

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:
 - Press **OFFICETEMPLATES**, [Click] a category under **OFFICE**, **SCENE**, **TEMPLATES** or to search, type keywords (e.g. business plan) in **SEARCH OFFICETEMPLATES FOR TEMPLATES**, and press **ENTER**.
 - Select one of the **RECENT TEMPLATES** or **TEMPLATE 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]  **Cut+>** to move to previous.

— 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. **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 , ,  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 , , , .

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 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 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

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