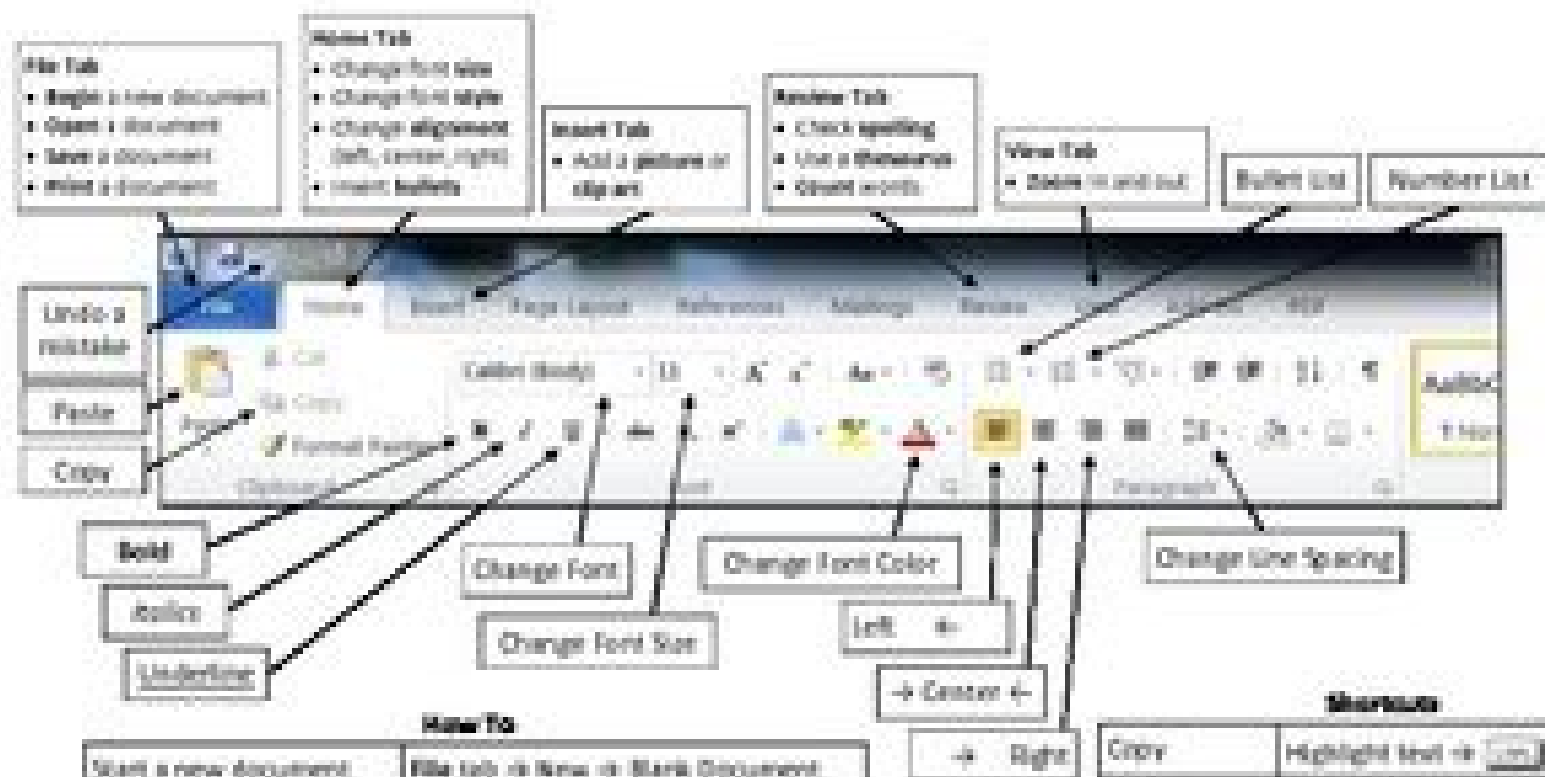


Microsoft Word 2010 — Quick Reference Guide



How To

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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
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Beezix, Inc Staff



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users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

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