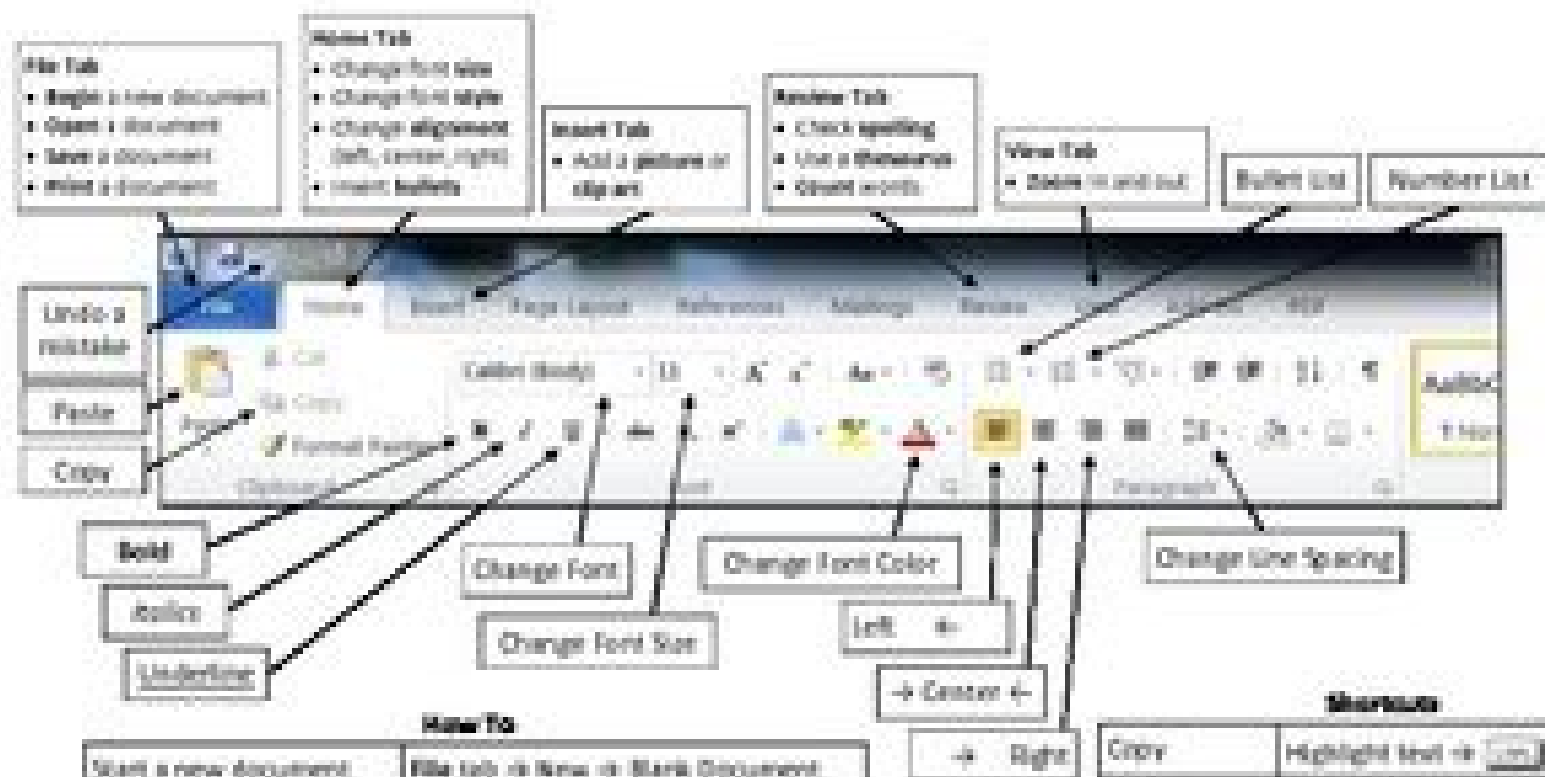


Microsoft Word 2010 — Quick Reference Guide



How To

| | |
|-----------------------|----------------------------------|
| Start a new document | File tab → New → Blank Document |
| Open a saved document | File tab → Open |
| Check spelling | Review tab → Spelling & Grammar |
| Print | File tab → Print |
| Copy | Highlight text → Home tab → Copy |
| Paste | Place cursor → Home tab → Paste |
| Save | File tab → Save |
| Number pages | Insert tab → Page Number |

Shortcuts

| | |
|-----------|---|
| Copy | Highlight text → Ctrl + C |
| Paste | Place cursor → Ctrl + V |
| Save | Ctrl + S |
| Undo | Ctrl + Z |
| Bold | Ctrl + B |
| Underline | Ctrl + U |
| Italic | Ctrl + I |
| Print | Ctrl + P |

Microsoft Word 2010 Quick Reference Guide

Thomas Griffiths



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 Creating Multilevel Numbered List Paragraph Breaks vs Line Breaks Changing Paragraph Spacing Changing Line Spacing
 Clearing Formatting Using Quick Styles Using Themes to Format the Document Inserting a Table Moving a Table Inserting
 Rows within a Table Adding a Row at the End of a Table Inserting Columns within a Table Changing Column Widths Merging
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 a Text Box Formatting a Text Box Finding and Replacing Text Finding and Replacing Formats Finding and Replacing Special
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 Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template
 Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and
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SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft
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