 - Select one of the **RECENT TEMPLATES** or **SAMPLE TEMPLATES**.
 - For custom templates, [Click] **MY TEMPLATES**.
 3. [Click] **CREATE or DOWNLOAD**.
- To quickly create a blank document press <Ctrl+N>

Opening an Existing Document

1. Choose **FILE**, then **OPEN**, or press <Ctrl+O>.
2. Select the document, and [Click] **OPEN**.
(To change the location, [Click] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double Click] folders in the middle).

Recently opened documents/places:

- To open recently used documents or places (folders and websites), choose **FILE**, **RECENT**.
- To keep a document or place on the **RECENT** list [Click] .
- To remove a document or place, [Click] .

Working with Previous File Versions

Files created in Word versions 97-2003 open in compatibility mode with [COMPATIBILITY MODE] in the title bar.

- Features are disabled or changed to keep the file usable with Word 97-2003.
- To save a file for use with 97-2003 Word, choose **FILE**, **SAVE & SEND** > **CHANGE FILE TYPE** > **WORD 97-2003 DOCUMENT**, then [Click] **SAVE AS** .
A warning will display if the file will behave differently with the older Word programs.
- To convert an older file to the 2007+ format, choose **FILE**, **INFO** then **CONVERT** .
- Office XP and 2003 can install a Microsoft Office Compatibility Pack from www.microsoft.com/downloads to read the new file format.

Saving the Document

1. Choose **FILE**, **SAVE** or [Click] , 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 names displayed at the top of the dialog box, shortcuts on the left, or [Double Click] folders in the middle. [Click] **SAVE**.

To save a copy of a document with a different name and/or location, choose **FILE**, **SAVE AS**. If a document exists with the same name/location, choose to **REPLACE EXISTING FILE**, change the name, or **MERGE CHANGES INTO EXISTING FILE**.

Setting up Page Layout

1. Choose **PAGE LAYOUT**.
2. Select preset **MARGINS**, **ORIENTATION**, (paper) **SIZE**, and **COLUMNS** 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. [Click]  in the **PAGE SETUP** group.
3. Make the changes on the **MARGINS**, **PAPER**, or **LAYOUT** tab.
4. Change the **APPLY TO** option to **SELECTED TEXT**. [Click] **OK**.

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 <Backspace> to delete characters to the left, or to delete characters to the right.

To delete a large amount of text:

1. [Drag] across the text to select it, or use one of the shortcuts listed under **Text Selection Shortcuts**.
2. Press <Backspace> or .
2. To replace text: Select the text, then type the new text.

Spacing between Paragraphs

By default, 10 points of space is applied after every paragraph. To start a new line without starting a new paragraph (create a line break), press <Shift+Enter>.

To turn off the default paragraph spacing:

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

Undoing/Redoing Actions

[Click] , or press <Ctrl-Z>. Repeat to undo more steps. To undo several steps at once, [Click] the drop-down arrow of the Undo button and select steps.

To Redo an action, [Click]  or press <Ctrl-Y>. This reverses the last Undo command.

Repeating an Action

To repeat the last action, [Click]  or press <Ctrl-Y>.

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>.
Or to copy, choose **HOME**, then , or press <Ctrl-C>.
3. [Click] to place the cursor at the new location.
4. [Click] , or press <Ctrl-V>.

Or for options such as **Keep Source Formatting**, [Click]  and choose one of the **PASTE OPTIONS**, or after pasting, [Click]  (Ctrl+). Hover to preview.

--- Drag and Drop

1. Select the text to move or copy.
2. [Point] 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, e.g.  **Times New Roman**.
3. Choose from the **Font Size** list  **12**, or edit the number in the box and press <Enter>.

Enhancing Text: Bold, Italic, etc.

1. Select the text to change.
 2. [Click] one or more of the  **Bold**, **Italic**, or **Underline** buttons. For more underline options, [Click] the arrow of the **Underline** button. For more font options, [Click]  in the **FONT** group.
- To remove enhancements, select the text, and [Click] the same buttons.

Copying Formatting

1. Select the text that has formatting you wish to copy. To copy paragraph formatting, ensure you select the entire paragraph.
2. Choose **HOME**,  **Format Painter** if applying the formats once. Or, to apply the format multiple times, [Double Click]  **Format Painter**.
3. Select the text to be formatted.
(If applying multiple times, press <Esc> or [Click] the **Format Painter** button again when finished.)

Changing Paragraph Alignment

1. Select the paragraph(s) to change.
2. Choose **HOME**, then one of .

Formatting Text with the Mini Toolbar



Use the Mini toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. [Right Click] or move the mouse up and to the right.

Using the Highlighter

Just like a handcopy document, you can highlight key phrases with different colors.

1. Select the text.
 2. Choose **HOME**, . (Use drop-down for colors.)
- To highlight in multiple places throughout the document, [Double Click] the button, or [Click] the button without any text selected.

When finished, press <Esc> or [Click] the button again.

To remove highlighting from text:

Select the text. [Click] the drop-down arrow of the **Highlight** button and select **NO COLOR**.

Text Selection Shortcuts

A word	[Double Click] the word.
A sentence	<Ctrl>-[Click] in the sentence.
A line	[Click] in the left margin
A paragraph	[Double Click] in the left margin. Or, [Triple Click] in the paragraph.
All text	[Triple Click] or <Ctrl>-[Click] in the left margin. Or choose HOME , SELECT , then SELECT ALL . Or press <Ctrl+A>.

Multiple selections: Press <Ctrl> and select separate areas of text

Movement Shortcuts

The <Shift> key with any of these movement shortcuts selects from the current position to that location. E.g. <Shift>-<Ctrl>-<End> selects to the end of the document.

Beginning of document	Ctrl+Home
End of document	Ctrl+End
Beginning of current line	Home
End of current line	End
Beg. of next or prev. word	Ctrl+→ or ←
Beg. of next or prev. para.	Ctrl+↓ or ↑
One screenful down	Page Down
One screenful up	Page Up
Previous editing location	Shift+F5

Editing

Delete word to the left	Ctrl+Backspace
Delete word to the right	Ctrl+Delete

Microsoft Word 2010 Introduction Study Guide

Patrick Vollmar



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