


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 OFFICEART, [Click] a category under OFFICE, SOME 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 VARIOUS 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 97 and 2003 can install a Microsoft Office Compatibility Pack from www.microsoft.com/downloads to load 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 **SAVE AS CHANGES INTO EXISTING FILE**.

Setting up Page Layout

1. Choose **PAGE LAYOUT**.
2. Select **MARGINS**, **ORIENTATION**, **PAUSES PAGE**, 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 .

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 text (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.  **Font Size** from .
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 , ,  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 format once, 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 to change.
2. Choose **HOME**, then one of , , , or .

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 highlighter, you can highlight key phrases with different colors.

1. Select the text.
2. Choose **HOME**,  (like drop-down for color). 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 highlighter 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 separately areas of text.

Movement Shortcuts

The <Ctrl>-key with any of these movement shortcuts selects from the current position to that location. E.g. <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 window down	Page Down
One window 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



Microsoft Word 2010 Introduction Study Guide:

Embracing the Beat of Appearance: An Psychological Symphony within **Microsoft Word 2010 Introduction Study Guide**

In a global consumed by screens and the ceaseless chatter of fast interaction, the melodic elegance and mental symphony created by the prepared term frequently disappear in to the background, eclipsed by the persistent sound and disruptions that permeate our lives. However, located within the pages of **Microsoft Word 2010 Introduction Study Guide** a charming literary treasure overflowing with fresh thoughts, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, this interesting masterpiece conducts viewers on a psychological trip, skillfully unraveling the concealed songs and profound influence resonating within each cautiously constructed phrase. Within the depths of this moving review, we shall investigate the book is key harmonies, analyze their enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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Table of Contents Microsoft Word 2010 Introduction Study Guide

1. Understanding the eBook Microsoft Word 2010 Introduction Study Guide
 - The Rise of Digital Reading Microsoft Word 2010 Introduction Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Introduction Study 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 2010 Introduction Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Introduction Study Guide

- Personalized Recommendations
- Microsoft Word 2010 Introduction Study Guide User Reviews and Ratings
- Microsoft Word 2010 Introduction Study Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2010 Introduction Study Guide Free and Paid eBooks
 - Microsoft Word 2010 Introduction Study Guide Public Domain eBooks
 - Microsoft Word 2010 Introduction Study Guide eBook Subscription Services
 - Microsoft Word 2010 Introduction Study Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2010 Introduction Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2010 Introduction Study Guide Compatibility with Devices
 - Microsoft Word 2010 Introduction Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Introduction Study Guide
 - Highlighting and Note-Taking Microsoft Word 2010 Introduction Study Guide
 - Interactive Elements Microsoft Word 2010 Introduction Study Guide
- 8. Staying Engaged with Microsoft Word 2010 Introduction Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2010 Introduction Study Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2010 Introduction Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2010 Introduction Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2010 Introduction Study Guide
 - Setting Reading Goals Microsoft Word 2010 Introduction Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2010 Introduction Study Guide

- Fact-Checking eBook Content of Microsoft Word 2010 Introduction Study 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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