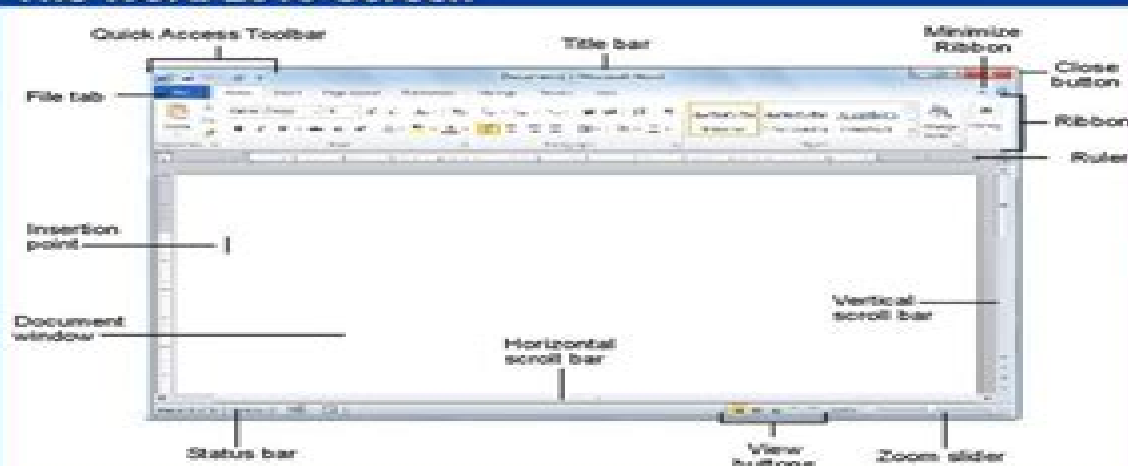


Microsoft®
Word 2010
 Quick Reference Card

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 **File** tab and 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 Quick Reference Guide

TeachUcomp Inc.



Microsoft Quick Reference Guide:

Microsoft Quick Reference Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Quick Reference Guide**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve in to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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