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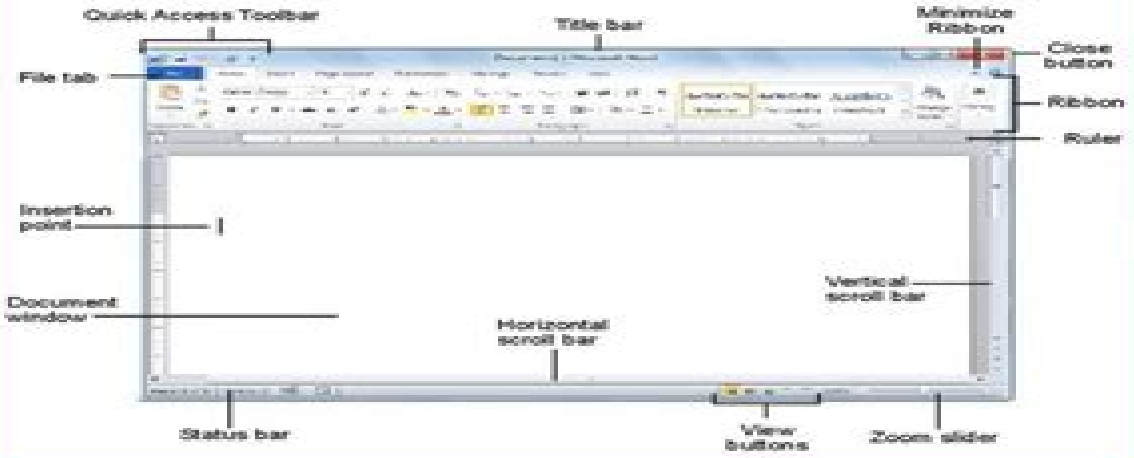
The Word 2010 Screen



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 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>.

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>

Editing

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

Formatting

Bold	<Ctrl> + <B>
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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