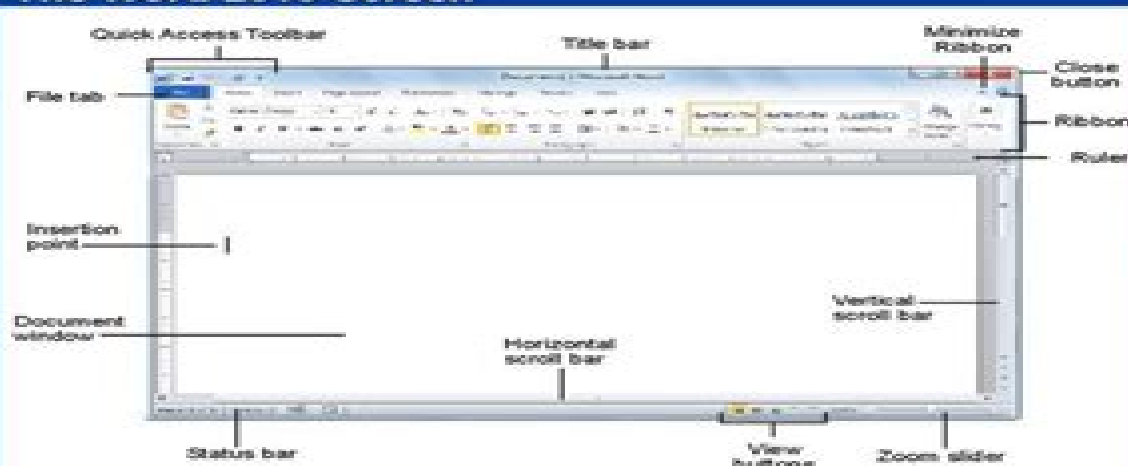


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Word 2010
 Quick Reference Card

The Word 2010 Screen



Keyboard Shortcuts

General

Open a Document	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Help	<F1>

Navigation:

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To dialog box	<F5>

The Fundamentals

The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Document: Click the **File** tab, click the **New** tab, and click the **Create** button. Or, press <Ctrl> + <N>.
- To Open a Document: Click the **File** tab and click the **Open** button, or press <Ctrl> + <O>.
- To Save a Document: Click the **File** tab and click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- To Save a Document with a Different Name: Click the **File** tab, click the **Save As** button, and enter a new name for the document.
- To Preview a Document: Click the **File** tab and click the **Print** tab, or press <Ctrl> + <P>.
- To Print a Document: Click the **File** tab and click the **Print** tab, or press <Ctrl> + <P>.
- To View Advanced Printing Options: Click the **File** tab and click the **Print** tab. Select from the options under Settings.
- To Undo: Click the **Undo** button on the Quick Access Toolbar, or press <Ctrl> + <Z>.
- To Move Text with the Mouse: Select the text you want to move, drag the text to a new location, and release the mouse button.
- To Replace Text: Click the **Replace** button in the Editing group on the Home tab. Or, press <Ctrl> + <H>.
- To Close a Document: Click the **Close** button, or press <Ctrl> + <W>.
- To Correct a Spelling Error: Right-click the error and select a correction from the contextual menu. Or, press <F7> to run the Spell Checker.
- To Use the Thesaurus: Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- To Minimize the Ribbon: Click the **Minimize Ribbon** button on the Ribbon. Or, press <Ctrl> + <F1>. Or, double-click a tab. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.
- To Change Program Settings: Click the **File** tab and click the **Options** button.
- To Get Help: Press <F1> to open the Help window. Type your question and press <Enter>.

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>

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Table of Contents Microsoft Word 2010 Custom Guide

1. Understanding the eBook Microsoft Word 2010 Custom Guide
 - The Rise of Digital Reading Microsoft Word 2010 Custom Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Custom Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2010 Custom Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Custom Guide

- Personalized Recommendations
- Microsoft Word 2010 Custom Guide User Reviews and Ratings
- Microsoft Word 2010 Custom Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2010 Custom Guide Free and Paid eBooks
 - Microsoft Word 2010 Custom Guide Public Domain eBooks
 - Microsoft Word 2010 Custom Guide eBook Subscription Services
 - Microsoft Word 2010 Custom Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2010 Custom Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2010 Custom Guide Compatibility with Devices
 - Microsoft Word 2010 Custom Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Custom Guide
 - Highlighting and Note-Taking Microsoft Word 2010 Custom Guide
 - Interactive Elements Microsoft Word 2010 Custom Guide
- 8. Staying Engaged with Microsoft Word 2010 Custom Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2010 Custom Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2010 Custom Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2010 Custom Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2010 Custom Guide
 - Setting Reading Goals Microsoft Word 2010 Custom Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2010 Custom Guide

-
- Fact-Checking eBook Content of Microsoft Word 2010 Custom Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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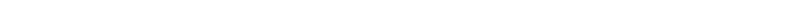
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