

# 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](http://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](http://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 <Del> 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 <Del>.
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 , 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.<br>Or, [Triple Click] in the paragraph.                                                                     |
| All text    | [Triple Click] or <Ctrl>-[Click] in the left margin.<br>Or choose <b>HOME</b> , <b>SELECT</b> , then <b>SELECT ALL</b> .<br>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**

**Gurpreet Bindra , Manjeet Jauhar**



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