


# 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 **DOCUMENT** 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 , 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  **Bold**,  **Italic**, or  **Underline** 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, or 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**, . (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+H or F
Top of next or prev. para.	Ctrl+G or P
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

**S Ben Porath**



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

## **Microsoft Word 2010 Introduction Quick Reference Guide** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has been evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Microsoft Word 2010 Introduction Quick Reference Guide**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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