


# 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 OFFICE.COM: [Click] a category (under OFFICE.COM TEMPLATES) or to search, type keywords (e.g., business, plot); or SEARCH OFFICE.COM FOR TEMPLATES; and press <Enter>.
  - Select one of the RECENT TEMPLATES or SAMPLE 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/folders:

- 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 2003+ format, choose **FILE**, **INFO** then **CONVERT** .
- Office 97 and 2003 can install a Microsoft Office Compatibility Pack from [www.microsoft.com/downloads](http://www.microsoft.com/downloads) to read 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 **MOVE/CHANGE INFO (X&Y)FILE**.

## Setting up Page Layout

1. Choose **PAGE LAYOUT**.
2. Select **MARGINS**, **ORIENTATION**, **Layout**, **TEXT**, and **DOCUMENTS** 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 <Del> to delete characters to the right.

To delete a larger 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 <Del>.

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+H>.

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] . Hover to preview.

### Drag and Drop

1. Select the text to move or copy.
2. [Point] at the selected area (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 , , or  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**, . If applying the format once, or to apply the format multiple times, [Double Click] .
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**, . (Use 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 highlight 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 [Double Click] in the paragraph.
All text	[Single Click] or <Ctrl>-[Click] in the left margin. Or choose <b>HOME</b> , <b>SELECT</b> , then <b>SELECT ALL</b> . Or press <Ctrl+A>.

Multiple selections: Press <Ctrl> and select separate areas of text.

## Movement Shortcuts

The <Shift> key with any of these movement shortcuts selects from the current position to that location. E.g., <Shift>-<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
Top of next or prev. word	Ctrl+* or Ctrl+Shift+* or Ctrl+* or Ctrl+Shift+*
One screenful down	Page Down
One screenful 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 Quick Reference Guide

**Beezix Software Services, Inc**



## **Microsoft Word 2010 Introduction Quick Reference Guide:**

Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

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collaboration features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Turning On Off Track Changes Tracking Table Changes Show Hide the Reviewing Pane Accepting Rejecting Changes Inserting Comments Reviewing Comments Show Hide Comments Deleting Comments Changing What is Shown Showing Deletions and Moves in Balloons Hiding Formatting Changes Turning Off On Tracking Formatting Hide Show Specific Authors Changing Author Forcing Landscape Printing Comparing Two Documents Combining Multiple Documents Comparing with Previous Versions Comparing Documents Side by Side Protecting your Document Removing Personal or Hidden Information from a Document Restricting Editing Blocking Others from Editing Part of a Document Stored on SharePoint Unblocking Sharing a Document on SkyDrive Sending a Link to a SkyDrive Folder Sharing a Document on a SharePoint Co Authoring Using the Navigation Pane While Co Authoring Resolving Conflicts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

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The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Plain or Rich Text For Plain Text For Building Block Gallery For Combo Box and Drop Down List For Date Picker For Check Box Turning On Off Design Mode Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form Preventing Editing of a Control s Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features [Microsoft PowerPoint 2010 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,Beezix Software Services,2010-06-10 *Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)* TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version [Microsoft Word 2010 On Demand](#) Steve Johnson,Perspection Inc.,2010-07-14 What you need when you need it Need answers quickly Microsoft Word 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential Word Tasks Inside the Book Create documents more efficiently using the improved Ribbon interface Use formatting editing reviewing and publishing tools to create documents in print and online Create great looking documents faster using more themes styles and templates Organize information and add impact with clip art SmartArt diagrams tables and charts Create customized letters labels and envelopes Use Full Reading view to comfortably read documents on screen Use SharePoint to collaborate and share documents Use the Word Web App to view and edit documents in a browser Prepare for the Microsoft Certified Applications Specialist MCAS exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts **Microsoft Word 2010 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how

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Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features [Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide \(Cheat Sheet of Instructions, Tips & Shortcuts\)](#) TeachUcomp Inc.,2014-08-27 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

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[Office and SharePoint 2010 User's Guide](#) Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office

environment      *Word 2010 For Dummies* Dan Gookin,2010-04-07 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must read      **Office 2010 Library** John Walkenbach,Michael R. Groh,Herb Tyson,Faith Wempen,2010-11-17 A must have collection of Office 2010 application Bibles written by the world's leading experts Talk about a bargain Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program Three CDs are also included that feature bonus material including helpful templates worksheets examples and more to enhance your Microsoft Office 2010 experiences Features four essential books on the most popular applications included in the Office 2010 suite Excel Access PowerPoint and Word Excel 2010 Bible serves as an indispensable reference for Excel users no matter your level of expertise and updates you on the latest Excel tips tricks and techniques Access 2010 Bible offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible begins with a detailed look at all the new features in Word 2010 and then expends to cover more advanced intricate topics Office 2010 Library presents you with all encompassing coverage that you won't find anywhere else      **Word 2010 Introduction** ,2010      **Office 2010 For Dummies** Wallace Wang,2010-04-07 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how



to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide

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